



ICAO

International Civil Aviation Organization

Seventh Meeting of the Asia and Pacific Volcanic Ash Exercises Steering Group (APAC VOLCEX/SG/7)

Online, 14 December 2021

MEETING BULLETIN

1. Schedule of the Meeting

1.1. The Meeting is scheduled from **0800-1100 ICT (UTC+7) on Tuesday, 14 December 2021.**

1.2. A more detailed Meeting program will be published on the Meeting webpage (listed below) on the first day of the Meeting:

<https://www.icao.int/APAC/Meetings/Pages/2021-APAC-VOLCEX-SG-7.aspx>

2. Officer and Secretariat concerned with the Meeting

2.1. Secretary of the Meeting:

Mr Peter Dunda

ICAO Regional Officer Aeronautical Meteorology and Environment

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2.2. Assistant Secretary of the Meeting:

Ms. Bhabhinan Sirapongkosit

ICAO Programme Assistant

Tel: +66 (2) 537 8189 Ext. 49

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Email: bsirapongkosit@icao.int

3. Registration of participants

3.1. Each officially nominated participant should ensure the respective State/Administrative Region/Organisation registers the participant's name and email address with the Secretariat **no later than 7 December 2021.**

3.2. To help ensure each registered participant receives the invitation email from the Secretariat to join the Meeting (web-conference), it is essential that the participant's official registration form clearly shows their nominated email address in print; and preferably typed.

4. Meeting materials

4.1. The Secretariat will publish the Meeting materials (e.g., Meeting papers, including templates, etc.), before the Meeting, at the following ICAO APAC Office Meeting website:

<https://www.icao.int/APAC/Meetings/Pages/2021-APAC-VOLCEX-SG-7.aspx>

4.2. Participants should review all working papers and information papers at the above Meeting website before the commencement of the Meeting. The Secretariat also recommends that participants download all papers and relevant documentation at the above website before the Meeting.

4.3. Participants wishing to submit papers for consideration by the Meeting must do so via the ICAO APAC Office (email: apac@icao.int) as soon as possible and at the very latest, by **7 December 2021**

5. Joining the Meeting

5.1. Approximately one week before the Meeting, each registered participant will receive an email from the Secretariat with the “Join (web-conference) Meeting” link. Please use the link received to join the Meeting.

5.2. To ensure you do not miss any of the discussion and to enable you to test your audio device settings, please join the Meeting sessions approx. 10- to 15-minutes before the scheduled start of each session.

5.3. When joining the Meeting sessions, please ensure that your **microphone** and **camera** are **turned off**.

5.4. Please also ensure that your web-conference participant-name indicates your State/Administrative Region/Organisation first, followed by your name, e.g., “**ICAO – Peter Dunda**”, “**AUS – name**”, “**Hong Kong, China – name**”, etc.

6. Participants’ working environment

6.1 To minimize external disturbances, each participant should ensure they join the Meeting from a location with minimal, and preferably no, background noise.

6.2 To minimize disturbances due to audio feedback, each participant should join the Meeting using a separate computer/device in a separate room/office.

6.3 If you need to share a room/office with your fellow participant/s, please ensure that no more than one computer/device joined to the Meeting has its microphone and speaker turned on at any one time.

7. During the Meeting

7.1 To address a question, answer or comment to the Meeting, please use the web-conference interface to raise your hand or send a chat message, e.g. “*Thailand wishes to speak*”, or “*Thailand question*”, etc.

7.2 Participants should only turn their microphone and camera **on when invited to speak** by the Chair, Secretary or moderator of the discussion. Please always remember to turn your microphone and camera **off when finished speaking**.

7.3 To assist the participants in following the Meeting discussions, presenters should identify the relevant paper, presentation or other material they are speaking to, including specific paragraphs, pages, figures, tables, etc.
