



ICAO

International Civil Aviation Organization

**The First Meeting of the South Asia, Indian Ocean and
Southeast Asia ATM Coordination Group (SAIOSEACG/1)**

Video Teleconference, 28 March – 01 April 2022

VIDEO TELECONFERENCE (VTC) MODALITIES

(Presented by the Secretariat)

1. Participants should note the following VTC modalities:
 - a. each day of the meeting is expected to be conducted in two sessions of about two hours each. Participants are expected to sign in not less than 10 minutes before the VTC commencement time;
 - b. please ensure your microphone is muted and video camera is turned off. If you wish to speak, please use the RAISE HAND function or send a CHAT message using the interface in the VTC;
 - c. Speakers should not read the paper verbatim. Please summarise the key points of the paper which you would like to emphasise to the meeting;
 - d. 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;
 - e. Information Papers (IPs) will not be read during the meeting; and
 - f. recording of the VTC will be conducted for the Secretariat, but not for public dissemination.

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