

International Civil Aviation Organization



ICAO

**Seventh Meeting of the Aeronautical Communication
Services Implementation Coordination Group
(ACSICG/7)**

Web-conference, 21 – 23 July 2020

REVISED MEETING BULLETIN

1. Schedule of the Meeting

- 1.1. The Meeting (web-conference) will open at **0900 hrs. ICT (UTC +7)** on **Tuesday, 21 July 2020.**
- 1.2. The discussion sessions (on the agenda items) are scheduled from **0900 to 1200 hrs. ICT (UTC +7)** on **Tuesday to Thursday, 21 to 23 July 2020.**
- 1.3. The program will be available on the Meeting webpage.

2. Officers and Secretariat concerned with the Meeting

- 2.1. Secretary of the Meeting:

Mr. Li Peng, Regional Officer CNS
Tel: +66 (2) 537 8189 Ext. 158
Fax: +66 (2) 537 8199
E-mail: pli@icao.int

- 2.2. Additional secretarial and administrative support to the Meeting:

Ms. Bhabhinan Sirapongkosit
ICAO Programme Assistant
Tel: +66 (2) 537 8189 Ext. 49
Fax: +66 (2) 537 8199
E-mail: bsirapongkosit@icao.int

3. Registration of participants

- 3.1. Each participant should ensure that their respective State/Organization has registered the name and e-mail address of the official, nominated delegate(s), with the Secretariat, **no later than 08 July 2020.**
- 3.2. To ensure each participant's registration, and subsequent invitation e-mail to join the web-conference sessions is correct, it is essential that each participant ensures their official registration form clearly shows their nominated e-mail address in print, or preferably typed.

4. Meeting materials

4.1. The Secretariat will make the Meeting materials (i.e., documentation, papers, templates, instructions, etc.) available in electronic format prior to the Meeting (web-conference) on the ICAO APAC Office website (at: www.icao.int/apac > Meetings > Meeting List – 2020 > ACSICG/7

4.2. Each participant should review all working papers and supporting information papers prior to the commencement of the Meeting (web-conference) discussion sessions.

4.3. Participants wishing to submit papers for consideration by the Meeting must do so, via e-mail to the ICAO APAC Office at: apac@icao.int, as early as possible and in any case **no later than 14 July 2020**.

5. Joining the Meeting (web-conference)

5.1. When joining the Meeting (web-conference) sessions, please ensure your **microphone is muted** and **video is turned off**.

5.2. Each participant should ensure that their web-conference display name reflects their respective State or Organization first, followed by their participant name, e.g., “**ICAO – Li Peng**”, “**AUS – name**”, “**Hong Kong, China – name**”, etc.

5.3. Each registered participant will receive by e-mail from the Secretariat with the “*Join meeting*” link and appropriate instructions about one week before the Meeting (web-conference) sessions.

5.4. Participants should join the Meeting (web-conference) sessions approx. 10- to 15-minutes prior to the scheduled start of each session.

6. Participants’ working environment

6.1 Each participant should ensure they join the web-conference from a location with minimal, or preferably no, background noise.

6.2 To minimize the potential for audio-feedback to hinder the discussions, each participant should join the web-conference using a separate computer/device in a separate room/office. If sharing a single computer/device to join the web-conference with fellow participant/s, please ensure that only one computer/device per room/office has its microphone unmuted and audio speaker on at any one time.

7. During the web-conference

7.1 Participants who wish to address a question, answer or comment to the Meeting should please inform the Chair, Secretary or moderator of the discussion by using the web-conference interface to send a “CHAT” message, e.g. “*Thailand wishes to speak*”, or “*Thailand question*”, etc.

7.2 Participants who wish to address a message only to a specific member of the Meeting, e.g., to the Chair or Secretary (or another participant), should use the web-conference interface to send a private CHAT message. **CAUTION:** When sending a private CHAT message, please exercise care and **avoid inadvertently sending a private CHAT message to “EVERYONE”**.

7.3 Additional information and instructions concerning the web-conferencing tools and applications, will be provided separately at the meeting website.

7.4 Participants should only unmute their microphone and turn on their video when invited to speak by the Chair, Secretary or moderator of the discussion. Please always remember to mute your microphone when finished speaking.

7.5 The Chair and/or Secretary will manage the presentation of meeting material during the web-conference, unless specifically arranged otherwise. Speakers should clearly identify to the meeting the relevant paper, presentation or other meeting material they are speaking to, as well as the specific paragraphs, pages and slides, as appropriate.
