



ICAO

International Civil Aviation Organization

The Fourth Meeting of the Asia/Pacific Aerodrome Design and Operations Task Force (AP-ADO/TF/4)

Hybrid Meeting, Chiang Rai, Thailand, 10 to 13 January 2023

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## VIDEO TELECONFERENCE [VTC] INSTRUCTIONS TO THE REGISTERED PARTICIPANTS

### PARTICIPATION

1. Please check you have received a meeting invitation email with the link to join the VTC in Microsoft Teams for *AP-ADO/TF/4 (10 to 13 January 2023)*. The emails will be sent **two-three working days** before the meeting commences.

### 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 AP-ADO/TF Registration Form) in the Enter Name box. Example: *ICAO Punya Shakya*; 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 to avoid echo, 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 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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