



International Civil Aviation Organization
Asia and Pacific Office

ICAO

**Eighteenth Meeting of the Asia Pacific Regional Aviation
Safety Team (APRAST/18)**

(Bangkok, Thailand, 20-24 June 2022)

VIDEO TELECONFERENCE / HYBRID MEETING INSTRUCTIONS

PARTICIPATION

1. The meeting will be held in virtual platform. The meeting link for the VTC sessions will be sent 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/18 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 or, use 'Raise Hand' option 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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