



ICAO

International Civil Aviation Organization

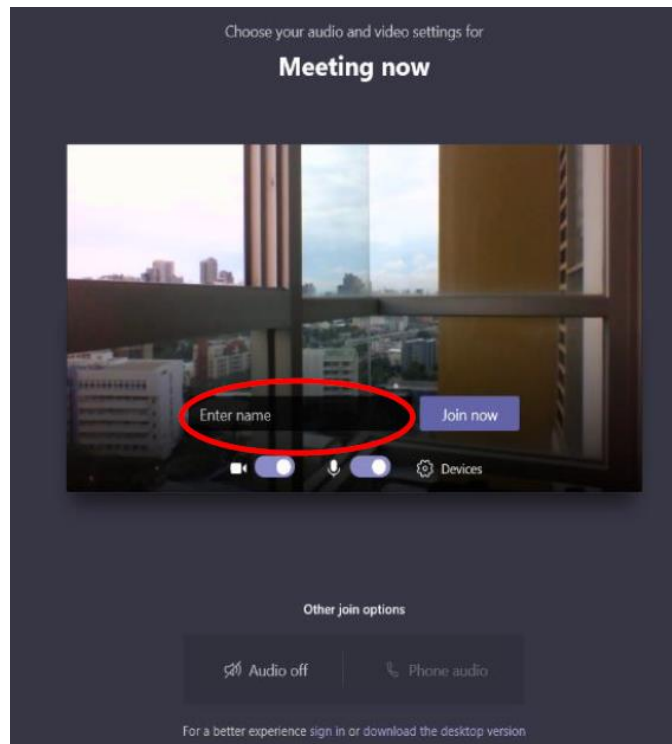
Tenth Meeting of the South China Sea Traffic Flow Review Group (SCSTFRG/10)

Video Teleconference, 31 May – 02 June 2022

## VIDEO TELECONFERENCE (VTC) INSTRUCTIONS

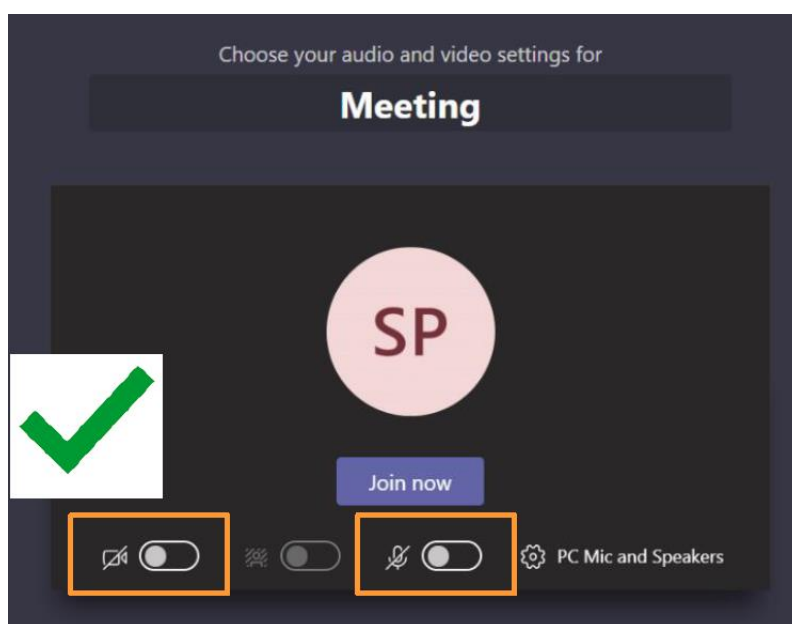
### WHEN SIGNING IN

1. Option 1: To join the meeting via the Microsoft Teams app
  - a. Download the Microsoft Teams app; and then
  - b. Click **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 SCSTFRG/9 online registration) in the Enter Name box. Example: *ICAO Sunok Lee*; then
  - d. Click **Join now**.
3. Please sign in not less than 10 minutes before the VTC commencement time notified in the invitation email.

4. **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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