



ICAO

International Civil Aviation Organization

Third Meeting of the Bay of Bengal Traffic Flow Review
Group (BOBTFRG/3)

Video Teleconference, 14 – 15 December 2021

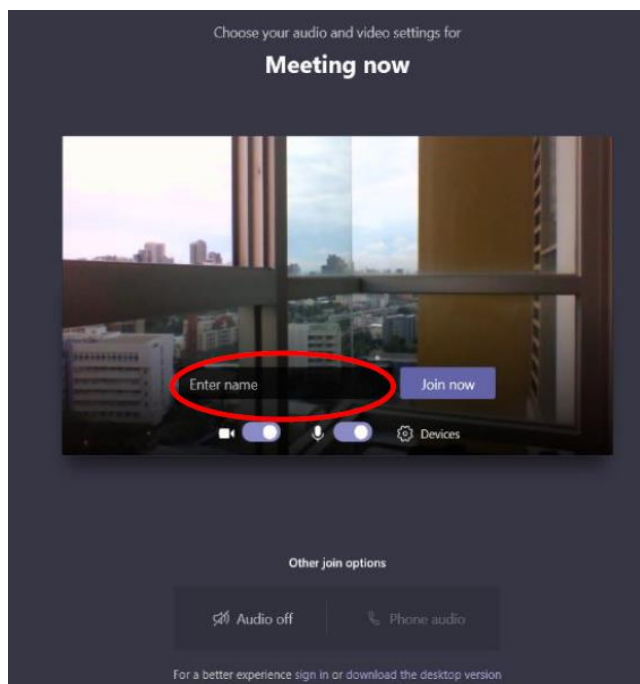
VIDEO TELECONFERENCE (VTC) INSTRUCTIONS TO THE REGISTERED PARTICIPANTS

PARTICIPATION

1. The link to join the VTC (Microsoft Teams) for BOBTFRG/3 meeting, from 14 to 15 December 2021, will be sent to registered participants' email addresses in the week before the meeting.
2. Please sign in not less than 10 minutes before the VTC commencement time notified in the invitation email.

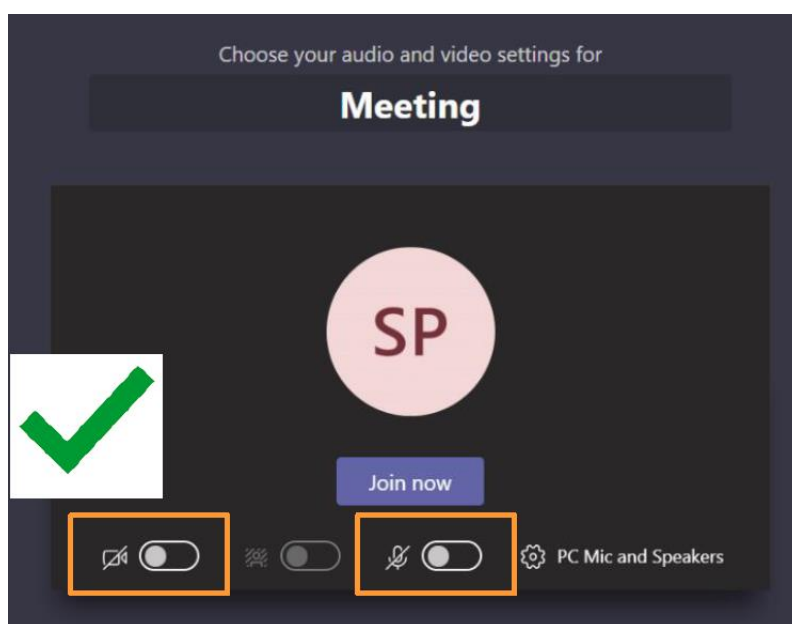
WHEN SIGNING IN

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 BOBTFRG/3 online registration) 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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