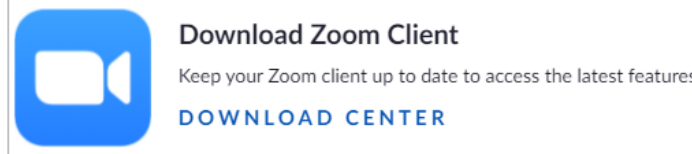# VIRTUAL GUIDELINES

- ZOOM INSTRUCTIONS FOR ATTENDEES -

To participate in the event, it is required to have a **ZOOM Account**.
In order to have optimal functionality of all the features you must ensure that your **ZOOM Account is updated to the most current version**.

https://zoom.us/download

Download Zoom Client
Keep your Zoom client up to date to access the latest features.
DOWNLOAD CENTER

DGCA 2022
57TH DGCA CONFERENCE - APAC
INCHEON, REPUBLIC OF KOREA

01. ZOOM Display Name

Prior to joining a session and in order to facilitate verification and check in procedures,
please ensure to **rename your ZOOM username** in your ZOOM setting with the following format.

(1)   ***(2)**   **(3)**   **(4)**

Organization and State/International Organization Acronym – Role – First name – Last name

E.g. MOLIT, Republic of Korea – DGCA – First name – Last name
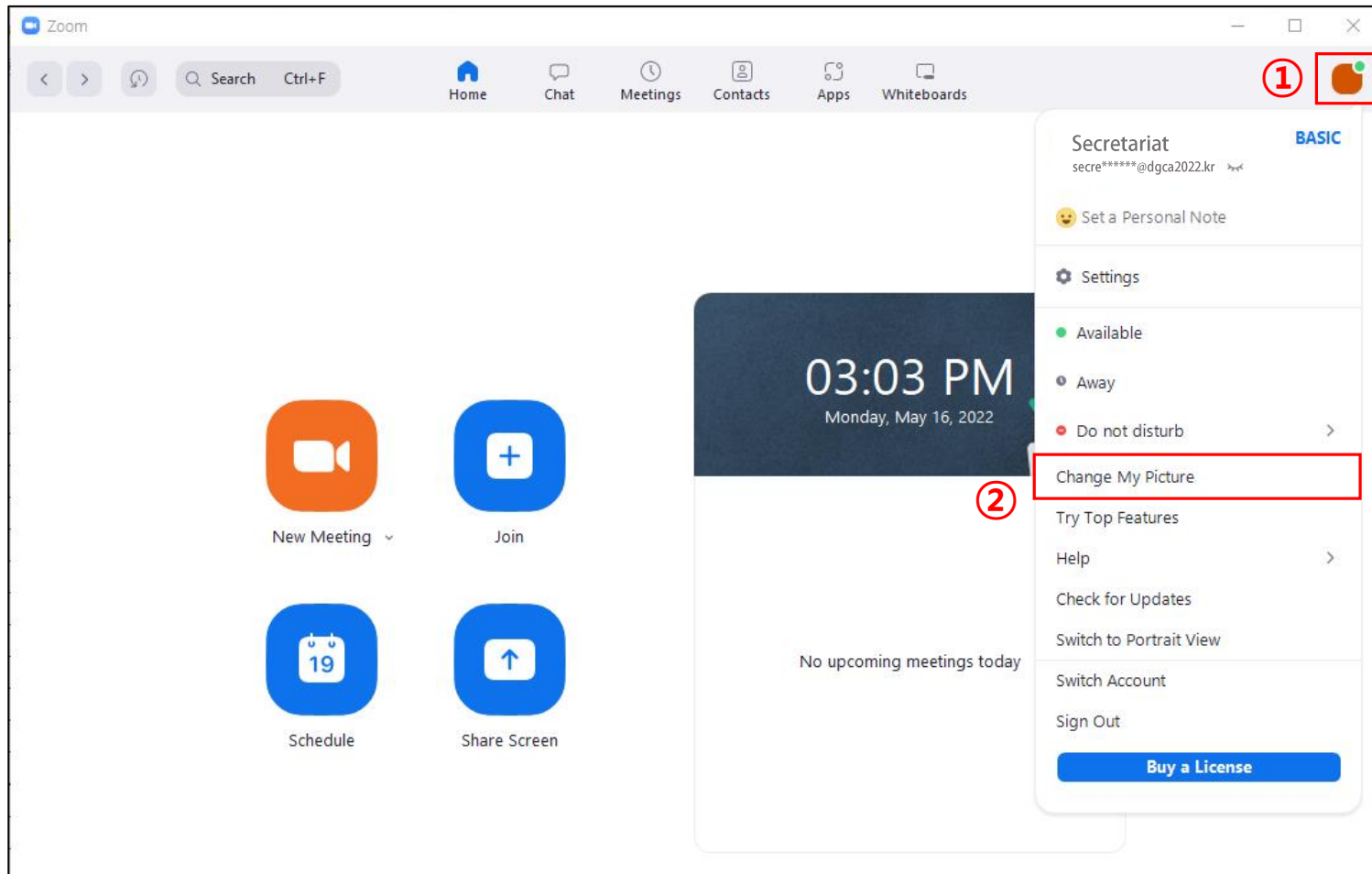
E.g. ICAO – HoD – First Name – Last name

* **Role abbreviations are as follows for State:**

Director General of Civil Aviation (**DGCA**), Head of Delegation (**HoD**), Delegate (**D**), Observer (**O**)

and for International Organization:

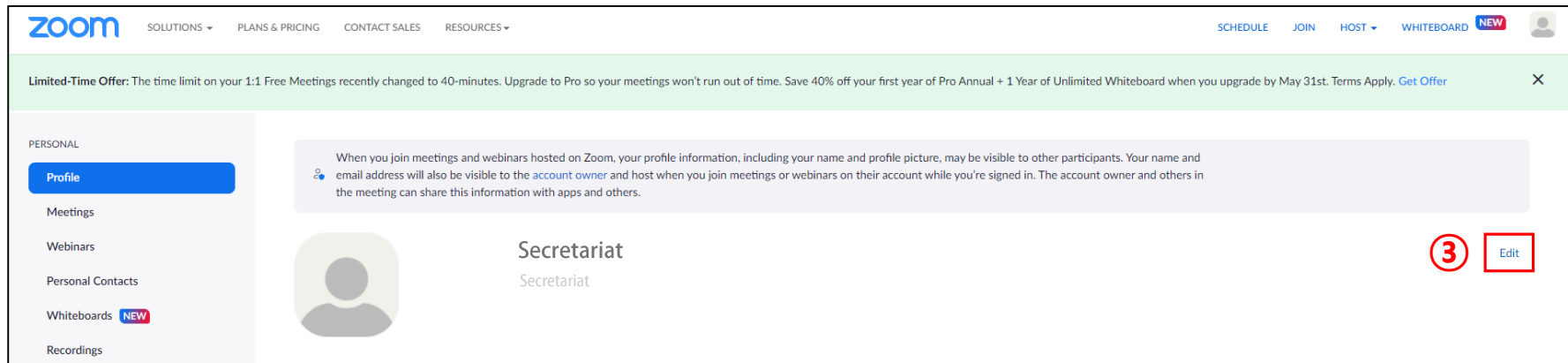Head of Delegation (**HoD**), Delegate (**D**), Observer (**O**)

DGCA 2022
57TH DGCA CONFERENCE - APAC
INCHEON, REPUBLIC OF KOREA

01. ZOOM Display Name (Procedures for set-up)
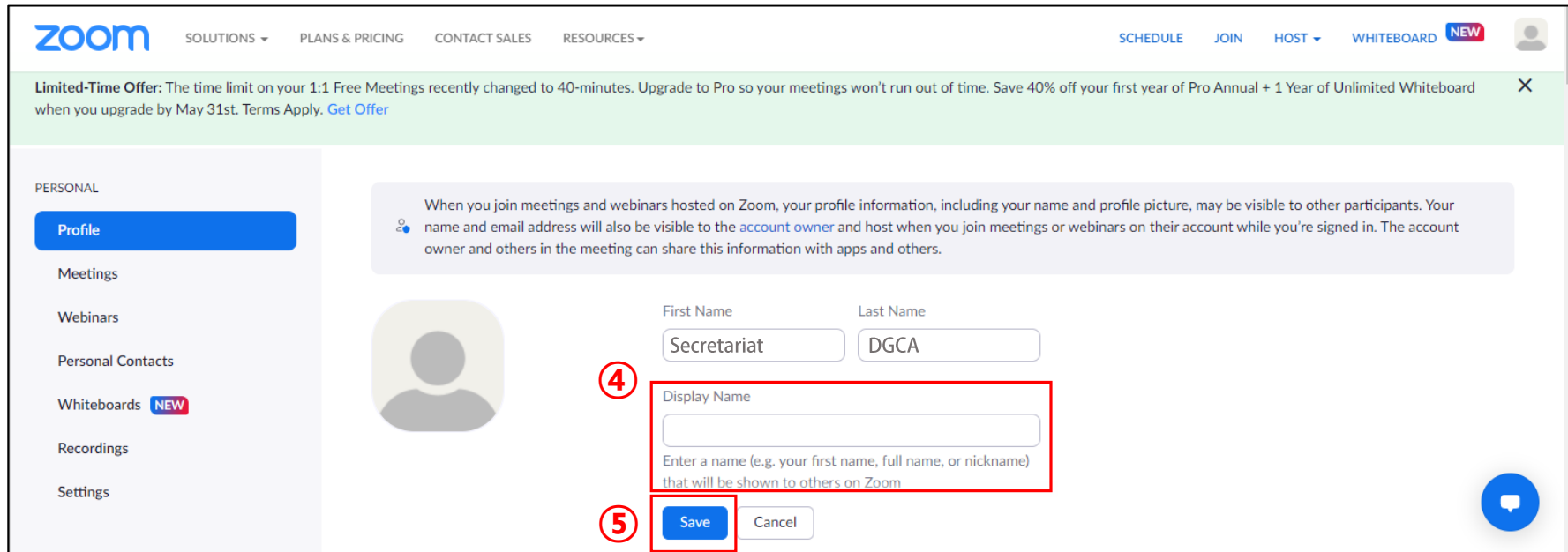

① **Click 'icon' to enter the Profile**

② **Click to 'Change My Picture'**

01. ZOOM Display Name (Procedures for set-up)

③ **Click 'Edit' button**

④ **Set-up the 'Display Name'** as described in slide 3 above

⑤ **Save the information**

02. Joining the Meeting

On the day of the meeting,
please join the meeting via the browser based on the **ZOOM link** sent to you by e-mail. (by June 29)

*If you did not receive an e-mail, check your spam folder or contact the secretariat of the 57th DGCA Conference – APAC (secretariat@dgca2022.kr).

If you **can not join the meeting via the ZOOM link,**
please follow the procedures below to join the session.

1. Open the Chrome browser.
2. Go to **join.zoom.us**.
3. Enter your meeting ID provided by the secretariat and click join.
4. Enter the passcode when prompted.
5. Wait for the host to allow you in. Staff will cross check your identity with the registrant list.
    (Please make sure that your display name is in right format
     as described in slide 3, which is the same as on-line registration information)

03. AV Settings

After launching the ZOOM meeting, you will be prompted to join the room's audio.

Click *[Join audio by computer]*.
Headset/Earphone is highly recommended for clear sound transmission and reception.

We encourage **the HoD and the presenters** to join the meeting

at least 30 minutes before it is due to start for testing your audio and video.

The test will be conducted **in order of admission** by the secretariat.

All the participants **will enter the conference in muted condition** to avoid distractions.
If you wish to speak, either use raise hand function or enter your request in the chat box so that the secretariat will unmute your microphone. However, please note that you can speak only after the Chairperson or the moderator ask you to speak.

※Speakers who have been pre-confirmed will be **contacted individually by the secretariat for rehearsal**.

DGCA 2022
57TH DGCA CONFERENCE - APAC
INCHEON, REPUBLIC OF KOREA
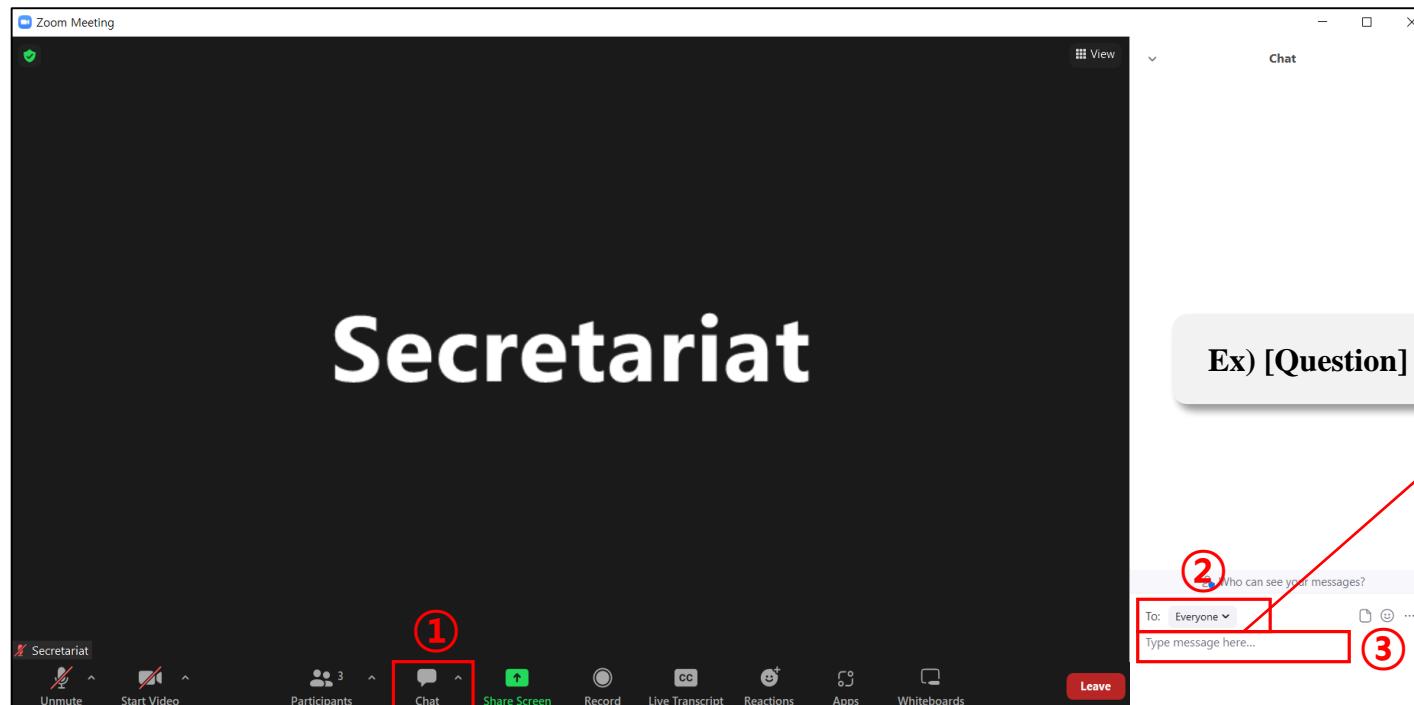
(Checking for the system)

04. Q&A (via Chat menu)

If you have any questions, please use the **Chat function** to ask.

And make sure to choose **'Everyone'** using the dropdown menu next to the 'To:' field when asking the question.

Depending on the time limitation, the moderator may or may not be able to proceed with the question.

If not answered, the conference secretariat will do its best to answer, subject to the nature of the question.

Ex) [Question] What does ICAO stand for?

05. General Functions

① Turn on/off your microphone
② Turn on/off your camera
③ Turn on/off participation list
④ Turn on/off chat window
⑤ Click to show your reactions
⑥ Click to leave the room
⑦ Click to see the participants in a Speaker/Gallery/ Immersive/Full Screen mode
⑧ Click to see the information of the Meeting Room

DGCA 2022
57TH DGCA CONFERENCE - APAC
INCHEON, REPUBLIC OF KOREA