



ICAO

International Civil Aviation Organization

Webinar for the 10th Anniversary of the ICAO State Action Plan (SAP) Initiative on CO₂ Emissions Reduction

Webinar, 22 April 2021

WEBINAR BULLETIN

1. Schedule of the Webinar

- 1.1. The Webinar will open at **0900 hrs. ICT (UTC +7)** on **Thursday, 22 April 2021.**
- 1.2. The discussion sessions (on the agenda items) are scheduled from **0900 to 1130 hrs. ICT (UTC +7)** on **Thursday, 22 April 2021.**

2. Officers and Secretariat concerned with the Webinar

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3. Registration of participants

- 3.1. Participants should ensure their official registration (name and e-mail address) reaches the Secretariat **no later than Thursday, 08 April 2021.**
- 3.2. To ensure participants receive the e-mail with the webinar joining instructions, it is essential that each participant ensures their official registration clearly shows their nominated e-mail address in print and, preferably, typed.

4. Webinar materials

- 4.1. The Secretariat will publish the Webinar materials (i.e., presentations, agenda, registration form, instructions, etc.) on the SAP Webinar 2021 website at:
<https://www.icao.int/APAC/Meetings/Pages/2021-SAP-Seminar.aspx>.

5. Joining the Webinar

5.1. All registered participants will receive an e-mail from the Secretariat with the “*Join meeting*” link and appropriate instructions approx. one-week before the Webinar.

5.2. When joining the Webinar, please ensure that your **microphone is muted** and **video is turned off**.

5.3. To ensure all Webinar participants are easily identifiable, please ensure that your webinar display name reflects your State/Special Administrative Region/Organization, first, followed by your participant name, e.g., “**ICAO – Peter Dunda**”.

5.4. Please join the webinar approx. 15-minutes before to the scheduled time.

6. Participants’ working environment

6.1 All participants should ensure that they join the webinar from a location with minimal or preferably no background noise.

6.2 To avoid disruptions to the webinar due to audio-feedback, all participants should ensure that only one computer/device per room/office has its microphone and speaker activated at any one time.

7. During the Webinar

7.1 To address a question, answer or comment to the Webinar, please use the virtual meeting application to raise your hand or send a chat message, e.g. “*question, comment, etc.*” or directly type your question/comment on the chat box.

7.2 Participants should only unmute their microphone and turn on their video when invited to speak by the Secretary or moderator. Please remember to mute your microphone and turn off your video when finished speaking.
