



ICAO

*International Civil Aviation Organization*

**FOURTH MEETING OF SPECTRUM REVIEW WORKING GROUP (SRWG/4)**

Web-conference, 9 – 10 June 2020

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**MEETING INFORMATION**

**1. Schedule of the meeting**

1.1 The opening session of the Spectrum Review Working Group (SRWG/4) meeting (web-conference) will commence at **0930** hours on **Tuesday, 9 June 2020**.

**2. Registration of participants**

2.1 Participants should ensure that their respective Administration/Organization has registered with the Meeting Secretariat the name(s) and e-mail address(es) of the official nominated delegate(s) **no later than 22 May 2020**

2.2 The meeting programme will be posted on the meeting webpage, and the finalized version is to be announced on the first day of the meeting.

**3. Officer and Secretariat concerned with the Meeting**

3.1 Mr. Luo Yi, Regional Officer CNS of the ICAO Asia and Pacific Office will act as Secretary of the Meeting. His contact address is as follows:

Mr. Luo Yi, Regional Officer CNS  
Tel: +66 (2) 537-8189 to 97 Ext. 155  
Fax: +66 (2) 537-8199  
E-mail: [YLuo@icao.int](mailto:YLuo@icao.int)

3.2 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](mailto:bsirapongkosit@icao.int)

**4. Meeting materials**

4.1 Participants will need to review all working papers and supporting information papers prior to the commencement of the Meeting (web-conference) discussion sessions.

4.2 The Secretariat will make the Meeting documentation, papers, templates, etc., available in electronic format on the ICAO APAC Office website ([www.icao.int/apac](http://www.icao.int/apac) > Meetings > Meeting List – 2020 > SRWG/4) prior to the Meeting.

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](mailto:apac@icao.int)) as early as possible and in any case **no later than 22 May 2020**

## 5. Joining the web-conference

5.1 Registered participants will receive, from the Secretariat, the “Join meeting” links and appropriate instructions directly to their nominated e-mail addresses about one week before the Meeting (web-conference) sessions. In this regard, it is essential that the nominated e-mail addresses on the registration forms are clearly printed or preferably typed to facilitate the Secretariat with sending the Meeting invitation links correctly.

5.2 Registered participants should join each daily web-conference session approx. 10 to 15 minutes prior to the commencement time notified in the invitation email.

5.3 When joining the Meeting (web-conference) sessions, participants must ensure that their web-conference display name reflects exactly their registered State/Administration/Organization and participant name, as follows: e.g., “**ICAO – LUO YI**”, “**AUS – Eddy D'Amico**”, etc.

5.4 Additional information and instructions concerning web-conferencing is provided at the **Appendix** to this paper.

## 6. Participants’ working environment

6.1 Please ensure you join the web-conference from a room or office with minimal, or preferably no, background noise.

6.2 Unless you are sharing a single computer/device with a fellow participant/s to join the web-conference, in order to avoid audio feedback problems, each registered participant should join the web-conference using a separate computer/device in a separate room/office.

## 7. During the web-conference

7.1 If you wish to address a question, answer or comment to the meeting, please inform the Chair or Secretary by using the web-conference interface to either RAISE HAND or send a CHAT message, e.g. *Thailand wishes to speak*, or *Thailand question*.

7.2 If you wish to address a specific message, e.g., to the Chair or Secretary (or another participant) only, please use the web-conference interface to send a private CHAT message.

7.3 When sending a private CHAT message, please exercise caution. **There is a risk of inadvertently sending a private CHAT message to EVERYONE.**

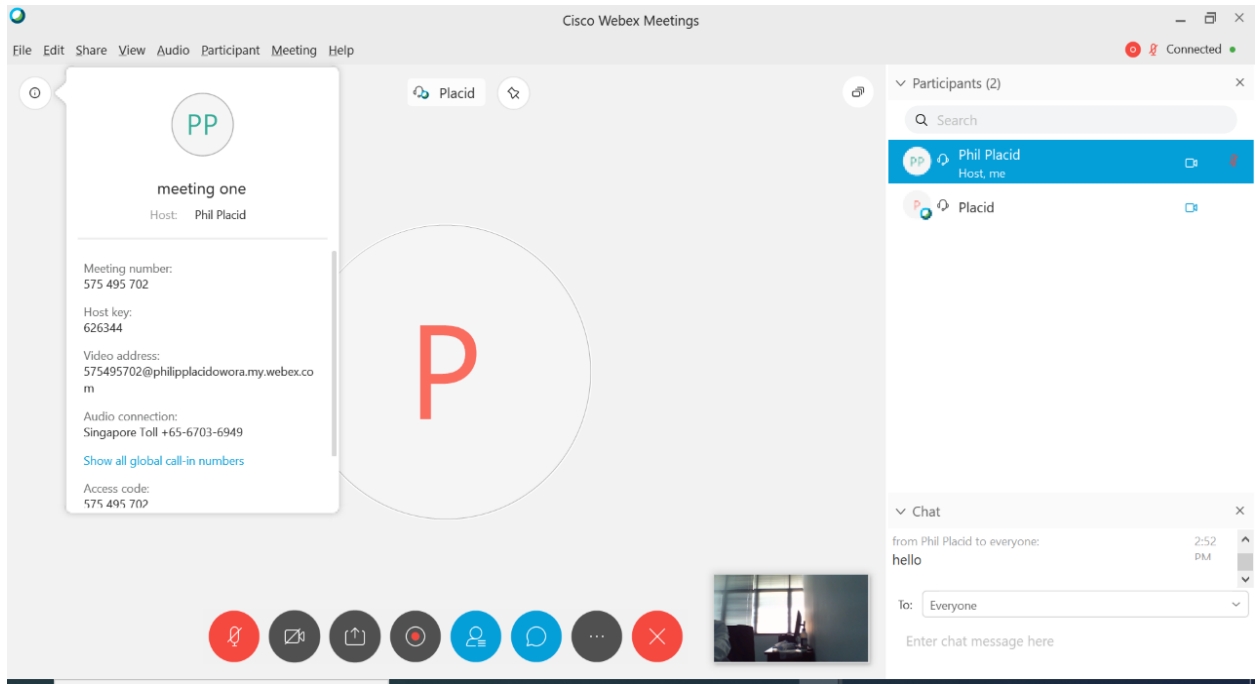
7.4 Please unmute your microphone only when invited to speak by the Chair or Secretary. Always remember to mute your microphone when finished speaking.

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.

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## 1. Cisco Webex Meetings Desktop App Controls

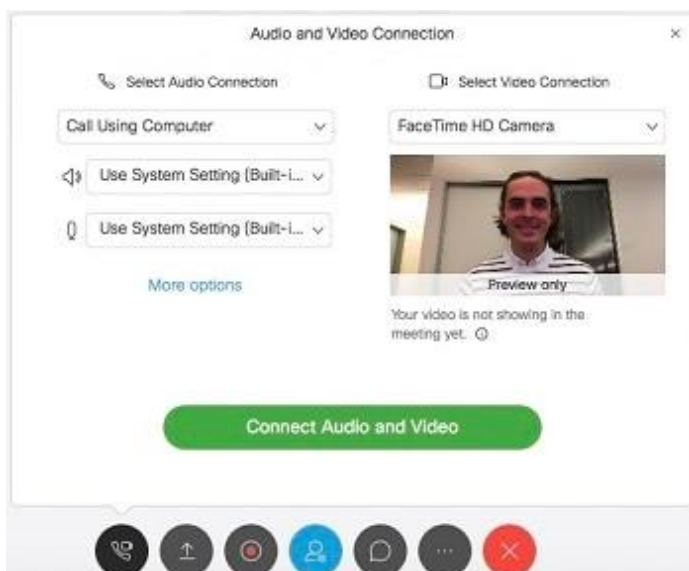
Use the Cisco Webex Meetings desktop app to easily start and join your meetings. With the Cisco Webex Meetings desktop app, you can also add integrations to join meetings from other apps and to detect nearby video devices.



## 2. Connect to Audio

When you start or join a meeting, the Audio and Video Connection dialog opens so that you can choose how to connect your audio and video, what camera, speaker or microphones to use.

**Procedure**      **Step 1** From the Select Audio Connection drop-down list, select your audio connection.



**Note** If you select **Call Using Computer**, select the **Use System Setting** option to use your computer speakers and microphone.

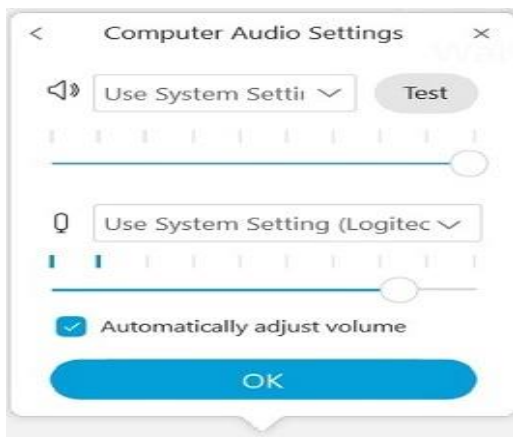
**Step 2** Select **Connect Audio** or **Connect Audio and Video**.

### 3. Adjust Your Microphone and Speaker Volume

If you're having difficulty hearing or being heard during a meeting, you can adjust the speaker or mic volume on your computer.

**Procedure**     **Step 1** On the meeting control strip, select **More options**.

**Step 2** Select **Audio Connection > Change settings**.



**Step 3** Select **Test** to hear the volume at its current setting.

You can use the sliders to adjust the speaker volume and microphone sensitivity.

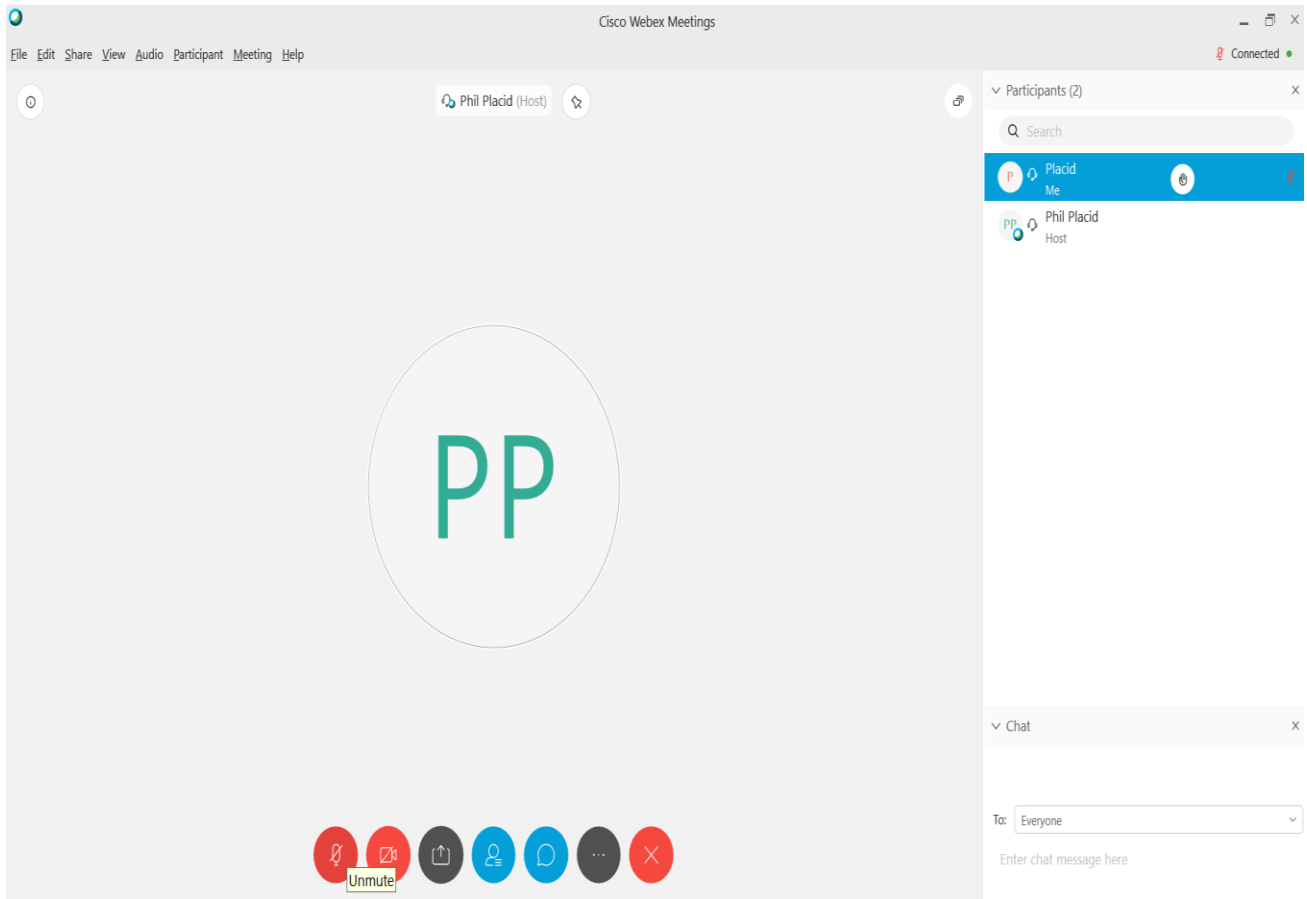
### 4. Mute or Unmute your Microphone

During a meeting, you want to be heard when you are speaking and your line to be silent when you are not. You can use the mute function to prevent background noise from being heard.

If you are the meeting host, you can also mute or unmute the participants who are in your meeting. This is useful to reduce background noise or to prevent participants speaking out of turn.

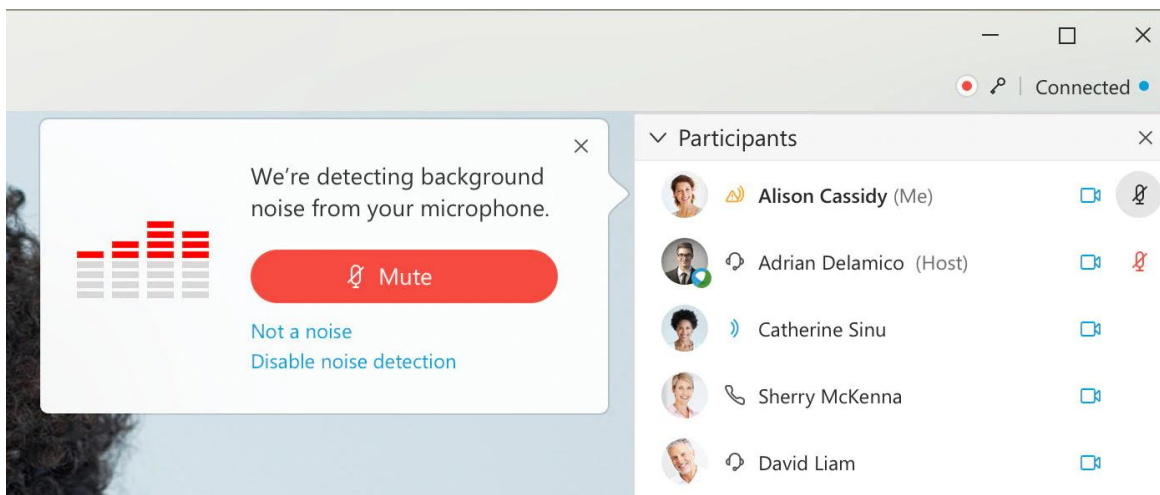
**To mute or unmute yourself, select Mute or Unmute .**

If you use your computer for audio and you mute or unmute yourself from your headset, it also mutes or unmutes you in the Participants panel. Similarly, muting or unmuting from the Participants panel also affects your headset. This is the same for video, Pressing the video button starts the video and another press stops your video camera to display you picture. See below muted microphone in red and video off in red



## 5. Mute Background Noise

Cisco Webex Meetings prompts you to mute yourself if the application detects background noise coming from your microphone.

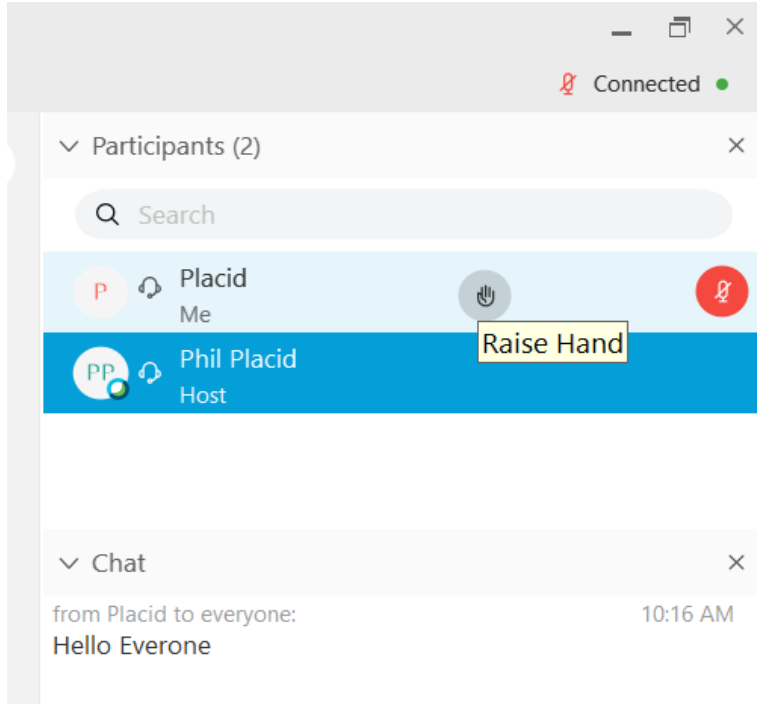


If sounds are incorrectly detected as noise, you can select Not a noise.

If you don't want to be warned about background noise coming from your microphone, you can select Disable noise detection.

## 6. Raising your virtual hand

Click on the **Raise Hand** button which will place a small hand icon next to your name in the participant list. 2. Click on the **Lower Hand** button to withdraw the request. If there are many raised hands, the moderator will call on participants in the order in which the requests were received.




## 7. Share Your Content

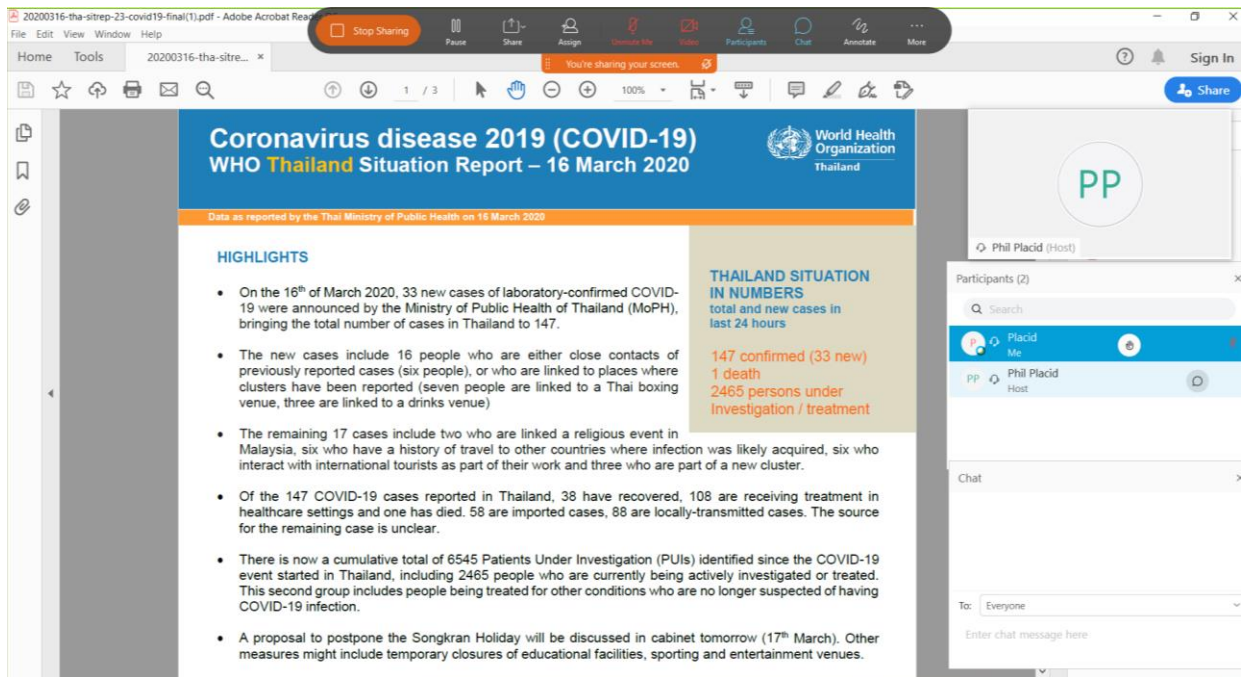
Participants in Cisco Webex Meetings can keep everyone informed and engaged by sharing nearly any type of content during a meeting.

The Share option is located on the meeting control strip.

### Share Everything on Your Computer Screen

Select Share  and Screen. It shares my open window/document for others to see

## Screen sharing Screen shot



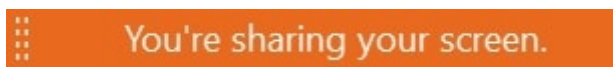
You can also access it through the desktop app top menu

### Stop Sharing

At the top of the screen, select Stop Sharing on the floating bar.



If you don't see Stop Sharing, hover over the *You're sharing* message at the top of the screen to show the floating meeting control strip. The message looks similar to the following:



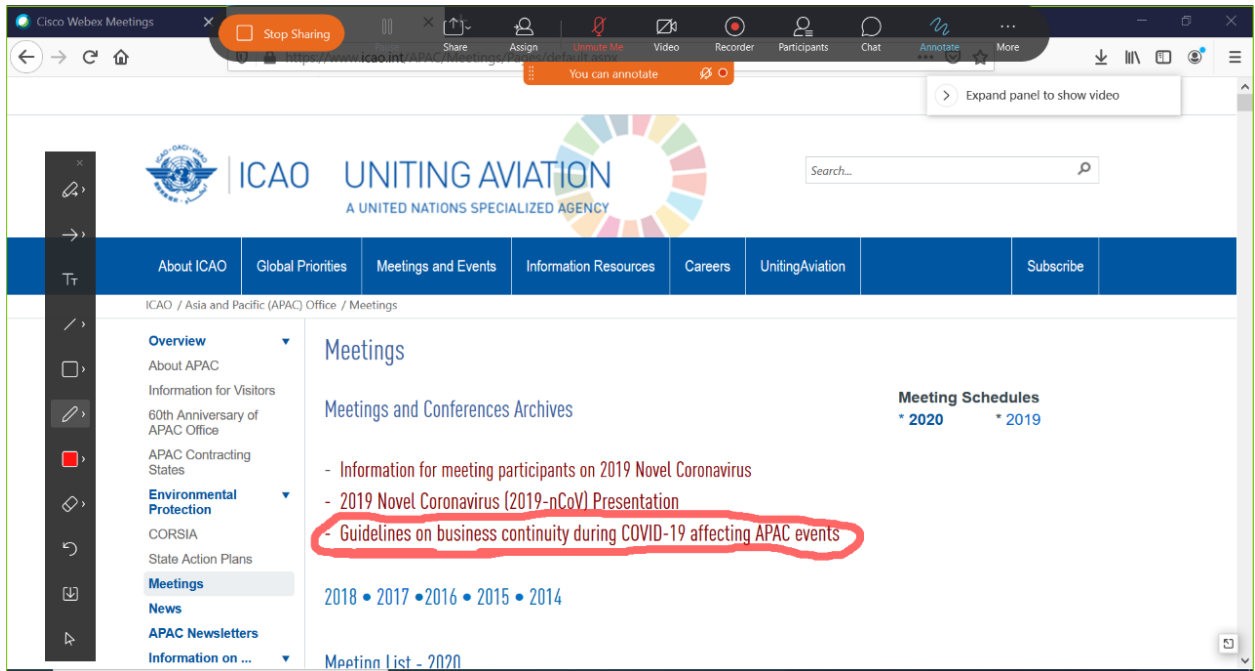
If You Pause presentation, it will only display that last slide when you pressed the pause button, participant can only see that slide while the host can scroll through his presentation without others seeing.

## 8. Annotate On Screen Share

Share your laptop or mobile phone screen on the board. Tap Annotate icon to start annotating. If it is not visible, tap the screen once. Opening the drawing function can take a couple of seconds.

Draw on the screen share with the available colors. You can use the eraser to remove what you don't want to keep.

Annotation screen share



## 9. Make a participant a presenter

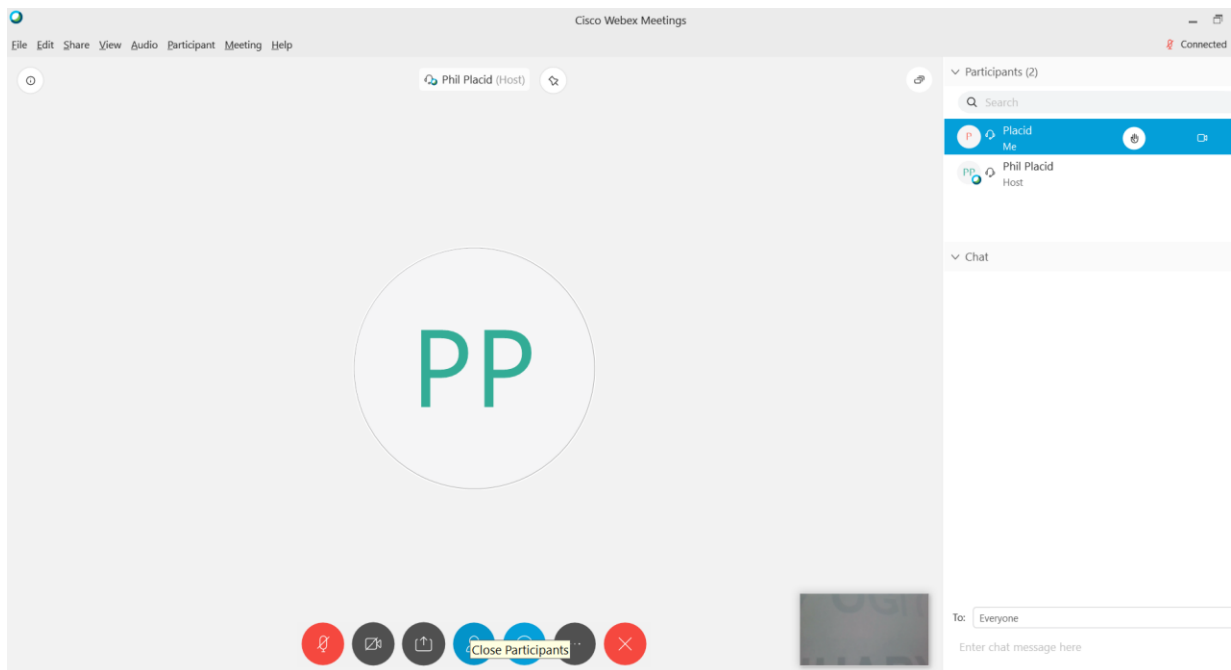
<p>Make someone else the presenter</p>	<p>Drag the WebEx ball from the last presenter to the next presenter.</p> <ul style="list-style-type: none"> <li>• If you are viewing participant thumbnails, mouse over a thumbnail and select Make Presenter.</li> <li>• If you are sharing in full screen mode, mouse over the docked tray at the top of your screen, select Assign &gt; Make Presenter, then select a participant.</li> </ul>
<p>Make someone else the host</p>	<p>Right-click on a participant name or thumbnail then select Change Role to &gt; Host.</p> <p>Tip If you plan to reclaim the host role later, write down the host key that appears on the Meeting Info tab in the meeting window.</p>
<p>Reclaim the host role</p>	<p>Select your name in the Participant list, then select Participant &gt; Reclaim Host Role and enter the requested information.</p>
<p>Remove a participant from a meeting</p>	<p>Select the name of the participant whom you want to remove then select Participant &gt; Expel.</p>

Restrict access to a meeting	Select Meeting > Restrict Access.  This option prevents anyone from joining the meeting, including Tip participants who have been invited to the meeting but have not yet joined it.
Edit a welcome message during a meeting	Select Meeting > Welcome Message.

## 10. Show participants in the meeting

Show participants in the meeting Button when clicked you should see all list on participants in a meeting, another click on the same button hides away the participants display menu.

**Participant list**—see who is in the meeting. The button is blue when the list is open.



## 11. Chat functionality.

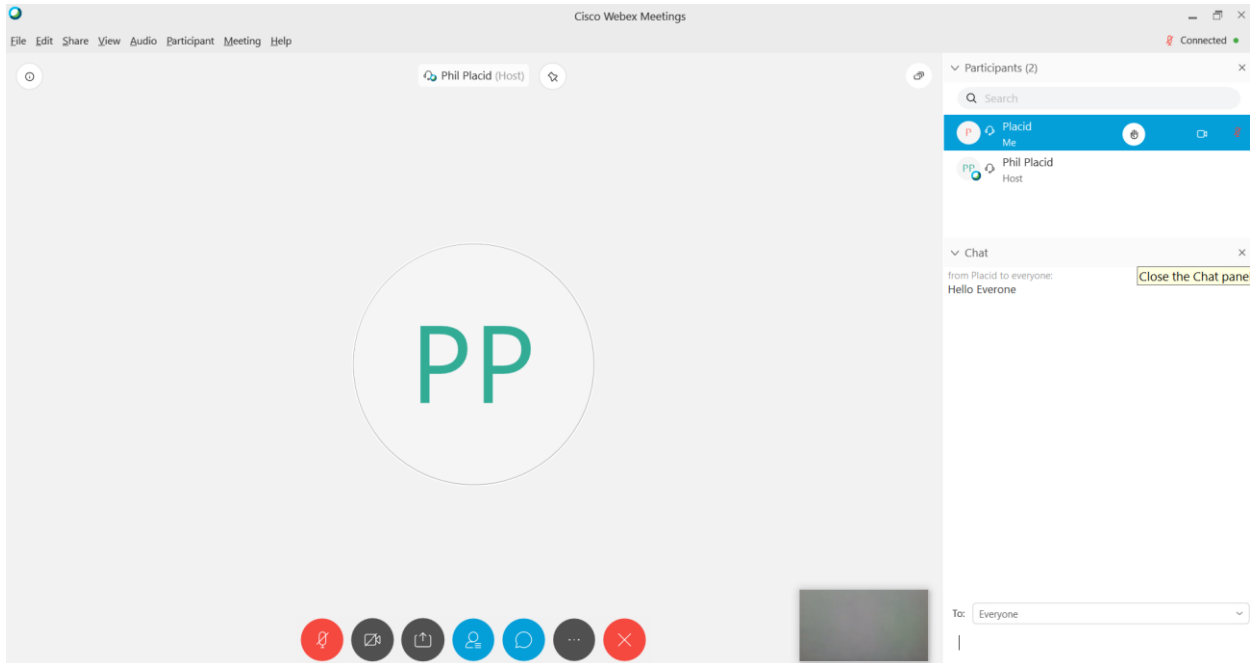
Click on the chat button to see the chat window, if you want to close the chat window, click on the same chat button to close the window or X at the chat floating window. You can chat with everyone, or the host, presenter. To chat with a participant just, double click their name on the participant's window and the chat tab will open to enable you begin you chat/type your message OR

To send a chat message: Open the Chat panel.

In the Send to or To drop-down list, select the recipient of the message.

Enter your message in the chat text box, then press Enter on your keyboard.

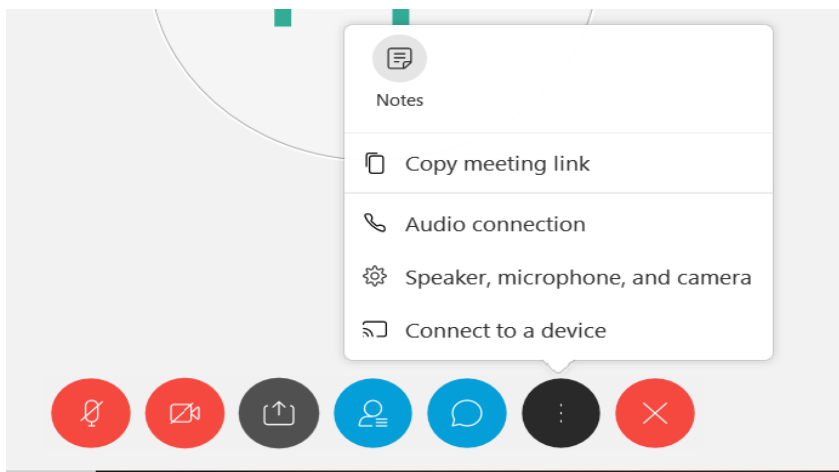
### Find the Chat Window on Bottom Right Corner



### 12. More Options Button (Black Icon With 3 dots)

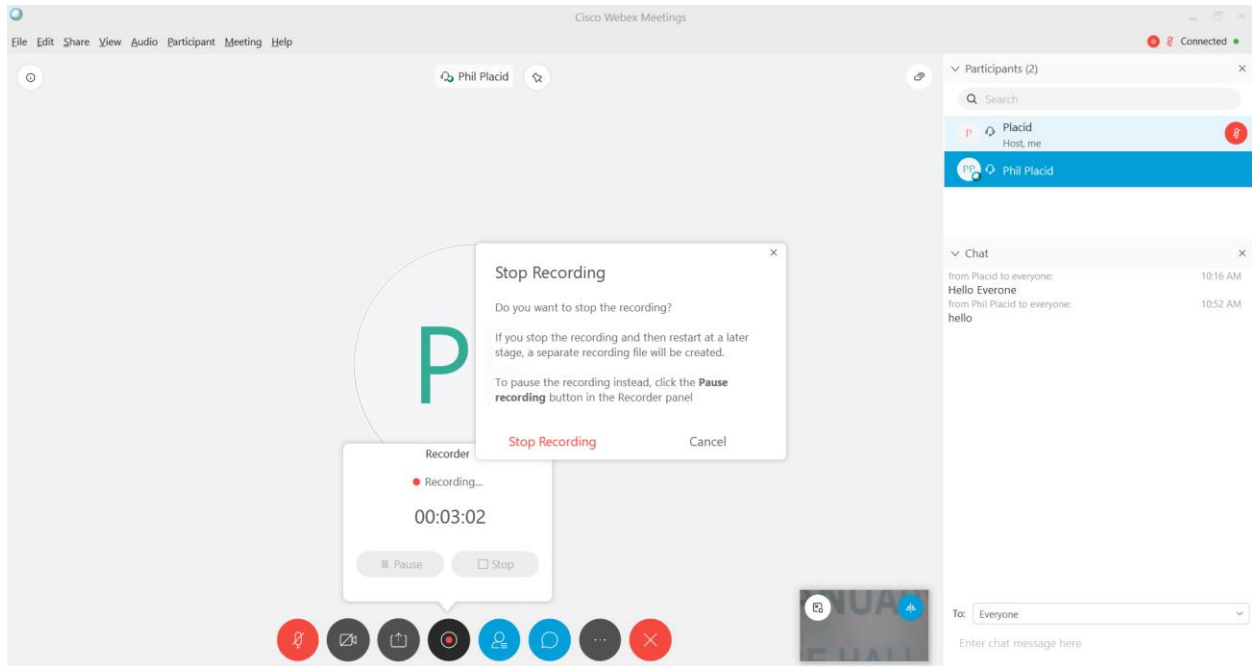
**Options—Copy Meeting Link** if you need to send it to others in a message or email.

**Audio Connection:** Test or change your audio settings, test Speaker, Microphone and video camera  
**connect to a wireless device** allows you to connect to a wireless cisco Video system.



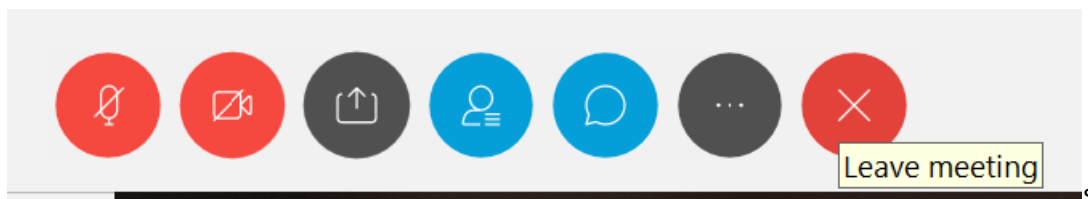
### 13. The Host May choose to record the meeting at any time by pressing the record button.

**Start recording**—record the meeting. Only the Host can record the meeting. At the end of the meeting the recording link can be shared with others.



### 14. Leave Meeting / End Meeting (Red X)

If a Meeting Center host leaves without transferring the host role, another participant will automatically receive the host role. Select File > End Meeting. As the meeting host, you can also leave a meeting without ending it. Before you leave a meeting, first transfer the host role to another participant.



# Welcome to Spectrum Review Working Group (SRWG/4)

(Web-conference, 09 – 10 June 2020)

The meeting will begin/reconvene today at 0200 UTC

Please mute your microphone and disable your video by selecting the buttons below.

