



ICAO

*International Civil Aviation Organization*

**ICAI Asia/Pacific Regional Cybersecurity Webinar:  
“Cyber Security Management Framework for CNS/ATM  
Systems”**

*(Video Teleconference, 14 June 2021)*

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## WEBINAR BULLETIN

### 1. Schedule of the Webinar

1.1. The Webinar (Video Teleconference) will open at **0800 hrs. ICT (UTC +7)** on **Monday, 14 June 2021**.

1.2. The presentation sessions will be based on the programme published on ICAO APAC website on webinar webpage <https://www.icao.int/APAC/Meetings/Pages/2021-Cyber-Security-Webinar.aspx>.

### 2. Officers and Secretariat concerned with the Webinar

2.1. Secretary of the Webinar:

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 Webinar:

**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. Each participant should ensure that the respective State/Organization has registered the name and e-mail address of the official, nominated delegate(s) to the ICAO Secretariat, **no later than 7 June 2021**.

3.2. To ensure each participant's registration, and subsequent invitation e-mail to join the Video Teleconference 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.

3.3. In case any participants are interested to be a presenter during the webinar, they should register themselves **not later than 14 April 2021** and **shall send** their presentation(s) along with the title of presentation(s) in order to update name of presenters and their presentation(s) in the webinar program for publishing on ICAO APAC website.

3.4. ICAO **reserve the rights to accept/reject** the presentations proposed by the participants. In case the proposed topic/contents are considered not appropriate for presenting in webinar, the Secretariat will keep the participant(s) be informed.

#### **4. Webinar materials**

4.1. The Secretariat will make the Webinar materials (i.e., documentation, papers, templates, instructions, etc.) available in electronic format prior to the Webinar (Video Teleconference) on the ICAO APAC Office website (at: [www.icao.int/apac](http://www.icao.int/apac) > Webinars > Webinar List – 2021 > Cyber Security Webinar

4.2. Each participant should review the presentations and relevant materials prior to the commencement of the Webinar (Video Teleconference) discussion sessions.

4.3. Participants wishing to submit presentation for consideration by the Webinar must do so, by 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 14 April 2021**.

#### **5. Joining the Webinar (Video Teleconference)**

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

5.2. Each participant should ensure that their webinar display name reflects their respective State or Organization first, followed by their participant name, e.g., “**ICAO – LUO Yi**”, “**AUS – name**”, “**Hong Kong, China – name**”, etc.

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

5.4. Participants should join the Webinar (Video Teleconference) sessions approx. 10- to 15-minutes prior to the scheduled start of each session.

5.5. The Secretariat will provide participant(s) with additional information and instructions concerning the webinar and Pigeonhole application at the start of the Webinar. By using the Pigeonhole application, participants are encouraged to address question(s), answer(s) or comment(s) to the Webinar. See brief instruction of the Pigeonhole application in section 9.

#### **6. Participants’ working environment**

6.1 Each participant should ensure they join the webinar 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 webinar using a separate computer/device in a separate room/office. If sharing a single computer/device to join the webinar 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 webinar

7.1. Participants are encouraged to address question(s), answer(s) or comment(s) to the Webinar by using the Pigeonhole application. See brief instruction of the Pigeonhole application in section 9.

7.2. Additional information and instructions concerning the webinar tools and applications, will be provided separately at the Webinar website and will also be explained during webinar introduction sessions.

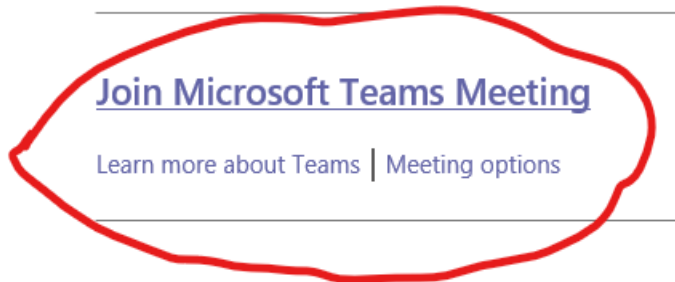
7.3. Participants should only unmute their microphone and turn on their video when invited to speak during the discussion. Please always remember to mute your microphone when finished speaking.

7.4. ICAO will manage the presentation of Webinar material during the webinar. Speakers should clearly identify to the Webinar the relevant presentation or other Webinar 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

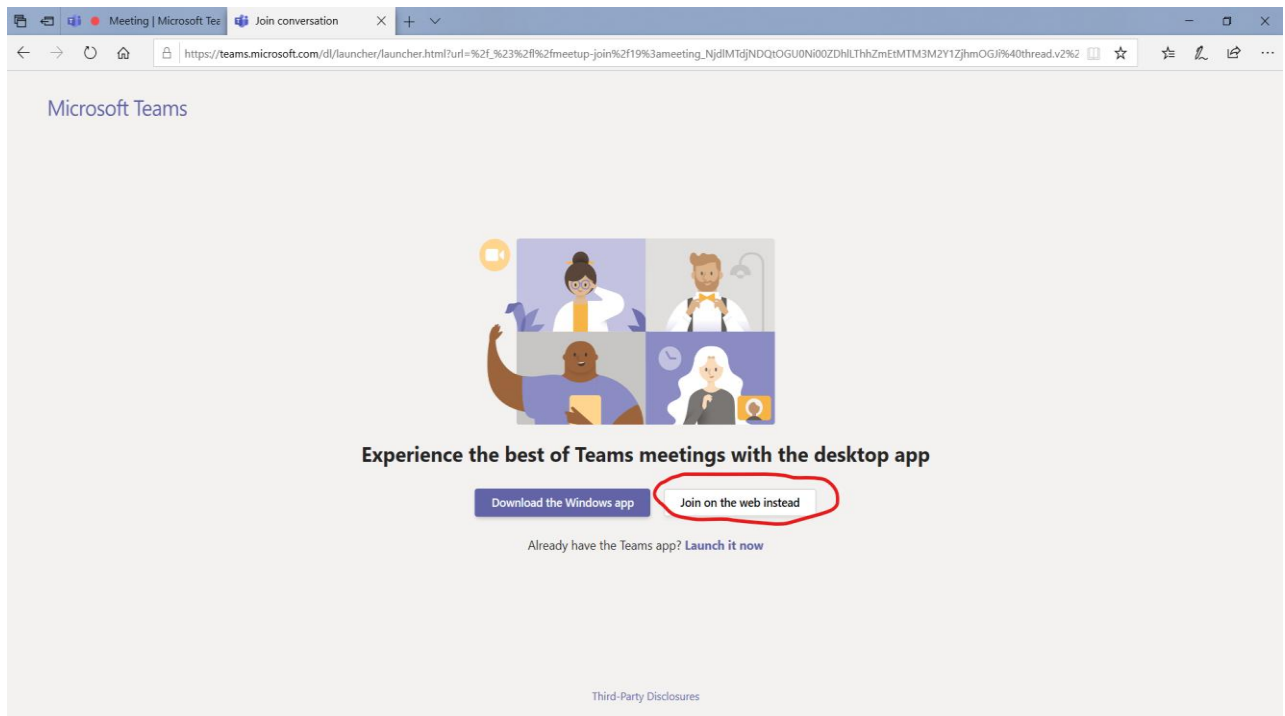
To access the Webinar as an external user, follow the steps below.

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



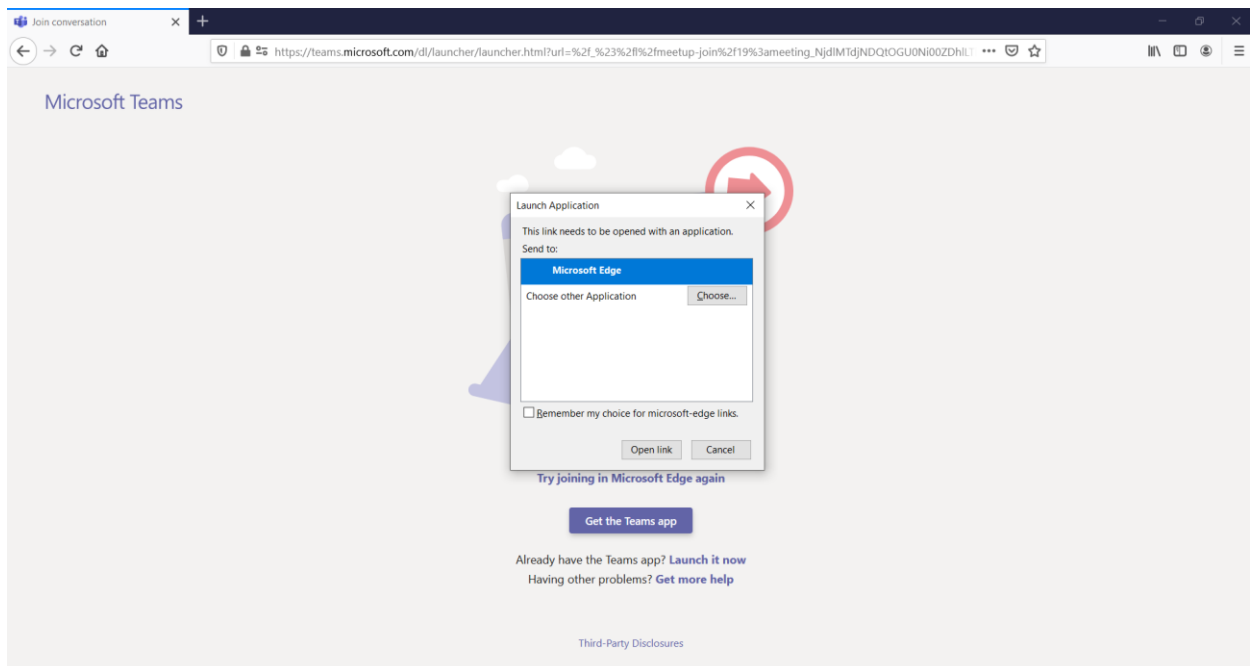
8.2 The link in the email will open the default browser on your computer. If you have the Teams application installed, you may use the "Launch it now" button. Otherwise, click the "**Join on the web instead**", and enter your STATE or IO name first, followed by your full name (as used on the registration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

## ATTM. 1 - 4



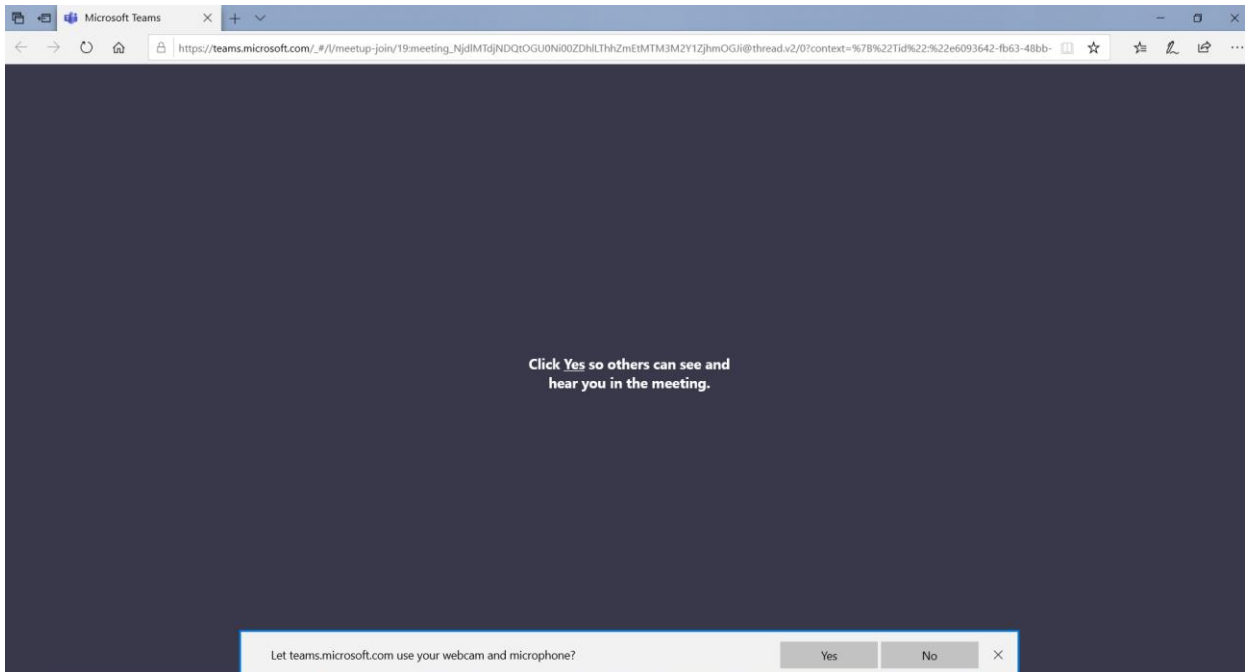
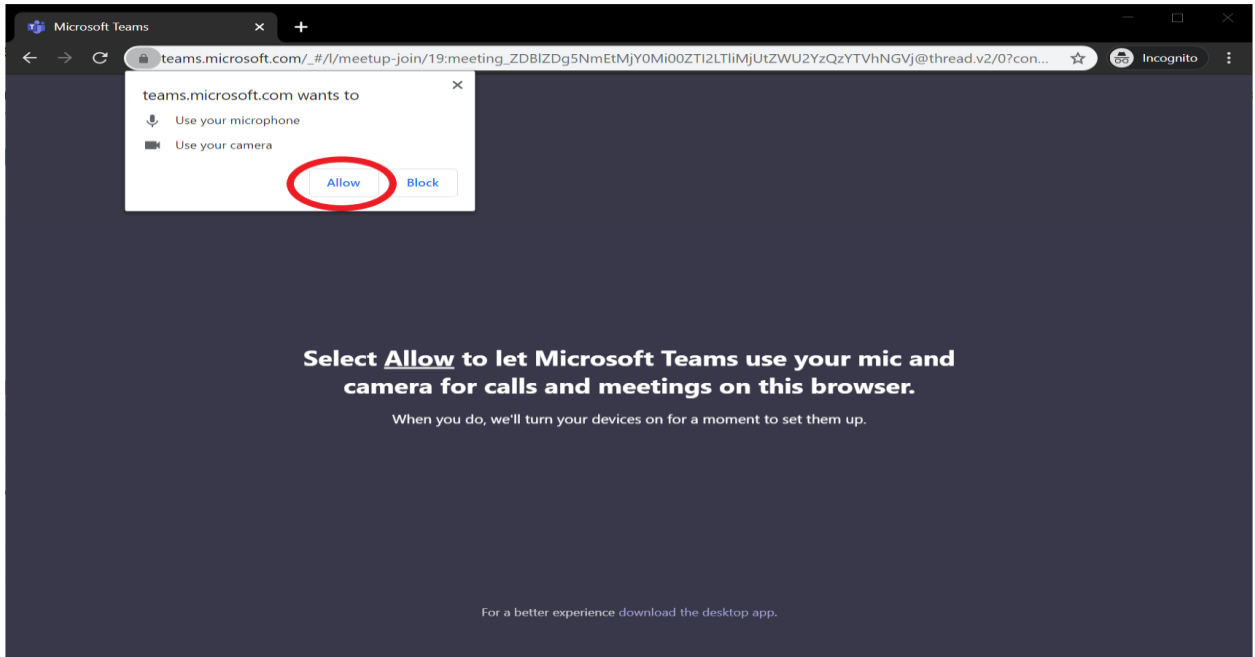
**NOTE:** Some browsers are not capable of joining a Teams Webinar. Please use either Microsoft Edge or Google Chrome for the full experience. Additionally, users may "Download the MS Teams Windows Desktop app" or Mac app if they do not have Edge or Chrome.

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.

## ATTM. 1 - 5



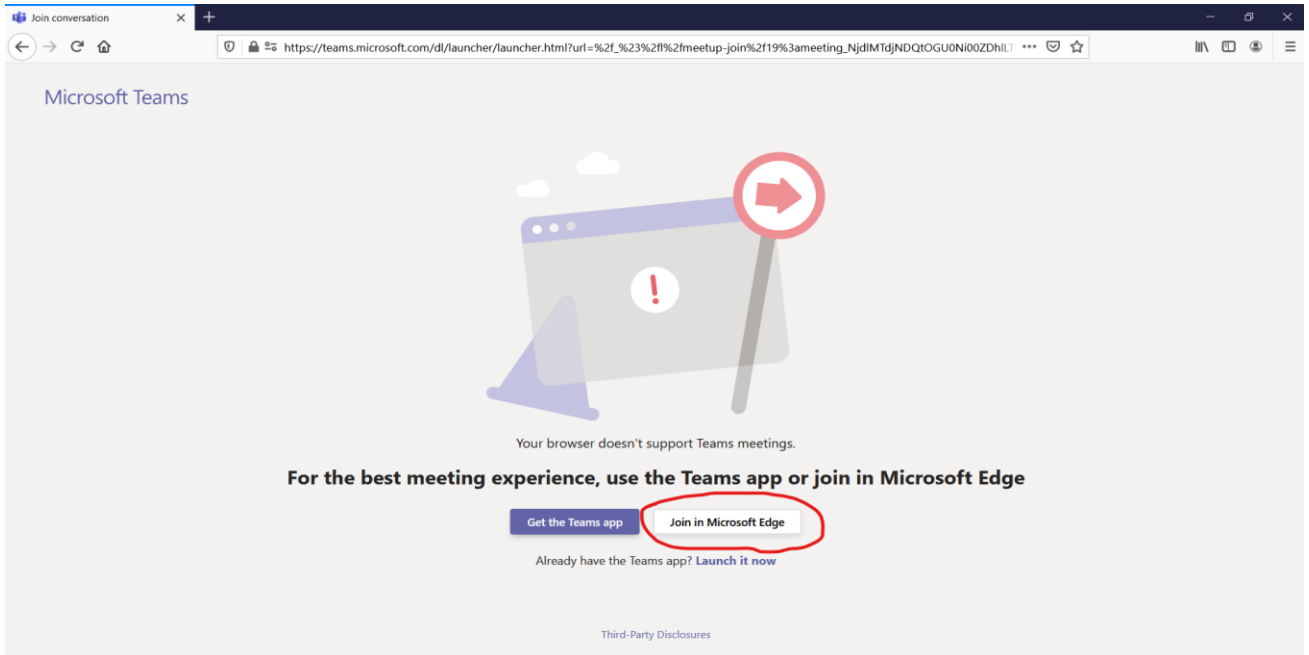
**NOTE:** *If you are trying to join the Webinar from an unsupported browser, you will see the following screen.*

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

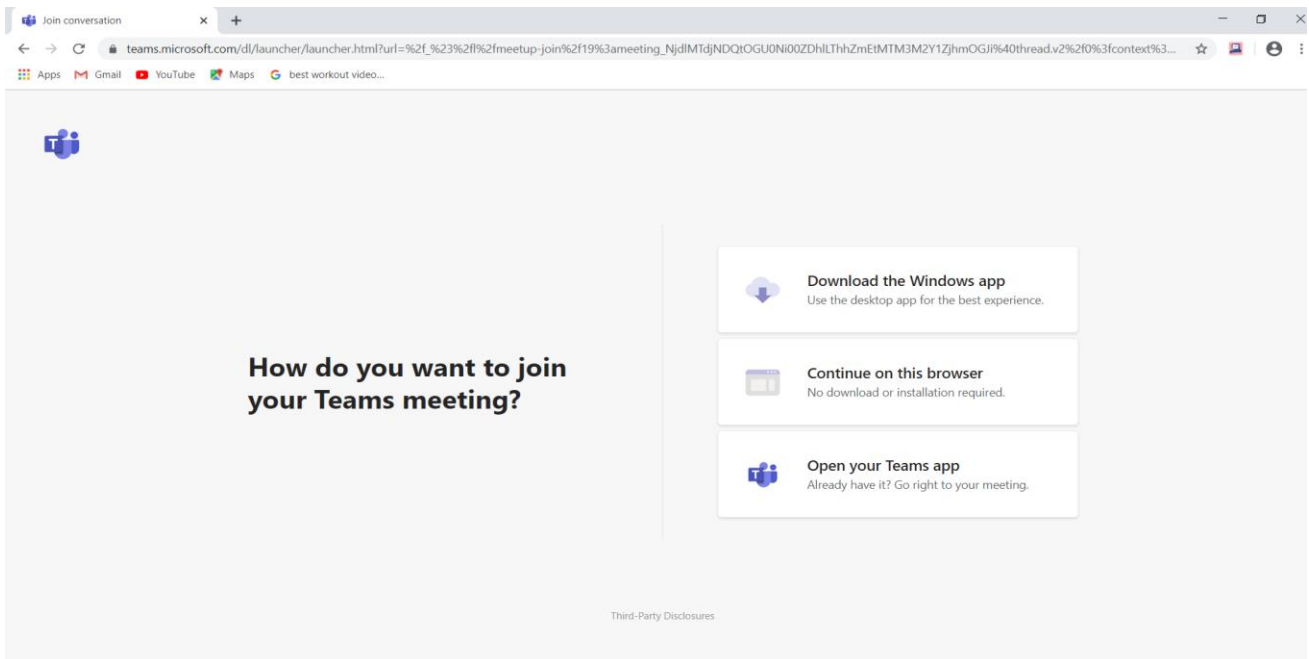
Additionally, users may "Download the Windows app" or Mac app if they do not have Edge or Chrome.

See display below when using Firefox browser

## ATTM. 1 - 6

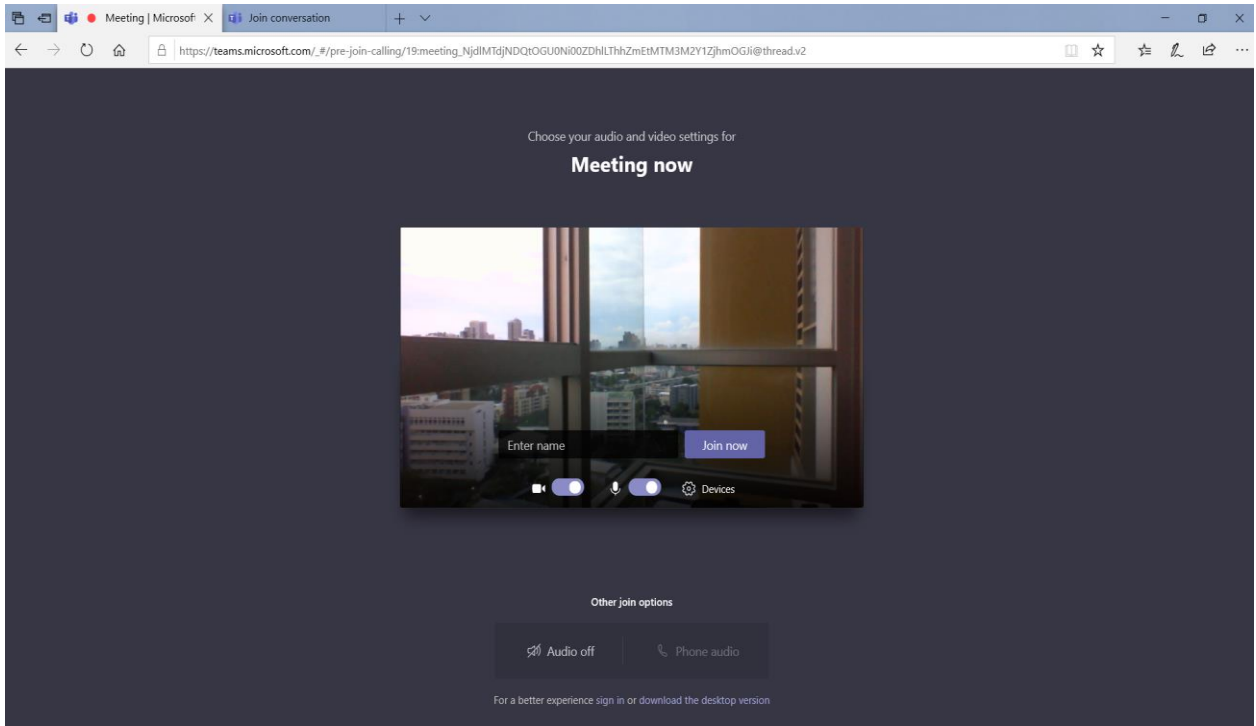


Below is displayed when using Chrome browser.

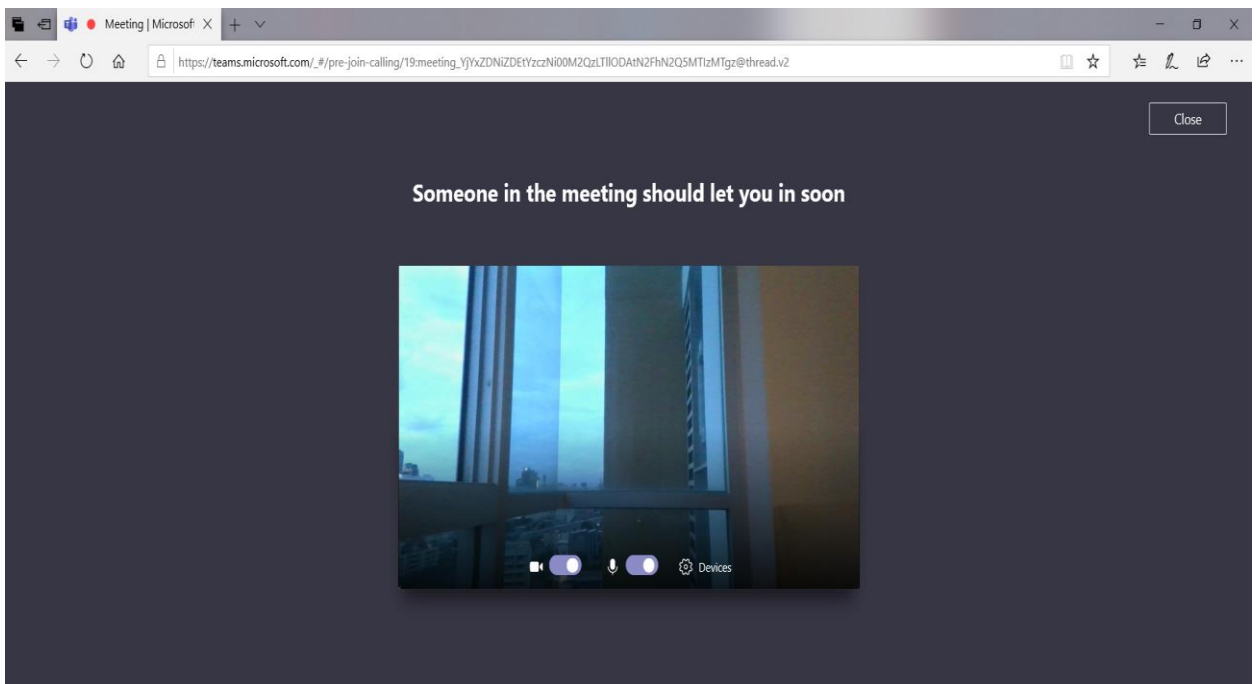


8.4 After allowing Teams access to your camera and microphone, you should now see a page with a name entry box and device options. Please enter your name and hit "**Join now**". If you do not see your camera, or it is the wrong camera, please select the "**Devices**" button to choose the correct microphone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

## ATTM. 1 - 7



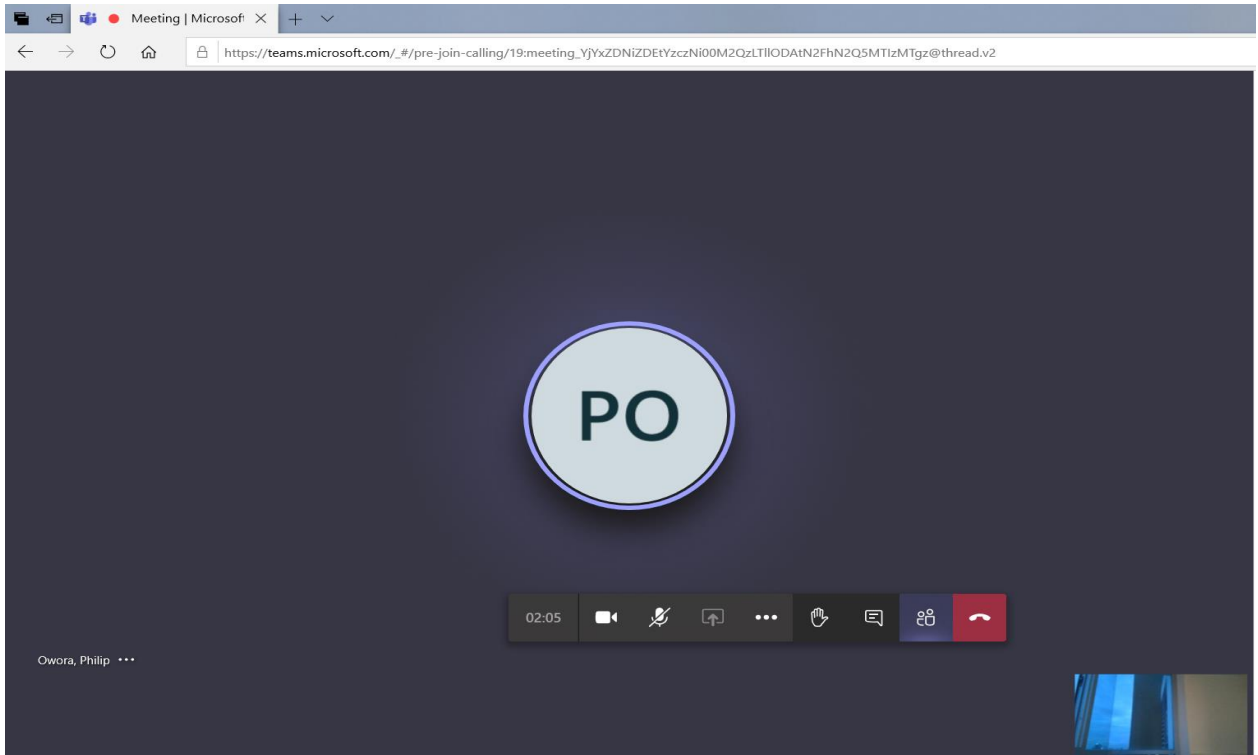
Selecting the Join now button will automatically send you into the Webinar or the Lobby where the Webinar Presenter will admit you.



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

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

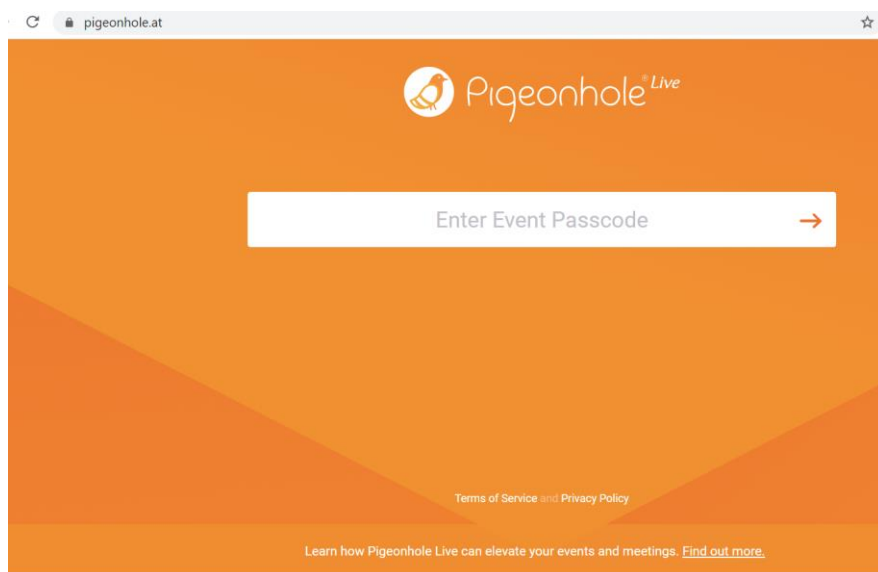
## ATTM. 1 - 8



### 9. External User Access Guide for using Pigeonhole platform

9.1. Participants who attend the Cyber Security Webinar and wish to interact with the webinar with Q & A and polls, please simply use personal mobile phone and use any browser to locate <https://pigeonhole.at/>

9.2. Please see sample of the first page of Pigeonhole after accessing the link above. The Secretariat will provide you the password before the webinar is starting. Participants need to put the password for completely access to webpage and they will be brought to the Audience Web App.



ATTM. 1 - 9

9.3. Participants will see the agenda for the event on the Audience Web App. Participants can just tap on a session and start participating by asking questions, voting on polls, and competing in quizzes, etc.

9.4. Participants can get more information about the app, its use, and can do some practice at following link: <https://pigeonholelive.com/how-it-works/#how=audience>.

9.5. More information will be provided to participants during the introduction session of the webinar.

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