



ICAO

International Civil Aviation Organization

**FOURTH MEETING OF MODE S DOWNLINKED
AIRCRAFT PARAMETERS WORKING GROUP
(MODE S DAPS WG/4)**

Video Teleconference, 29 – 31 March 2021

VIDEO TELECONFERENCE BULLETIN

1. Schedule of the Meeting

1.1. The meeting (video teleconference) will commence at **0900 hrs. ICT (UTC +7) on Monday, 29 March 2021.**

1.2. The discussion sessions (on the agenda items) are **tentatively proposed from 0900 to 1300 hrs. ICT (UTC +7) on Monday to Wednesday, 29 – 31 March 2021.**

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: ylo@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

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

3. Registration of participants

3.1 Registration for the DAPs WG/4 can be done online. The nominated participant (s) from State/Administration are requested to access <https://www.icao.int/APAC/Meetings/Pages/2021-DAPs-WG4.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 **Monday, 15 March 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 > Meetings > Meeting List – 2021 > DAPs WG/4

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, as early as possible and in any case **no later than Monday, 15 March 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”**.

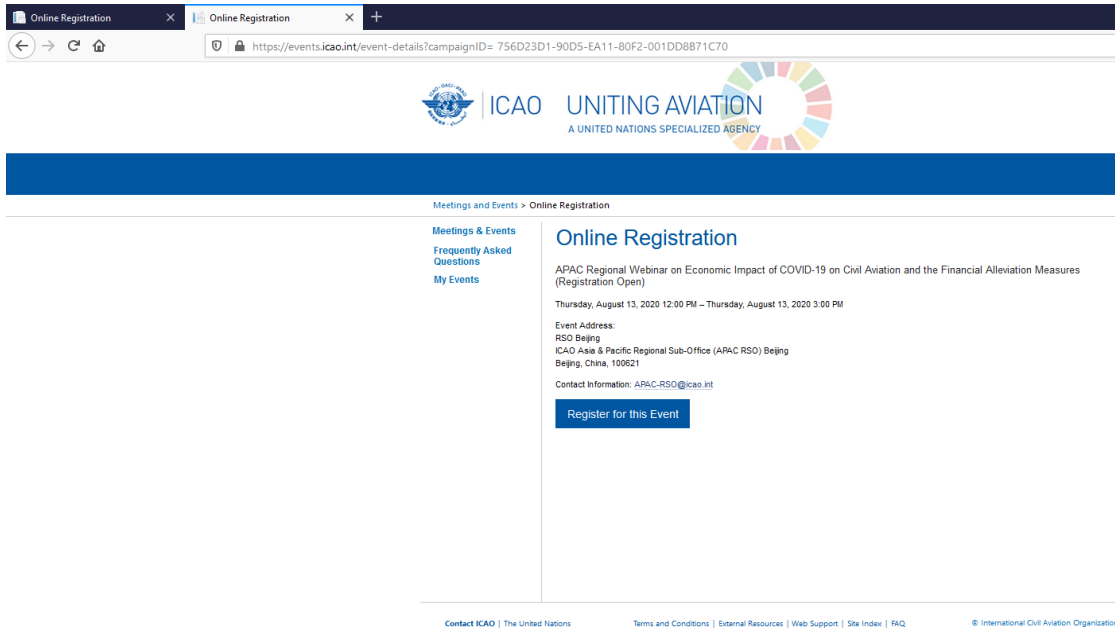
7.3 Additional information and instructions concerning the video teleconference tools and applications, will be provided separately at the meeting website.

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.

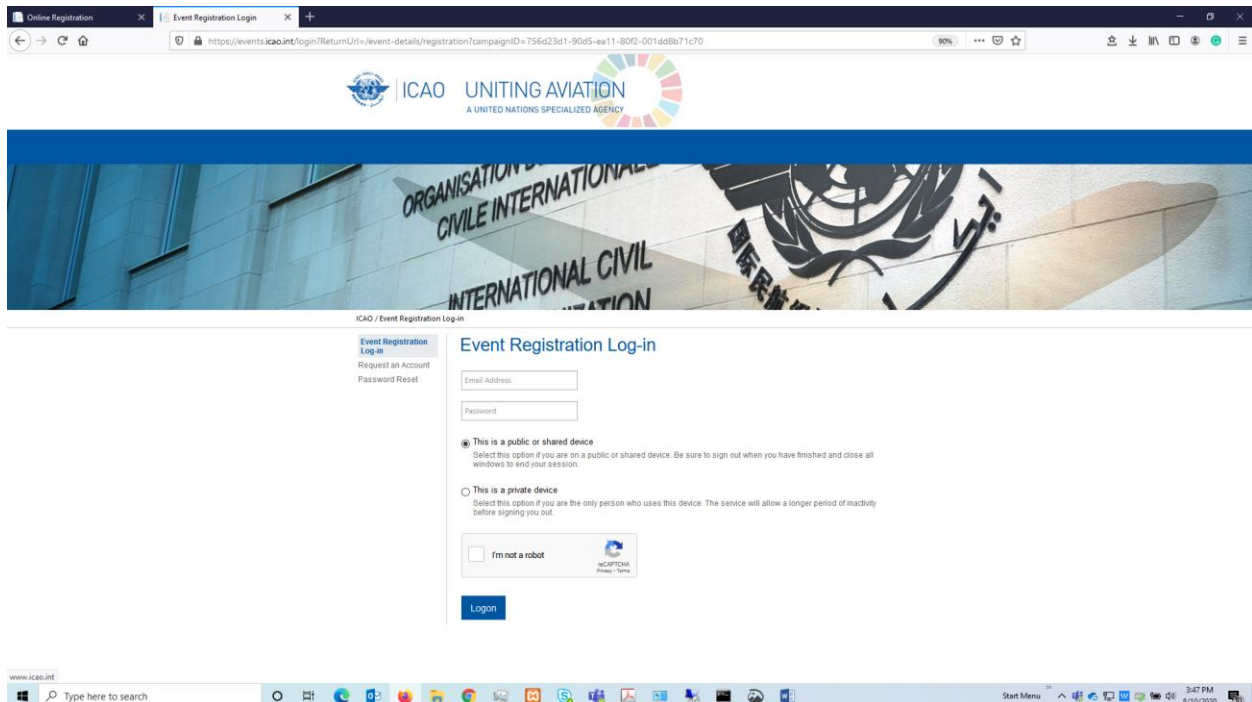
7.5 The Chair and/or Secretary will manage the presentation of meeting material during the video teleconference, unless specifically arranged. Speakers should clearly identify to the meeting the relevant paper, presentation or other meeting material they are speaking to, as well as the specific paragraphs, pages and slides, as appropriate.

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 is a sidebar with navigation links: 'Meetings & Events', 'Frequently Asked Questions', and 'My Events'. Below these are details for an 'APAC Regional Webinar on Economic Impact of COVID-19 on Civil Aviation and the Financial Alleviation Measures', including dates (Thursday, August 13, 2020) and an event address in Beijing, China. The main content area is titled 'Online Registration' and includes a login link for existing users. A note states 'Fields with an * are mandatory'. The 'Personal Information' section contains several input fields: Salutation, Picture (with a 'Browse...' button), First Name, Last Name, E-Mail (pre-filled with 'charles@caa.org'), Phone, Organization, Job Title, and Industry Type. A modal dialog box is overlaid on the form, 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.' It has two buttons: 'Cancel' and 'Proceed to a new registration'.

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

This screenshot shows the 'Online Registration' form with all fields completed. The sidebar and event details are the same as in the previous screenshot. The 'Personal Information' section now has the following values: Salutation (dropdown), Picture (No file selected), First Name, Last Name, E-Mail (charles@caa.org), Phone, Organization, Job Title, Industry Type (dropdown), and Area of activity (dropdown). A blue 'Next' button is visible 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