



ICAO

International Civil Aviation Organization

COVID-19-Related ATM Economics Seminar

Video Teleconference, 08 October 2020

## VIDEO TELECONFERENCE INSTRUCTIONS

### WHEN SIGNING IN

1. Option 1 To join the meeting via the Microsoft Teams app:
  - a. Download the Microsoft Teams app; and then
  - b. Click **Join Microsoft Teams Meeting** in the meeting invitation email
2. Option 2 To join the meeting using web browser:
  - a. Click **Join Microsoft Teams Meeting** in the meeting invitation; then
  - b. Click **Join on the web instead**; and
  - c. Enter your STATE or IO name first, followed by your full name in the Enter Nam box. Example: *ICAO Prakayphet Chalayonnawin*; then
  - d. Click **Join Now**.
3. Sign in not less than 10 minutes before the VTC commencement time notified in the invitation email.
4. 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 or organization has more than one participant, 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 VTC interface.
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 embedded in the VTC interface.
5. Unmute your microphone only when invited by the Secretariat to speak. Always mute your microphone when finished speaking.
6. The Secretariat will moderate the Seminar, and manage all presentations, unless arranged otherwise. Speakers should identify the relevant paragraph number/s as they progress through their paper, or indicate *next slide* in a PowerPoint presentation.