



ICAO

*International Civil Aviation Organization*

**FIFTH MEETING OF SPECTRUM REVIEW WORKING  
GROUP (SRWG/5)**

Video Teleconference, 15 – 17 March 2021

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**VIDEO TELECONFERENCE BULLETIN**

**1. Schedule of the Meeting**

1.1. The meeting (video teleconference) will commence at **0900 hrs. ICT (UTC +7)** on **Monday, 15 March 2021**.

1.2 The discussion sessions (on the agenda items) on **Tuesday to Wednesday, 16 – 17 March 2021** are tentatively proposed **from 0800 to 1100 hrs. ICT (UTC +7)**.

1.3 The tentative programme is subject to change, and the daily programme of the meeting, including coffee break or lunch break, will be proposed and monitored by the chairperson, as appropriate. It will be available on the meeting webpage for updating information.

**2. Officers and Secretariat concerned with the Meeting**

2.1. Secretaries of the meeting:

**Mr. Luo Yi, Regional Officer CNS**

Tel: +66 (2) 537 8189 Ext. 158

Fax: +66 (2) 537 8199

E-mail: [yluo@icao.int](mailto:yluo@icao.int)

**Ms. Soniya Nibhani, Regional Officer CNS**

Tel: +66 (2) 537 8189 Ext. 155

Fax: +66 (2) 537 8199

E-mail: [snibhani@icao.int](mailto:snibhani@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](mailto:bsirapongkosit@icao.int)

**3. Registration of participants**

3.1 Registration for the SRWG/5 can be done online. The nominated participant (s) from State/Administration are requested to access <https://www.icao.int/APAC/Meetings/Pages/2020-SRWG5.aspx> and register for the event by using guideline for online registration as provided in the **Annex 1** to this attachment. Kindly noted that the last day of registration is **Friday, 26 February 2021**

**and only the registered participant (s) are entitled to receive meeting invitation link to join the meeting.**

#### **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 (video teleconference) on the ICAO APAC Office website (at: [www.icao.int/apac](http://www.icao.int/apac) > Meetings > Meeting List – 2021 > SRWG/5

4.2. Each participant should review all working papers and supporting information papers prior to the commencement of the Meeting (video teleconference) 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](mailto:apac@icao.int), as early as possible and in any case **no later than Friday, 26 February 2021**.

#### **5. Joining the Meeting (video teleconference)**

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

5.2. Each participant should ensure that their video teleconference display name reflects their respective State or Organization first, followed by their participant name, e.g., “**ICAO – Yi LUO**”, “**Australia – name**”, **Bangladesh – 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 (video teleconference) sessions.

5.4. Participants should join the Meeting (video teleconference) 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 meeting (video teleconference) 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 meeting (video teleconference) using a separate computer/device in a separate room/office. If sharing a single computer/device to join the video teleconference 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 video teleconference**

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 video teleconference interface to **Raise your hand** or 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 video teleconference interface to send a private CHAT message if supported by the application. **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 video teleconference tools and applications, will be provided separately at the meeting website.

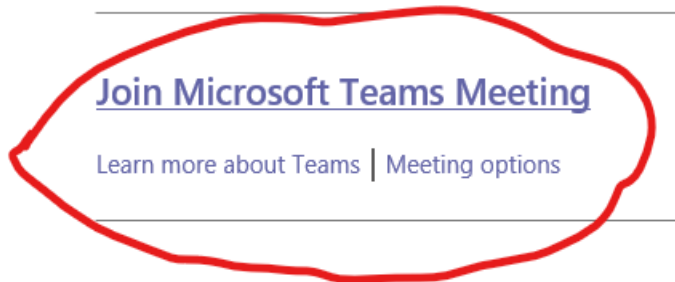
7.4 Participants should only unmute their microphone and turn on their video when invited to speak by the Chair, Secretary or moderator of the discussion. Please always remember to mute your microphone when finish speaking.

7.5 The Chair and/or Secretary will manage the presentation of meeting material during the video teleconference, unless specifically arranged. 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.

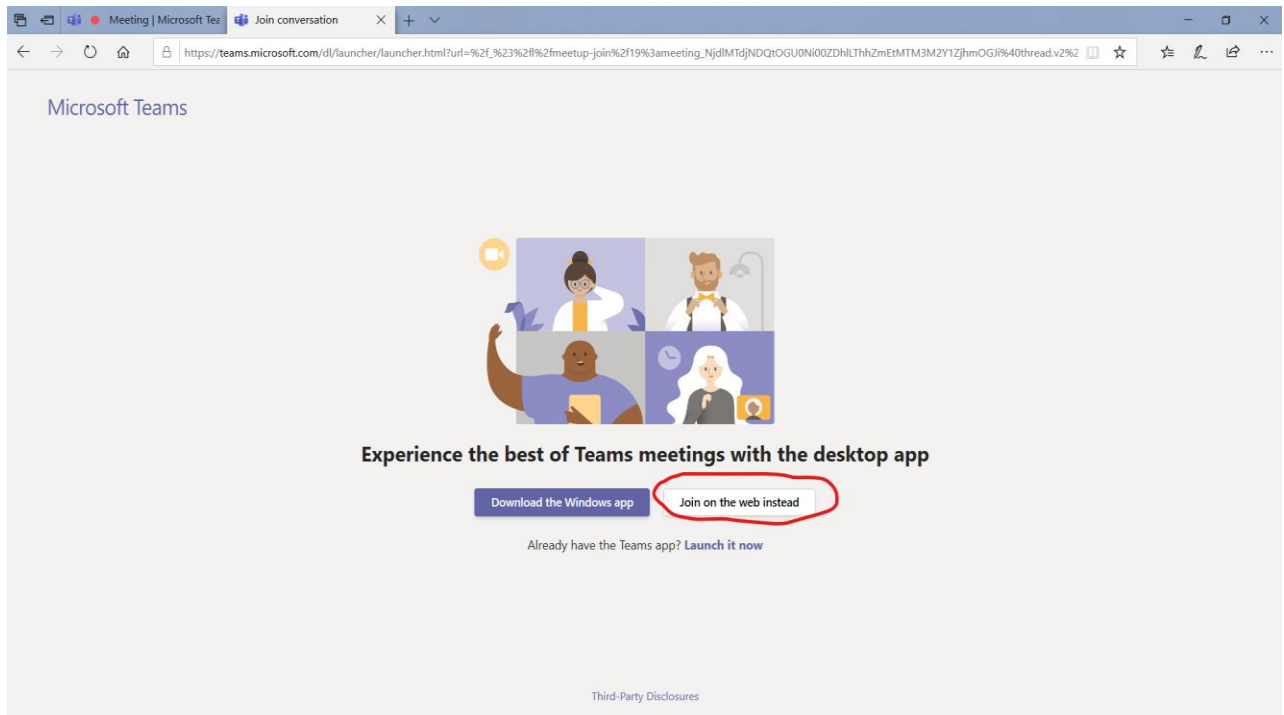
## 8. External User Access Guide for using Microsoft Teams

To access the meeting as an external user, follow the steps below.

8.1 Find the email inviting you to the online meeting, or you can check on your Outlook calendar. Click the "Join Microsoft Teams Meeting" button.

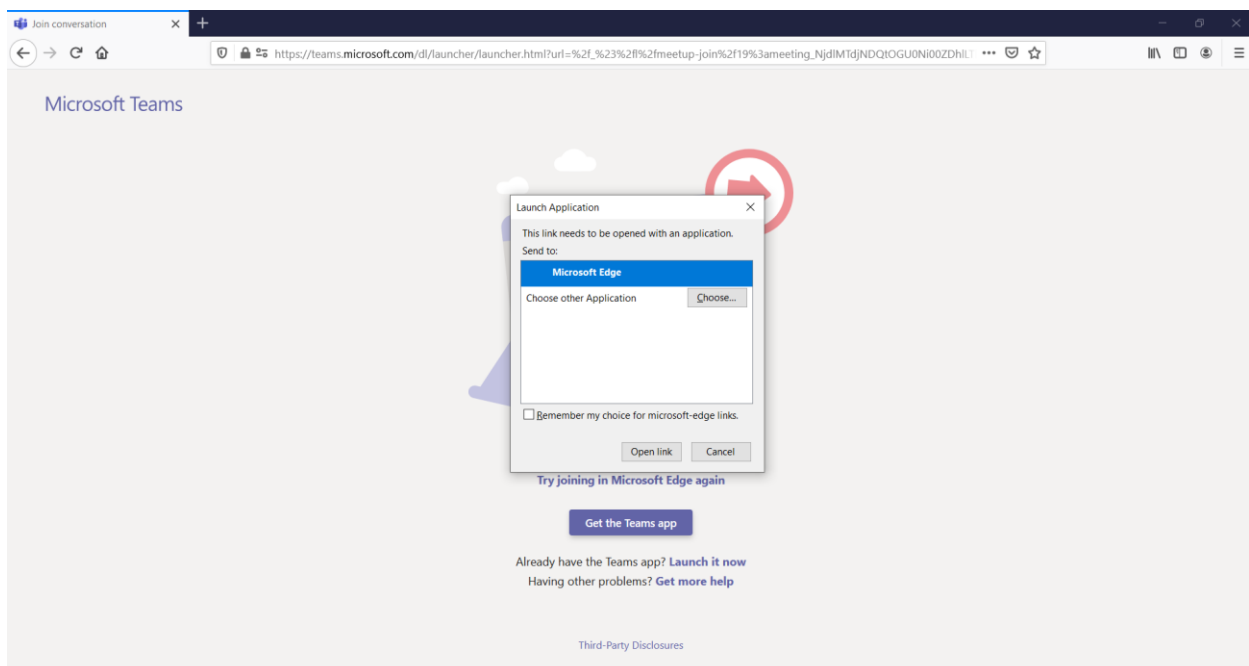


8.2 The link in the email will open the default browser on your computer. If you have the Teams application installed, you may use the "Launch it now" button. Otherwise, click the "**Join on the web instead**", and enter your STATE or IO name first, followed by your full name (as used on the registration form) in the Enter name box. Example: ICAO Owora, Philip. Then, click join now.

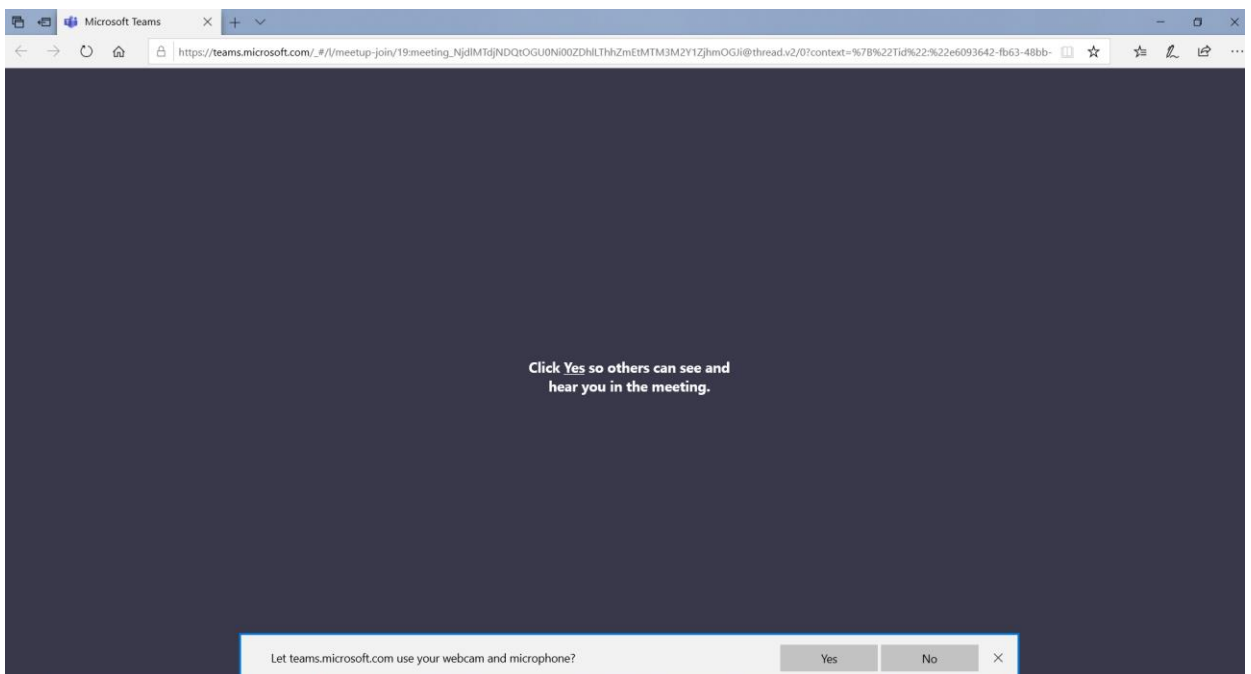
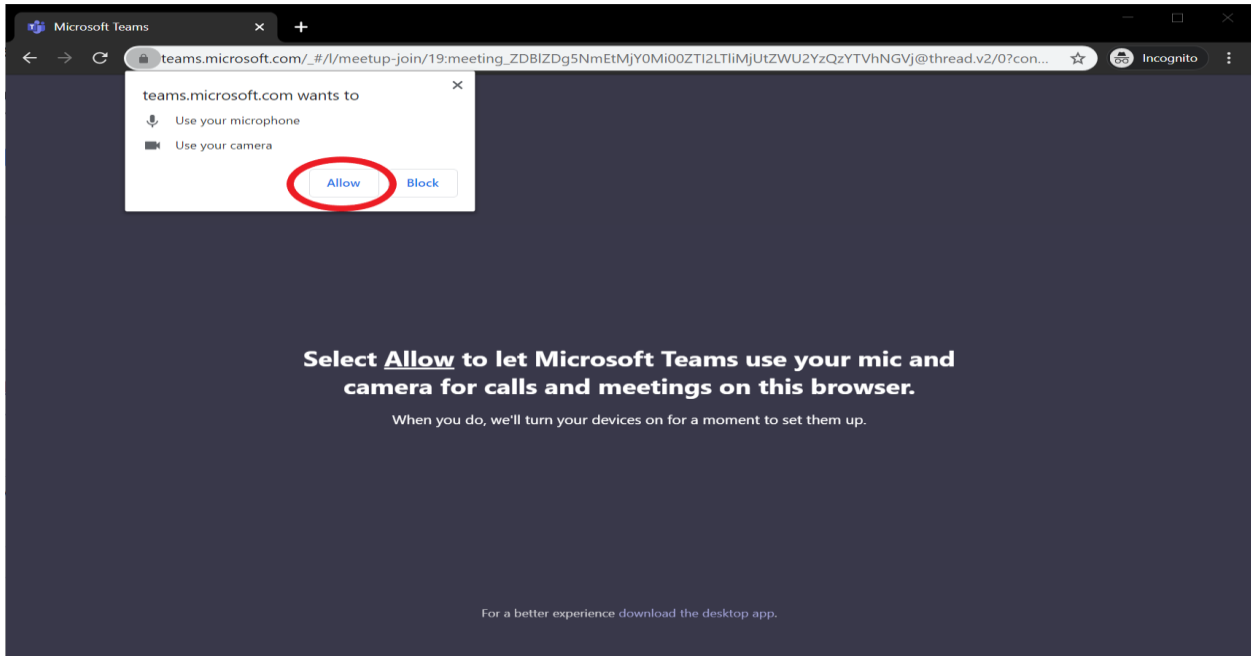


**NOTE:** Some browsers are not capable of joining a Teams meeting. Please use either Microsoft Edge or Google Chrome for the full experience. Additionally, users may "Download the MS Teams Windows Desktop app" or Mac app if they do not have Edge or Chrome.

Select Open Link to open Microsoft Edge Browser



8.3. After clicking the Join on the web button, a new tab will appear with some basic connection instructions. Click the "Allow" button to let Teams access your microphone and camera.

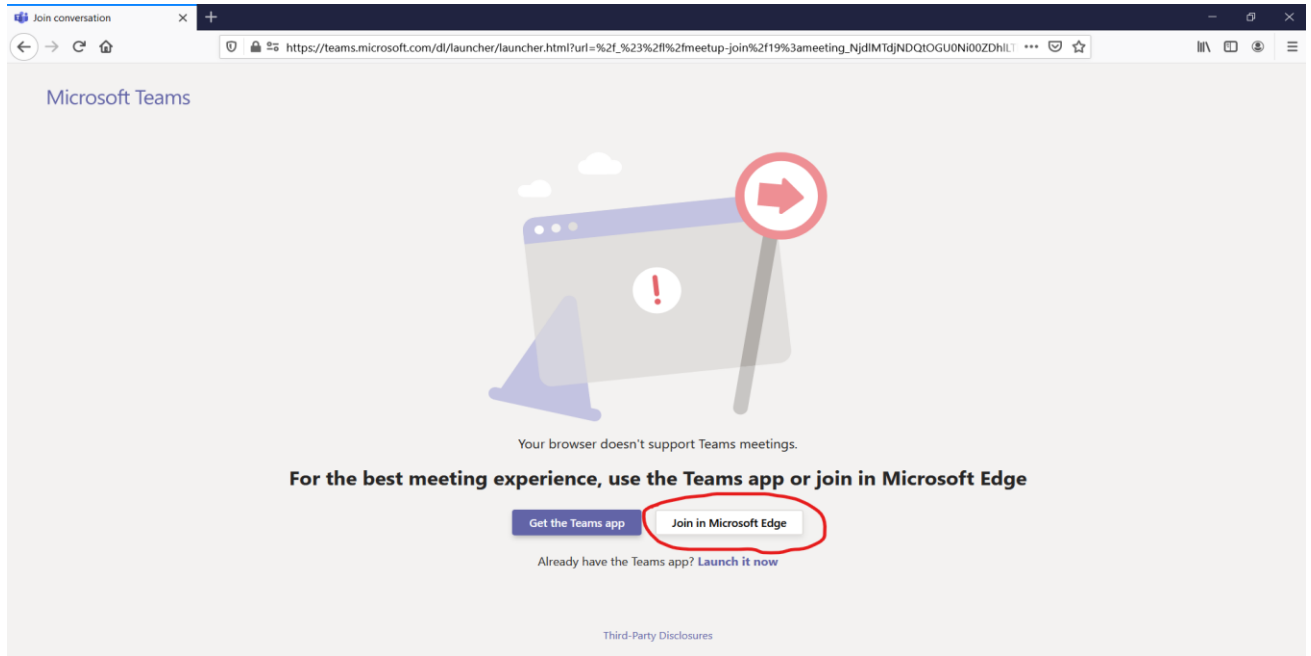


**NOTE:** *If you are trying to join the meeting from an unsupported browser, you will see the following screen.*

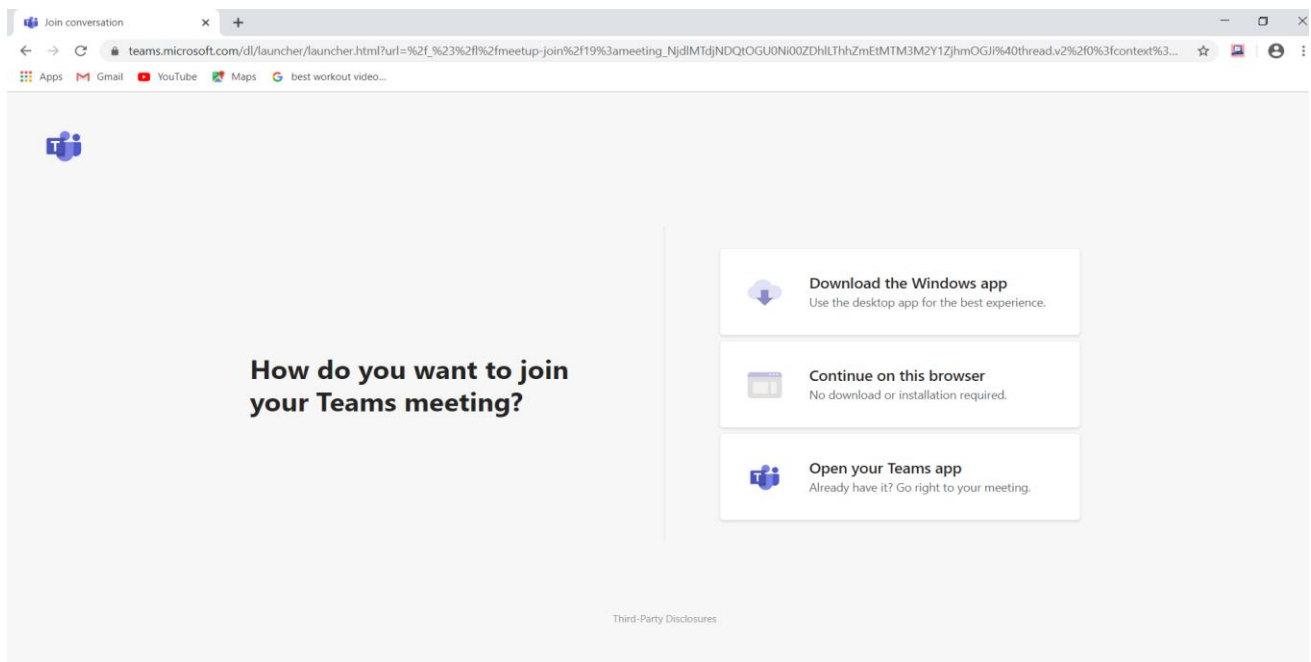
**“Please use either Microsoft Edge or Google Chrome for the full experience”.**

Additionally, users may "Download the Windows app" or Mac app if they do not have Edge or Chrome.

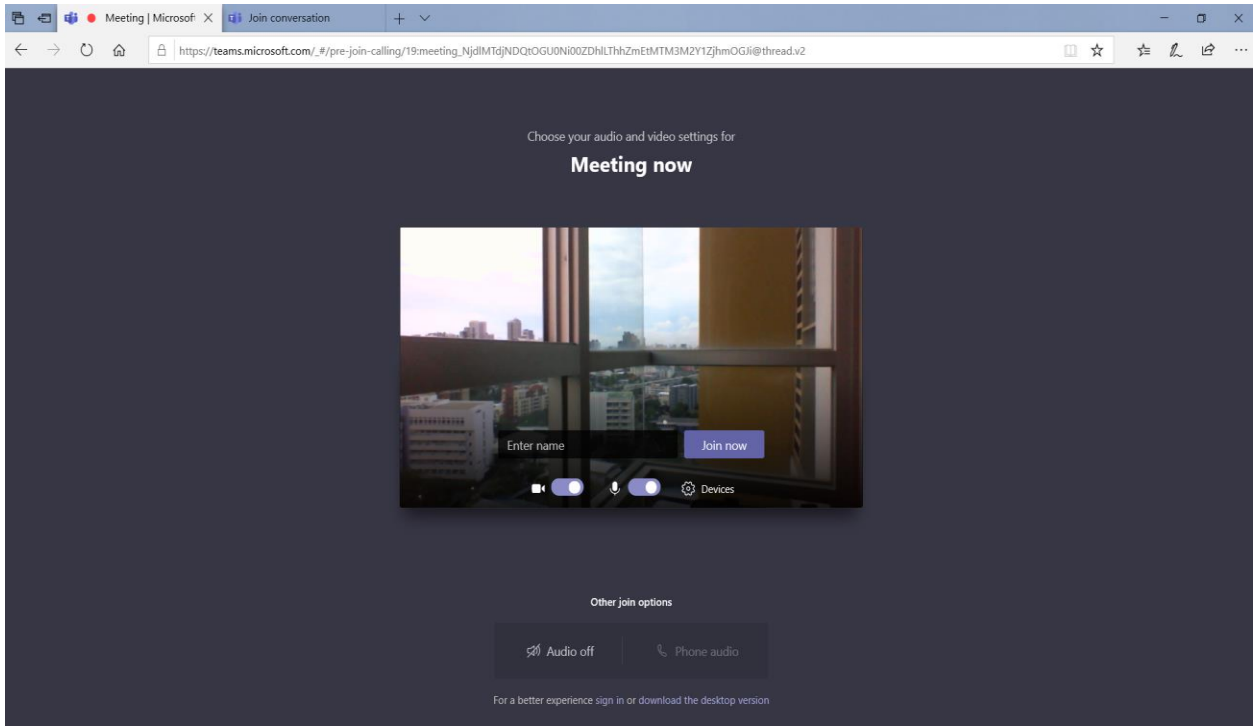
See display below when using Firefox browser



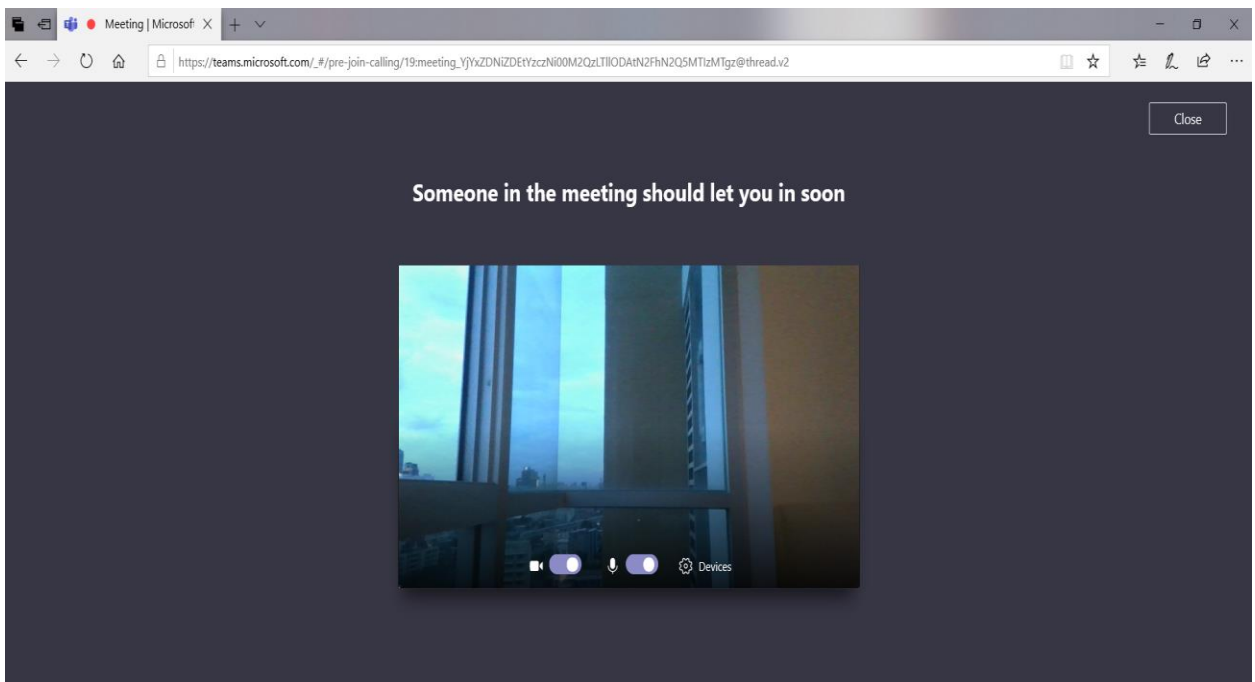
Below is displayed when using Chrome browser.



8.4 After allowing Teams access to your camera and microphone, you should now see a page with a name entry box and device options. Please enter your name and hit "**Join now**" If you do not see your camera, or it is the wrong camera, please select the "**Devices**" button to choose the correct microphone or camera.

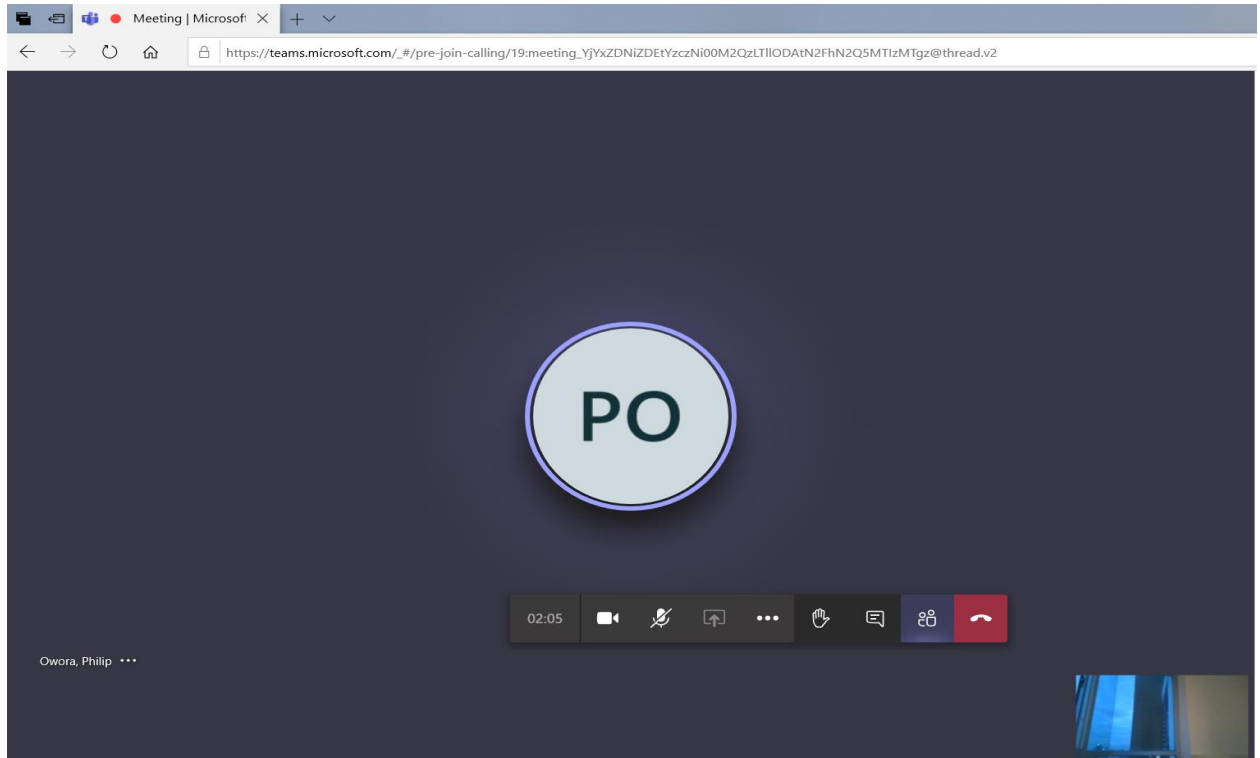


Selecting the Join now button will automatically send you into the meeting or the Lobby where the Meeting Presenter will admit you.



**Once Admitted You will be able to attend the meeting, chat and see other participants in the meeting.**

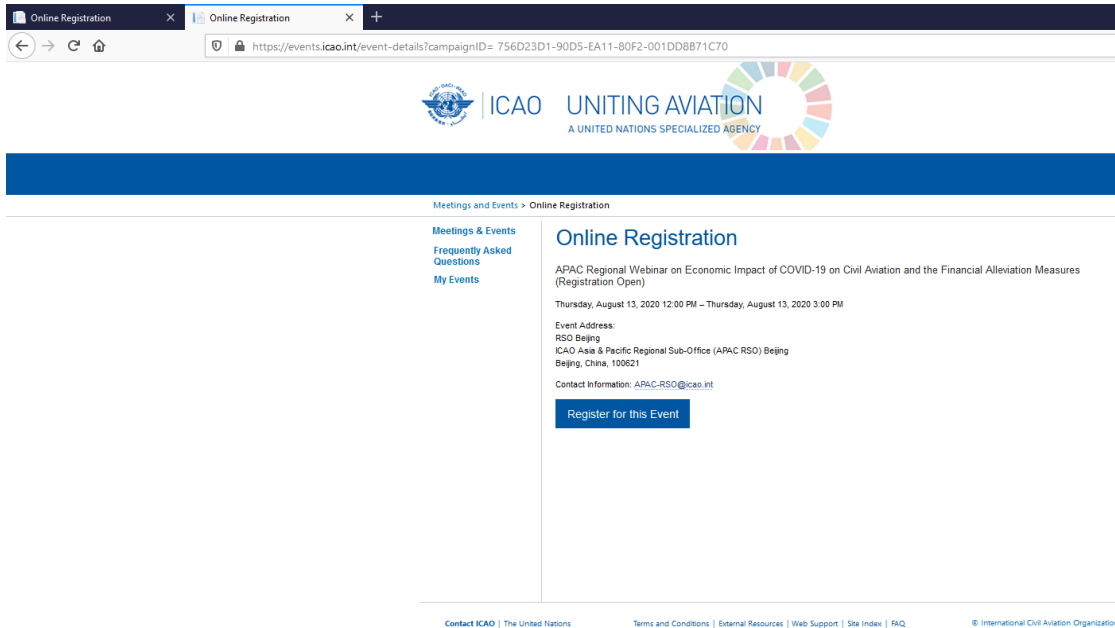
Please Sign in not less than 10 minutes before the VTC commencement time notified in the invitation email and ensure your microphone is muted and your video camera is turned off.



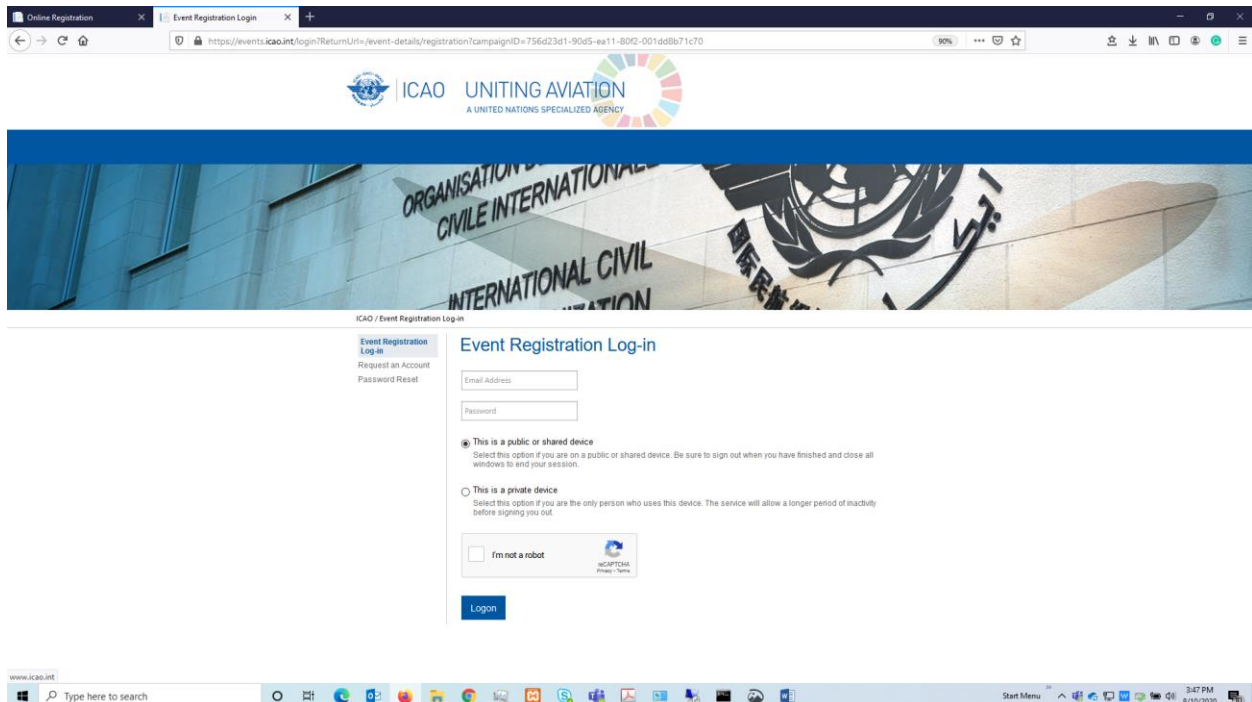
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## GUIDELINES FOR ONLINE REGISTRATION

**Step 1: Open the link for the event you are registering for and select Register for this Event button**



**Step 2: Login to the Page if you have ever used this portal or skip to step 3 for New users**



## Annex 1 - 2

If you have ever Registered for any ICAO event using this portal, please enter you email address and password, Select the Captcha and finally click login to open the Next Page and complete the registration.

**Step 2a:** Once you login, the system will open a registration page with pre-populated information.

**Step 2b:** Complete the remaining required fields and click "Register Now".

**Step 2c:** Please check your email account for the event confirmation email.

**Step 2d:** If you forgot your password for the Events Registration portal, please click on "Password Reset" to reset your password.

**Step 3:** For a new user, click on "Request an Account?" link found on the left menu as seen below. (First time to use this event registration page, Please select Request an Account)

ICAO / Event Registration Log-in

[Event Registration Log-in](#)

[Request an Account](#)

[Password Reset](#)


### Event Registration Log-in

Email Address

Password

This is a public or shared device  
Select this option if you are on a public or shared device. Be sure to sign out when you have finished and close all windows to end your session.

This is a private device  
Select this option if you are the only person who uses this device. The service will allow a longer period of inactivity before signing you out.

I'm not a robot  [Privacy - Terms](#)

**Step 3a:** Input your email address, to check if you details are in the system.

Meetings and Events > Online Registration > Online Registration

[Meetings & Events](#)

[Frequently Asked Questions](#)

[My Events](#)

### Online Registration

Existing user? Please login [here](#).

**We would like to verify if your email address already exists in the system.**

**Step 3b:** Select Proceed to new Registration

The screenshot shows the 'Online Registration' page. On the left, there is a sidebar with 'Meetings & Events', 'Frequently Asked Questions', and 'My Events'. The main content area is titled 'Online Registration' and includes a link for existing users to login. Below this, it states 'Fields with an \* are mandatory' and 'Personal Information'. A modal dialog box is open in the center, titled 'Information', with a close button (X). The dialog contains the text: 'We could not find your information with us. Please click on "Proceed to a new registration" to continue the registration process.' There are two buttons in the dialog: 'Cancel' and 'Proceed to a new registration'. The background form fields are partially visible, including 'Salutation', 'Picture', 'First Name', 'Last Name', 'E-Mail', 'Phone', 'Organization', 'Job Title', and 'Industry Type'.

**Step 3c:** Complete the remaining required fields click Next and "Register Now".

This screenshot shows the 'Online Registration' page with the form fields filled out. The sidebar on the left is the same as in the previous screenshot. The main content area shows the 'Personal Information' section with the following fields: 'Salutation' (dropdown), 'Picture' (with a 'Browse...' button and 'No file selected.' text), 'First Name', 'Last Name', 'E-Mail' (pre-filled with 'charles@caa.org'), 'Phone', 'Organization', 'Job Title', 'Industry Type' (dropdown), and 'Area of activity' (dropdown). A blue 'Next' button is located at the bottom right of the form area.

**Step 3d:** Please check your email account for the event confirmation email.

**Step 4:** You can reset your password by clicking on "Password Reset"

If you forgot your password, then select the Password reset link found on the Left menu of this page, input your email address then click Reset and a link will be sent with a new password which you can use to login