



ICAO

ICAO APAC Regional Webinar on GRF  
Video Teleconference, 29 September 2022

## 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 29 September 2022.

### 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 registration form) in the Enter Name box. Example: *ICAO Punya Shaky*a; 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. Please use Pigeonhole for posting your questions.



Go to  
[www.pigeonhole.at](http://www.pigeonhole.at)

Enter passcode

GRF2022



2. For other discussions, use the chat box.

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