



*International Civil Aviation Organization*  
**ICAO Twenty-Seventh Meeting of the Regional Airspace Safety  
Monitoring Advisory Group (RASMAG/27)**

Video Teleconference, 22 – 25 August 2022

## RASMAG/27 VIDEO TELECONFERENCE INSTRUCTIONS

### 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 **here to join the meeting** in the meeting invitation email and Click **Open Microsoft Teams**.
2. Option 2 To join the meeting using web browser:
  - a. Click **here to join the meeting** in the meeting invitation email; then
  - b. Click **continue on this browser**; and
  - c. Enter your STATE or IO name first, followed by your full name (as used on the RASMAG/27 online registration) in the Enter Name box. Example: *ICAO Prakayphet Chalayonnawin*; 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, use the RAISE HAND function or send a CHAT message using the interface in the VTC, e.g. *Thailand wishes to speak*, or *Thailand question*.
2. If you have a question but do not wish to speak, use CHAT message function. However, participants are encouraged to engage in the meeting verbally.
3. Unmute your microphone only when invited by the Chair to speak. Always mute your microphone when finished speaking.
4. 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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