



ICAO

**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 *ICAO-AAWHG Wildlife Hazard Management Webinar (20 July 2021)*. The emails will be sent two-three working days before the webinar commences.

WHEN SIGNING IN

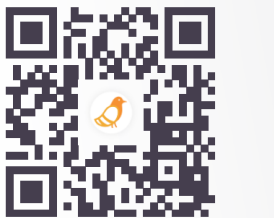
1. Option 1 To join the meeting via the Microsoft Teams app:
 - a. Download the Microsoft Teams app; and then
 - b. Click **Join Microsoft Teams Meeting** in the meeting invitation email
2. Option 2 To join the meeting using web browser:
 - a. Click **Join Microsoft Teams Meeting** in the meeting invitation; 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 WEBINAR

1. Please use Pigeon Hole for questions



Go to
www.pigeonhole.at

Enter passcode

RRWD



2. For other discussions, use the chatroom

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