



ICAO

International Civil Aviation Organization

**The Combined Tenth Meeting of the South Asia/Indian Ocean
ATM Coordination Group (SAIOACG/10) and Twenty—
Seventh Meeting of the South-East Asia ATS Coordination
Group (SEACG/27)**

Video Teleconference, 29 March – 02 April 2021

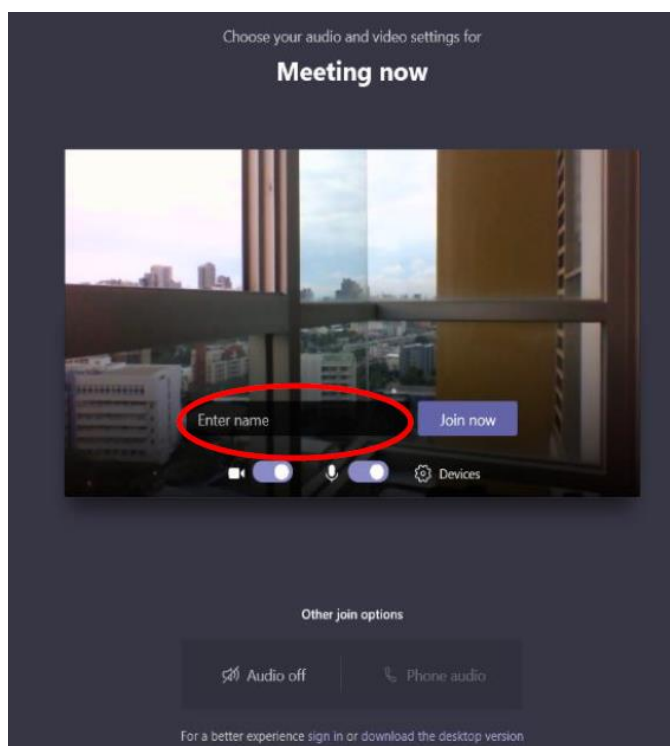
VIDEO TELECONFERENCE (VTC) INSTRUCTIONS TO THE REGISTERED PARTICIPANTS

PARTICIPATION

1. The link to join the VTC (Microsoft Teams) for SAIOACG/10 and SEACG/27 meeting, from 29 March to 02 April 2021, will be sent to registered participants' email addresses latest by **Thursday, 25 March 2021**.
2. Sign in not less than 10 minutes before the VTC commencement time notified in the invitation email.

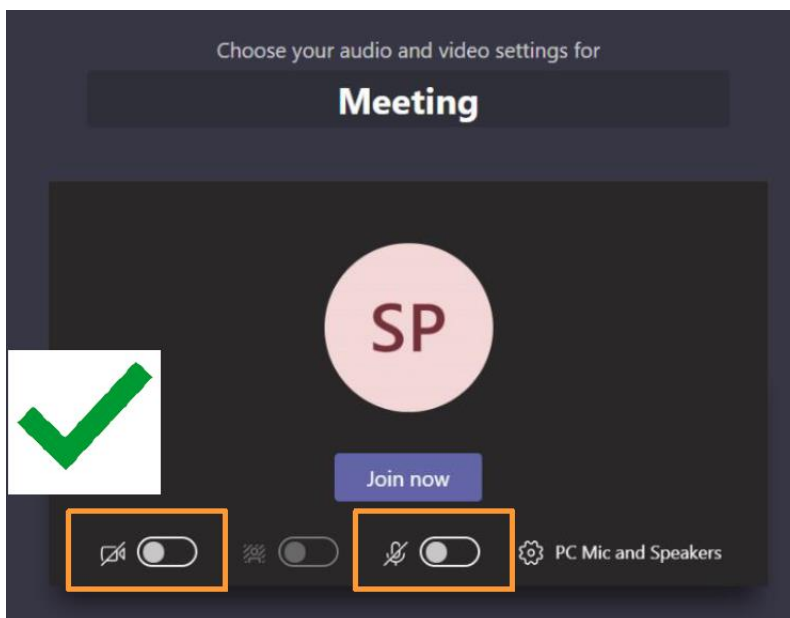
WHEN SIGNING IN

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 invitation email.
2. Option 2: To join meeting using web browser
 - a. Click **Join Microsoft Teams Meeting** in the invitation email; then
 - b. Click **Continue on this browser**, and the following webpage will appear:



- c. Enter your State/Administration or IO name first, followed by your full name (as used on the registration form) in the Enter Name box. Example: *ICAO Sunok Lee*; then
- d. Click **Join now**.

3. Please 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 organisation 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, use the RAISE HAND function. If you cannot locate the RAISE HAND function, you may send a CHAT message using the interface in the Microsoft Teams, e.g. "*Thailand wishes to speak*", or "*Question from*", etc.
2. Unmute your microphone only when invited by the Chair or Secretary 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 the paper, or indicate *next slide* in a PowerPoint presentation.

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