



ICAO

International Civil Aviation Organization

Ninth Meeting of the Asia and Pacific Meteorological Requirements Working Group (MET/R WG/9)

Web-conference, 07 May 2020 and 11 – 14 May 2020

WEB-CONFERENCE INSTRUCTIONS

1. PARTICIPATION

1.1. Each registered participant's e-mail address will receive an invitation for each daily session of the web-conference with the "Join meeting" link.

1.2. Instructions for joining the web-conference will be included in each invitation e-mail.

2. JOINING THE WEB-CONFERENCE

2.1. Registered participants should join each daily web-conference session approx. 10- to 15-minutes prior to the commencement time notified in the invitation email.

2.2. When joining the web-conference, please enter your State/Administration or Organization name first, followed by your participant name, e.g., *ICAO APAC – Peter Dunda*.

2.3. Ensure your **microphone is muted** and **video is turned off**.

3. PARTICIPANTS' WORKING ENVIRONMENT

3.1. Please ensure you join the web-conference from a room or office with minimal, or preferably no, background noise.

3.2. Unless you are sharing a single computer/device with a fellow participant/s to join the web-conference, in order to avoid audio feedback problems, each registered participant should join the web-conference using a separate computer/device in a separate room/office.

4. DURING THE WEB-CONFERENCE

4.1. If you wish to address a question, answer or comment to the meeting, please inform the Chair or Secretary by using the web-conference interface to either RAISE HAND or send a CHAT message, e.g. *Thailand wishes to speak*, or *Thailand question*.

4.2. If you wish to address a specific message, e.g., to the Chair or Secretary (or another participant) only, please use the web-conference interface to send a private CHAT message.

4.3. When sending a private CHAT message, please exercise caution. **There is a risk of inadvertently sending a private CHAT message to EVERYONE.**

4.4. If you wish to address a question, answer or comment to the meeting, and prefer not to speak it using the web-conference audio, please submit your input by text using the Pigeonhole application (note: Pigeonhole will be accessible via the web-conference interface or in a separate web browser or mobile device).

4.5. Please unmute your microphone only when invited to speak by the Chair or Secretary. Always remember to mute your microphone when finished speaking.

4.6. The Chair and/or Secretary will manage the presentation of meeting material during the web-conference, unless specifically arranged otherwise. Speakers should clearly identify to the meeting the relevant paper, presentation or other meeting material they are speaking to, as well as the specific paragraphs, pages and slides, as appropriate.
