



ICAO

The Fifth Meeting of the Aerodromes Operations and Planning Sub-Group (AOP/SG/5)

Video Teleconference, 29 June to 2 July 2021

VIDEO TELECONFERENCE [VTC] INSTRUCTIONS TO THE REGISTERED PARTICIPANTS

PARTICIPATION

1. Please check you have received invitation emails with the link to join the VTC in Microsoft Teams for *Fifth Meeting of the Asia/Pacific Aerodromes Operations and Planning Subgroup (29 June to 2 July 2021)*. The emails will be sent two-three working days before the meeting commences.

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 registration form) in the Enter Name box. Example: *ICAO Punya Shakya*; 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 to avoid echo, except if all are sharing one computer and log-in.

DURING THE VTC

1. If you wish to speak, use the RAISE HAND function. If you cannot locate the RAISE HAND function, you may send a CHAT message using the interface in the VTC, e.g. *Thailand wishes to speak*, or *Question from*
2. Unmute your microphone only when invited by the Chair to speak. Always mute your microphone when finished speaking.
3. The Chair and/or Secretary will manage the screen and all presentations, unless specifically arranged otherwise. Speakers with PowerPoint presentations should send the files to the Secretariat at least two working days before the meeting commences. 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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