



International Civil Aviation Organization

ICAO

**Tenth Meeting of the FANS Interoperability Team – Asia
(FIT-Asia/10)**

Video Teleconference, 03 – 06 August 2020

FIT-Asia/10 VIDEO TELECONFERENCE INSTRUCTIONS

PARTICIPATION

1. The following invitations will be emailed to registered FIT-Asia/10 participants:
 - a. A test/familiarization Video Teleconference (VTC) to be held on Thursday 30 July 2020; and
 - b. An invitation to the VTC for Day 1 – 4 session of FIT-Asia/10.

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 (as used on the FIT-Asia/10 registration form) in the Enter Name 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 have a question but do not wish to speak, use the Pigeonhole application that will be available at all times during the VTC.
3. Unmute your microphone only when invited by the Chair to speak. Always mute your microphone when finished speaking.
4. 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.

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