



ICAO

International Civil Aviation Organization

Tenth Meeting of the Asia/Pacific Air Traffic Flow
Management Steering Group (ATFM/SG/10)

Video Teleconference 04 – 08 May 2020

ATFM/SG/10 VIDEO TELECONFERENCE INSTRUCTIONS

PARTICIPATION

1. The following invitations will be emailed to registered ATFM/SG/10 participants:
 - a. A test/familiarization Video TeleConference (VTC) to be held several days before the ATFM/SG/10 VTC; and
 - b. An invitation to the VTC for each day of ATFM/SG/10
2. Instructions for signing in to the VTC will be included in each invitation email.

WHEN SIGNING IN

1. Sign in not less than 10 minutes before the VTC commencement time notified in the invitation email.
2. Enter your STATE or IO name first, followed by your full name (as used on the ATFM/SG/10 registration form). Example: *ICAO Prakayphet Chalayonnawin*.
3. Ensure your **microphone is muted** and your **video camera is turned off**.

YOUR WORKING ENVIRONMENT

1. Please ensure that you join the VTC from a room or office where background noise/conversation is minimized or, preferably, excluded.
2. If your State has more than one participant registered, they should join the VTC from separate rooms/offices, except if all are sharing one computer and log-in.

DURING THE VTC

1. If you wish to speak, send a CHAT message using the interface in the VTC, e.g. *Thailand wishes to speak*, or *Thailand question*.
2. If you wish to speak privately, or have a specific question only for the Chair or Secretary, send a private CHAT message using the interface in the VTC.
3. When using the private CHAT function, exercise caution. There is a risk of inadvertently sending private CHAT messages to EVERYONE.
4. If you have a question but do not wish to speak, use the Pigeonhole application that is embedded in the VTC interface.
5. Unmute your microphone only when invited by the Chair to speak. Always mute your microphone when finished speaking.
6. The Chair and/or Secretary will manage the screen and all presentations, unless specifically arranged otherwise. Speakers should identify the relevant paragraph number/s as they progress through their paper, or indicate *next slide* in a PowerPoint presentation.