



ICAO

International Civil Aviation Organization

Joint ICAO Asia and Pacific (APAC) and Middle East (MID) Regions Webinar on the Usage of Five-Alphanumeric Name-Codes and Five-Letter Name-Codes (5LNCs)

Video Teleconference, 04 May 2023

**JOINT ICAO ASIA AND PACIFIC (APAC) AND MIDDLE EAST (MID) REGIONS
WEBINAR ON THE USAGE OF FIVE-ALPHANUMERIC NAME-CODES AND FIVE-
LETTER NAME-CODES (5LNCs)**

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 **Join Microsoft Teams Meeting** in the meeting invitation email
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 webinar 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.

QUESTION & ANSWER

1. Question & answer session hosted on Pigeonhole App after all the presentations have been completed

PRESENTATION MATERIAL

1. All the presentations will be posted on the webinar webpage in due course.

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