



ICAO

SIXTEENTH MEETING OF THE ASIA PACIFIC REGIONAL  
AVIATION SAFETY TEAM (APRAST/16)

(Bangkok, Thailand, 17-18 March 2021 on Virtual Platform )

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## VIDEO TELECONFERENCE INSTRUCTIONS

### PARTICIPATION

1. The following invitations will be emailed to registered participants:
  - a. An invitation to the VTC for Day 1 and Day – 2 sessions in Microsoft Teams.

### 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 APRAST/16 Meeting registration form) in the Enter Name box. Example: *ICAO – S M Nazmul Anam*, 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 *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 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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