

Scheduling Process for Focal Points

Schedule a “Negotiation” Appointment

Note for all participants:

The scheduling of negotiations is reserved for delegations’ Focal Points only.

For Members of delegations, IO and industry representatives wishing to schedule B2B and informal meetings, please refer to the **Attendee Guide**.

Note for Focal Points:

There are multiple ways of scheduling appointments and/or accessing the schedule, please find below the two methods to do so (for Focal Points).

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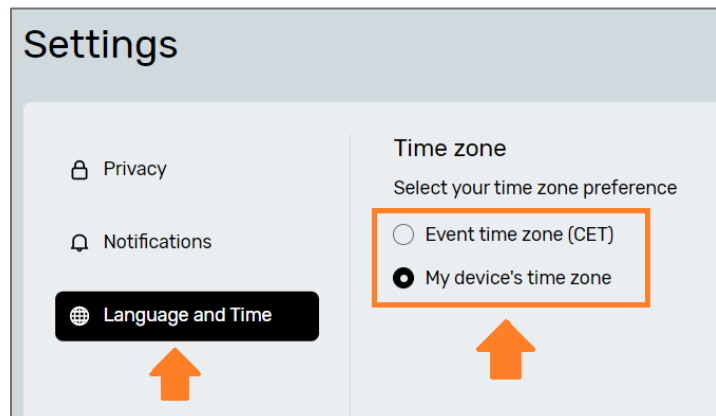
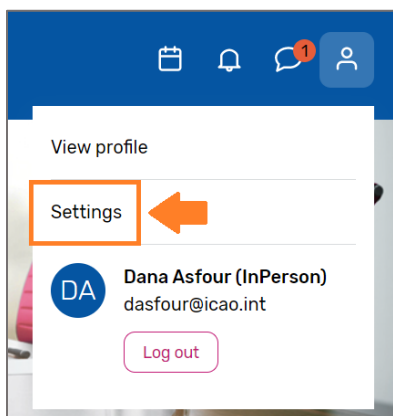
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IMPORTANT NOTE

Adjust The Time Zone According To Your Attendance Mode.

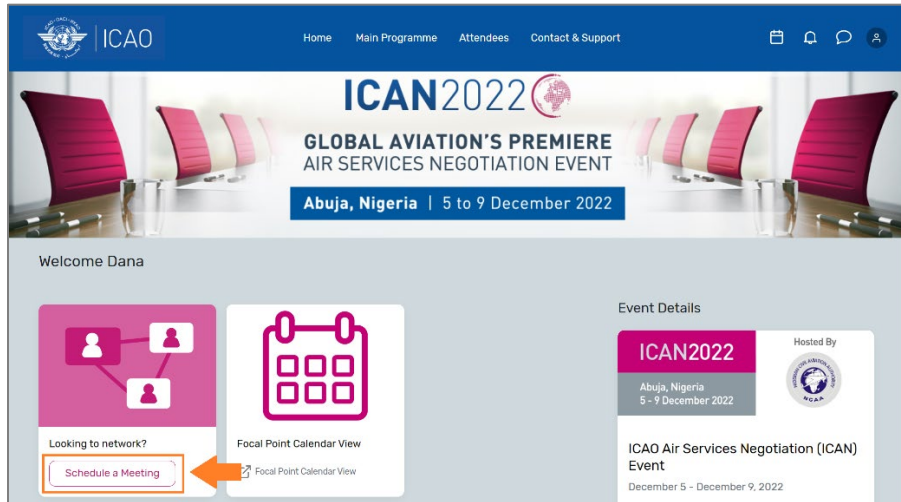
The default setting for the time zone is according to your device time.

- ▶ If you are attending **VIRTUALLY**, you can keep the settings as they are.
- ▶ If you are attending **IN PERSON**, it is important to access your profile on the top right and click on “Settings”.
 - Select “Language and Time” then select “Event time zone”. This will allow you to schedule your meetings in the correct time zone.

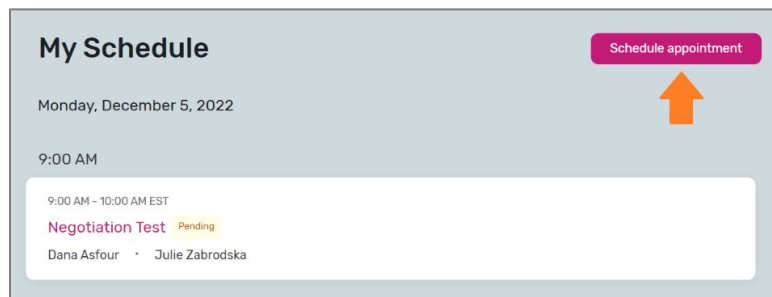


I. Scheduling Negotiation Appointments from Home Page

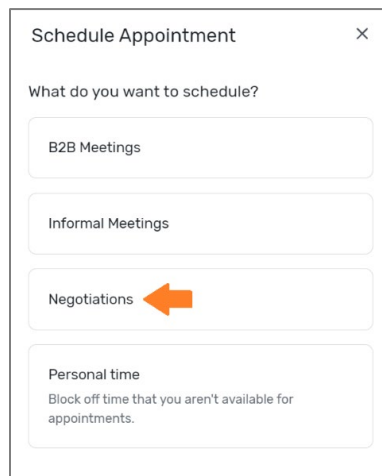
- ▶ Log into the ICAO Virtual Attendee Platform: <https://cvent.me/4rzB8g>
- ▶ From the **Home** screen click on “Schedule a Meeting”



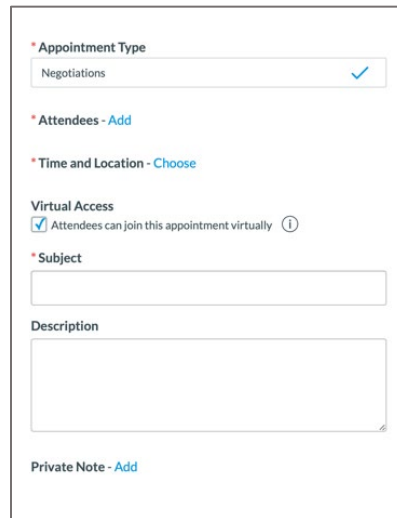
- ▶ This brings you to the “My Schedule” page
- ▶ Click on “Schedule Appointment”



- ▶ The “Schedule Appointment” button opens a slide-in window on the right. Select Appointment type: “Negotiations”.



- ▶ The following screen appears to select **attendees, time and location** of the meeting:



The screenshot shows a meeting creation form with the following fields and options:

- * Appointment Type:** A dropdown menu with "Negotiations" selected and a blue checkmark.
- * Attendees - Add:** A blue link to add attendees.
- * Time and Location - Choose:** A blue link to choose time and location.
- Virtual Access:** A section with a checked checkbox and the text "Attendees can join this appointment virtually" followed by a help icon.
- * Subject:** A text input field.
- Description:** A larger text area for the meeting description.
- Private Note - Add:** A blue link to add a private note.

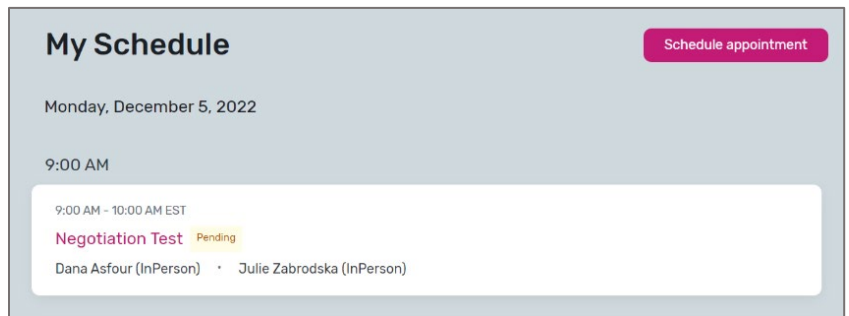
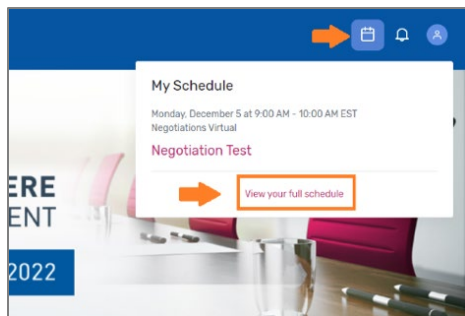
- ▶ Adding **attendees** to the meeting:
 - Select one Focal Point from the list (list is searchable by name and **State**)
Note: it is possible to add more than one Focal Point for multilateral meetings.
- ▶ Select **time**:
 - Search for the convenient day with the < > arrows on the top
 - Negotiations can be scheduled between 5 and 9 December with no time restrictions with the exception of the Opening/Closing Ceremony; however technical support will be available from 0800 to 1900 WAT (UTC+1).
- ▶ Select **location**:
 - For meetings where at least one Focal Point is in-person, make sure to choose one of the available meeting rooms.
Note: While awaiting detailed information on the venue, meeting rooms are temporarily named as Room 1, Room 2, etc.
 - If both delegations are attending virtually, please select the location "Virtual".
 - In any case, kindly select only from the list of meeting rooms available for the chosen date and time. Creating "custom" locations is not recommended.
- ▶ **Virtual Access**
 - This will generate a Zoom link once the invitation is sent
 - Recommended practice: keep the box checked for all invitations

- ▶ Enter **Subject**:
 - Recommended naming convention: State A – State B / [Short info: “Initial/Follow up”, “Amendment”, etc.]

- ▶ Enter **Description**:
 - Open text box
 - Possibility to enter a URL to a file on a shared drive/cloud storage (outside of ICAO)

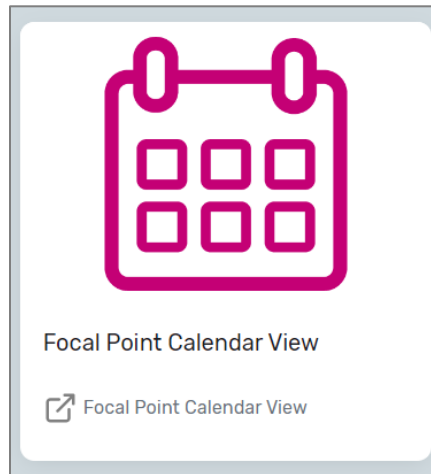
- ▶ Hit **“Send Appointment Invitation”**

Your meeting now appears in the page **“My Schedule”** accessible from the top-right:



II. Scheduling Negotiation Appointments from Calendar View

- ▶ Click on the “Focal Point Calendar View” icon from the Home page



- ▶ This opens up a document where you can find your State and Name. Click on the corresponding “Calendar Link” in order to access your calendar.

Abuja, Nigeria 5 - 9 December 2022		ICAN2022
State Name	Focal Point	Focal Point2
Argentina	Paola Tamburelli	CALENDAR VIEW LINK
Austria	Christine Mucina-Bauer	CALENDAR VIEW LINK
Bahrain	Al-Ali Ahmed Mohammed	CALENDAR VIEW LINK
Belize	Monique Sadoh	CALENDAR VIEW LINK
Benin	Monique Sodjahn-Mama	CALENDAR VIEW LINK
Bhutan	Dawa Yangchen	CALENDAR VIEW LINK
Brazil	Roque Da Silva Neto	CALENDAR VIEW LINK
Cabo Verde	Carlos Monteiro	CALENDAR VIEW LINK
Cambodia	Vann Chanty	CALENDAR VIEW LINK
Chad	Souleyman Yaya Azain	CALENDAR VIEW LINK
Chile	Rodrigo Fernández	CALENDAR VIEW LINK
Colombia	Jazmin Alexandra Palomino Pineda	CALENDAR VIEW LINK
Costa Rica	Ana Patricia Gamboa Venegas	CALENDAR VIEW LINK
Cuba	Mayda Molina Martinez	CALENDAR VIEW LINK
Cyprus	Sdrali Theodorou Vasiliki	CALENDAR VIEW LINK
Czechia	Marek Skrna	CALENDAR VIEW LINK
Democratic Republic of the Congo	François Kayembe Katubalondji	CALENDAR VIEW LINK
Djibouti	Ainanche Said Chireh	CALENDAR VIEW LINK
Dominican Republic	Jose Ernesto Marte Piantini	CALENDAR VIEW LINK

- Please note that if you click on someone else’s Calendar Link, it will yield an error message since each link corresponds to an individual’s credentials.
- ▶ The “Calendar Link” will open a tab with the Appointments Calendar. This provides a Calendar View of your schedule.

- ▶ This represents the Calendar View of your schedule.

The screenshot shows a calendar interface for the ICAO Air Services Negotiation (ICAN) Event. The calendar is set to December and shows a weekly view from Monday to Friday. Key features include: a 'Create Appointment' button on the top left; a 'Click here to create a meeting invitation' link; a 'Schedule is in Eastern Time' indicator; an 'Adjust your calendar to your respective time zone' link; and a 'Session' dropdown menu. The calendar displays various appointments and sessions, including 'Testing X', 'Session Opening Ceremony', 'Session Round Table Discussion Session', 'To - Dana Asfour, ICAO IN PERSON TEST Live Demo', 'To - Dana Asfour, ICAO IN PERSON FR - UK Meeting - Competition clause', 'From - Dana Asfour, ICAO IN PERSON Test Peter', and 'Session (Closing Ceremony)'. Status indicators like 'Accepted Invitation (sent)', 'Accepted Invitation (received)', and 'Pending Invitation (sent)' are also visible.

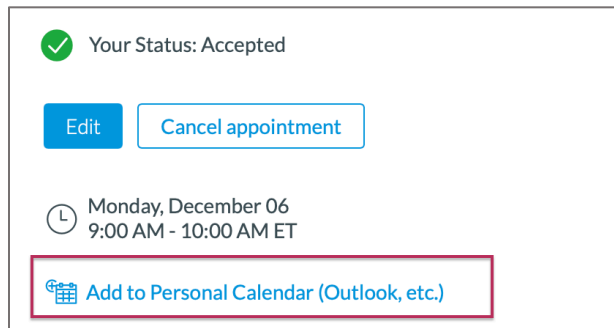
- ▶ Notes to better understand the Calendar View:
 - Weekly or daily calendar view of **appointments (blue)** and **sessions (purple)**
 - Accepted appointments will show in darker blue with a solid line
 - Pending appointments will show in lighter blue and with a dotted line
 - “To” indicates invites sent by you / “From” indicate received invites
 - You can choose to have the calendar in the **event time zone or your time zone** (this will depend on whether you are attending virtually or in person)
- ▶ Scheduling a Negotiation Appointment is also possible through this view by clicking on the “Create Appointment” button on the top left. Follow the instructions mentioned above to continue the process.

III. Tips for Focal Points to Facilitate Coordination Within Their Delegation

Important Note: Focal Points should wait for the meeting/appointment to be accepted by the other Focal Point before coordinating with their own delegation members. Once the other Focal Point accepts the invitation, the Host Focal Point can go into the appointment and choose one of the following:

Alternative A:

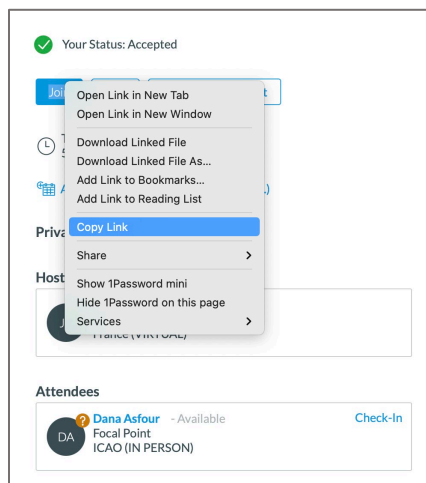
- ▶ Click “Add to Personal Calendar” -> saves the meeting invitation in your email provider including the ZOOM link (*link starts with “web.cvent.com/xxxx”*)



- ▶ The Focal Point can forward this email invitation to the members of their delegation using their own email providers (Outlook, etc.)

Alternative B:

- ▶ Focal Point can right-click on “Join” and “Copy Link”



- ▶ This will copy the link directly to the Zoom meeting, which can be shared with members of your delegation (via email or other). Upon joining the meeting, it is recommended that the Host enables the Zoom waiting room to admit participants into the meeting for privacy purposes. In this regard, it is best practice for the Host to join the meeting ahead of other participants.