

International Civil Aviation Organization



ICAO

**Seminar on ATM Automation System and
the First Meeting of the ATM Automation System
Task Force (ATMAS TF/1)**

Web-conference, 27 – 30 October 2020

SEMINAR & MEETING BULLETIN

1. Schedule of the Seminar and the Meeting

1.1 The Seminar on ATM Automation System (via web-conference) will commence at **0900 hrs. ICT (UTC+7) on Tuesday 27, October 2020.**

1.2 The First Meeting of the ATM Automation System Task Force (ATMAS TF/1) will commence at **0900 hrs. ICT (UTC+7) from Wednesday 28 to Friday 30, October 2020.**

1.3 The daily programme of the Seminar and the Task Force Meeting, including coffee break or lunch break, will be proposed and monitored by the moderator or chairperson, to make best use of the available time for all participants from various time zones.

1.4 The tentative programme for the events will be available on the Meeting webpage.

2. Officer and Secretariat concerned with the Seminar/Meeting

2.1. Secretary of the Meeting:

Mr. Yi LUO, Regional Officer CNS
Tel: +66 (2) 537 8189 Ext. 155
Fax: +66 (2) 537 8199
E-mail: yluo@icao.int

2.2. Additional secretarial and administrative support to the Seminar/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 12 October 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 Seminar and the Meeting materials (i.e., documentation, papers, templates, instructions, etc.) available in electronic format prior to the events (web-conference) on the ICAO APAC Office website at:

www.icao.int/apac > Meetings > Meeting List – 2020 > ATMAS Seminar; and
www.icao.int/apac > Meetings > Meeting List – 2020 > ATM AS TF/1

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 12 October 2020**.

5. Joining the Seminar/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 – Yi LUO**”, “**AUS – name**”, “**Hong Kong, China – name**”, etc. For the participants nominated by the sponsors, please make sure your web-conference display names are the same as provided to ICAO earlier, e.g., “**Organization name, your first name**”

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.
