



ICAO

International Civil Aviation Organization

The Fifth Meeting of System Wide Information Management Task Force (SWIM TF/5)

Video Tele-conference, 9 – 11 August 2021.

VIDEO TELE-CONFERENCING BULLETIN

1. Schedule of the Meeting

1.1. The Meeting (Video Tele-Conference) will open at **0900 hrs. ICT (UTC +7)** on **Monday, 09 August 2021.**

1.2. The discussion sessions (on the agenda items) are proposed from **0900 to 1200 hrs. ICT (UTC +7)** on **Monday to Wednesday, 09 to 11 August 2021**

1.3. The programme will be available on the Meeting webpage on the first day of the meeting.

2. Officers and Secretariat concerned with the Meeting

2.1. Secretary of the Meeting:

Mr. Luo Yi, Regional Officer CNS
Tel: +66 (2) 537 8189 Ext. 155
Fax: +66 (2) 537 8199
E-mail: yluo@icao.int

Ms. Soniya Nibhani, Regional Officer ANS (CNS) Implementation
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 SWIM TF/5 can be done online. The nominated participant(s) from State/Administration are requested to access <https://www.icao.int/APAC/Meetings/Pages/2021-SWIM-TF-5.aspx> and register for the event by using guideline for online registration provided in the **Attachment C** to the letter. The last day of registration is **Monday, 26 July 2021**. Kindly note that only the registered participant (s) are entitled 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 Tele-Conference) on the ICAO APAC Office website (at: www.icao.int/apac > Meetings > Meeting List – 2021 > SWIM TF/5

4.2. Each participant should review all working papers and supporting information papers prior to the commencement of the Meeting (Video Tele-Conference) 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, 26 July 2021**

5. Joining the Meeting (Video Tele-Conference)

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

5.2. Each participant should ensure that their Video Tele-Conference display name reflects their respective State or Organization first, followed by their participant name, e.g., “**Australia – name**”, “**Bangladesh – name**”, **China – 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 Tele-Conference) sessions.

5.4. Participants should join the Meeting (Video Tele-Conference) 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 Video Tele-Conference 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 Video Tele-Conference using a separate computer/device in a separate room/office. If sharing a single computer/device to join the Video Tele-Conference 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 Tele-Conference

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 Tele-Conference 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 Tele-Conference 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 web-conferencing tools and applications, will be provided separately at the meeting website.

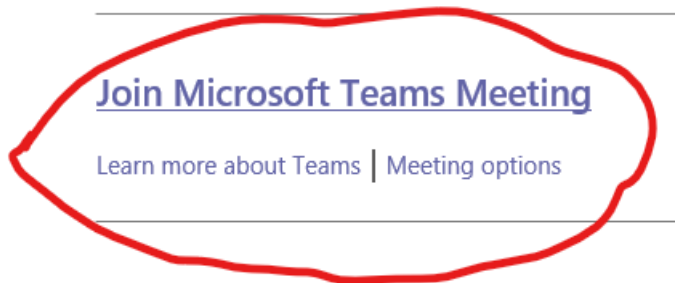
7.4 Participants should only unmute their microphone and turn on their video when invited to speak by the Chair, Secretary or moderator of the discussion. Please always remember to mute your microphone when finish speaking.

7.5 The Chair and/or Secretary will manage the presentation of meeting material during the Video Tele-Conference, 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

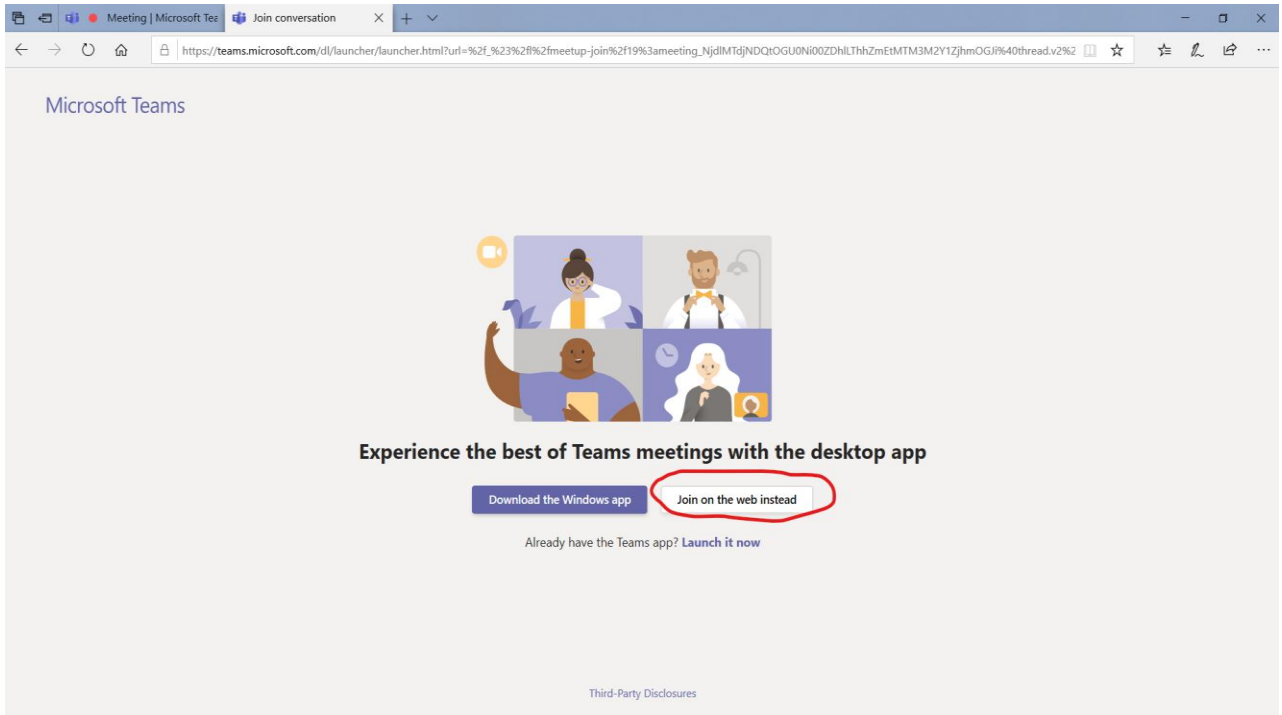
To access the meeting as an external user, follow the steps below.

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.



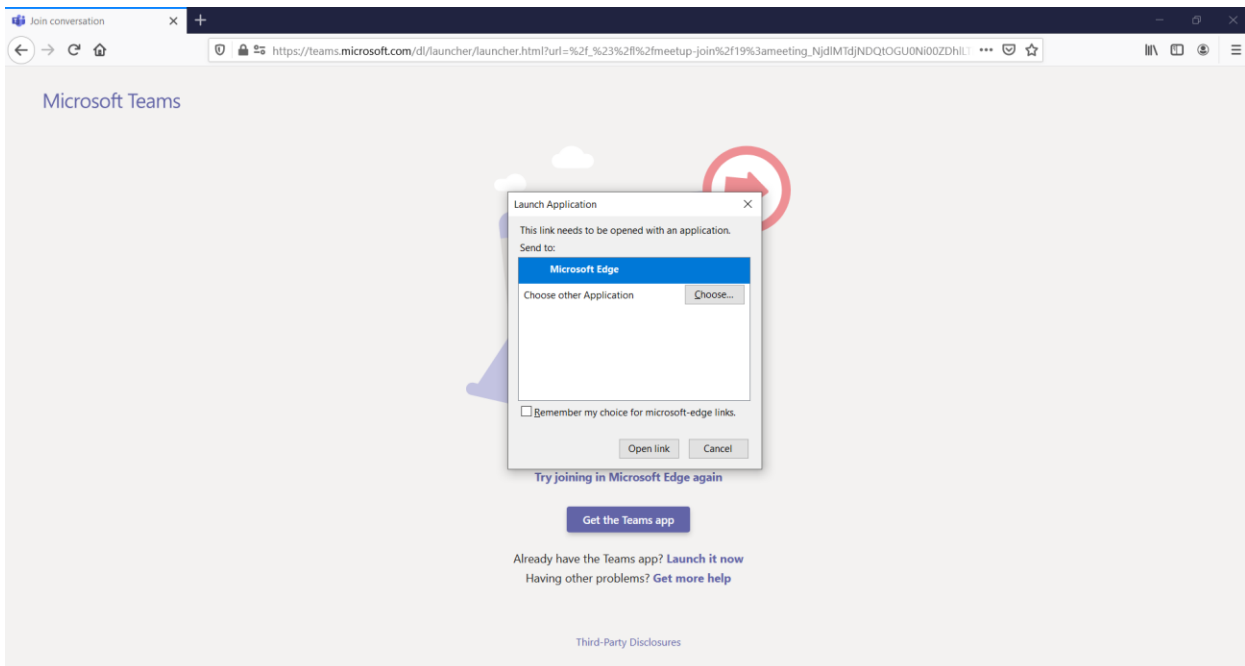
8.2 The link in the email will open the default browser on your computer. If you have the Teams application installed, you may use the "Launch it now" button. Otherwise, click the "**Join on the web instead**", and enter your STATE or IO name first, followed by your full name (as used on the registration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

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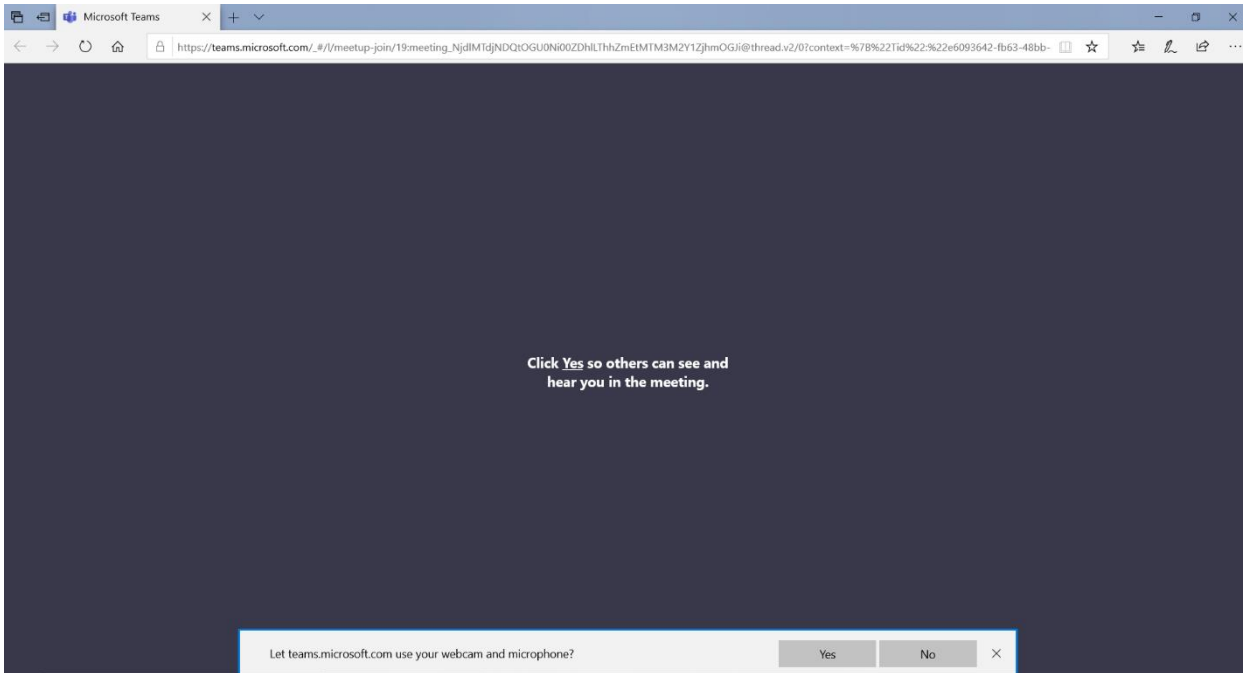
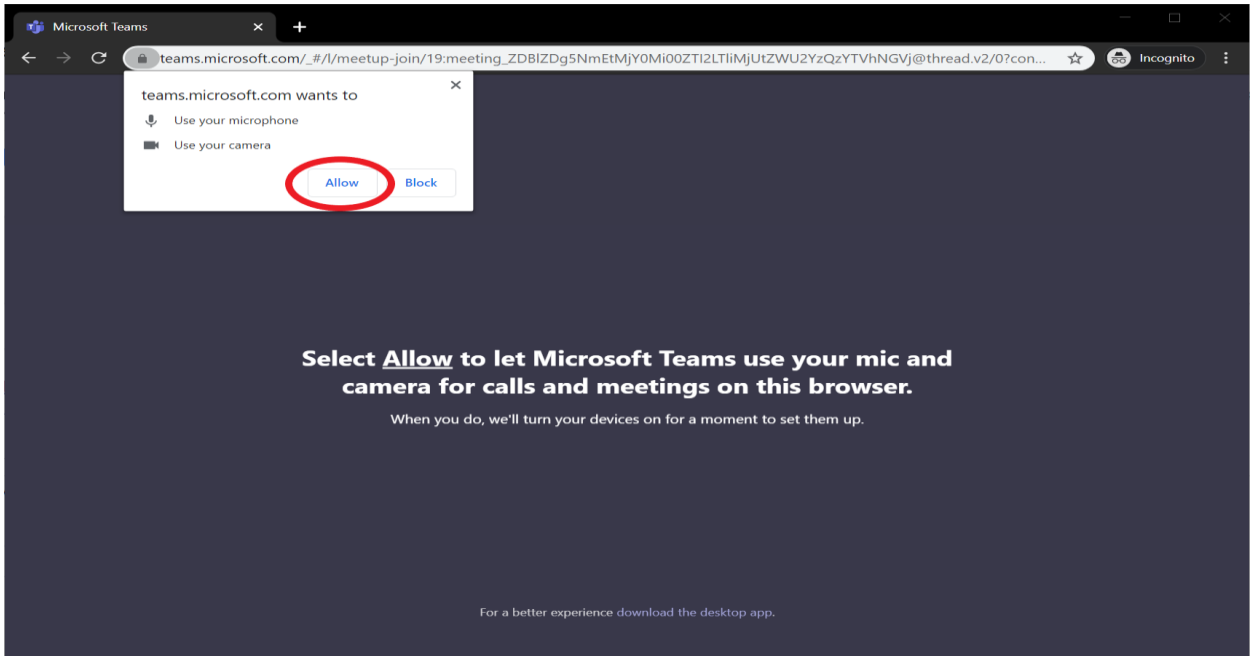


NOTE: *Some browsers are not capable of joining a Teams meeting. Please use either Microsoft Edge or Google Chrome for the full experience. Additionally, users may "Download the MS Teams Windows Desktop app" or Mac app if they do not have Edge or Chrome.*

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.

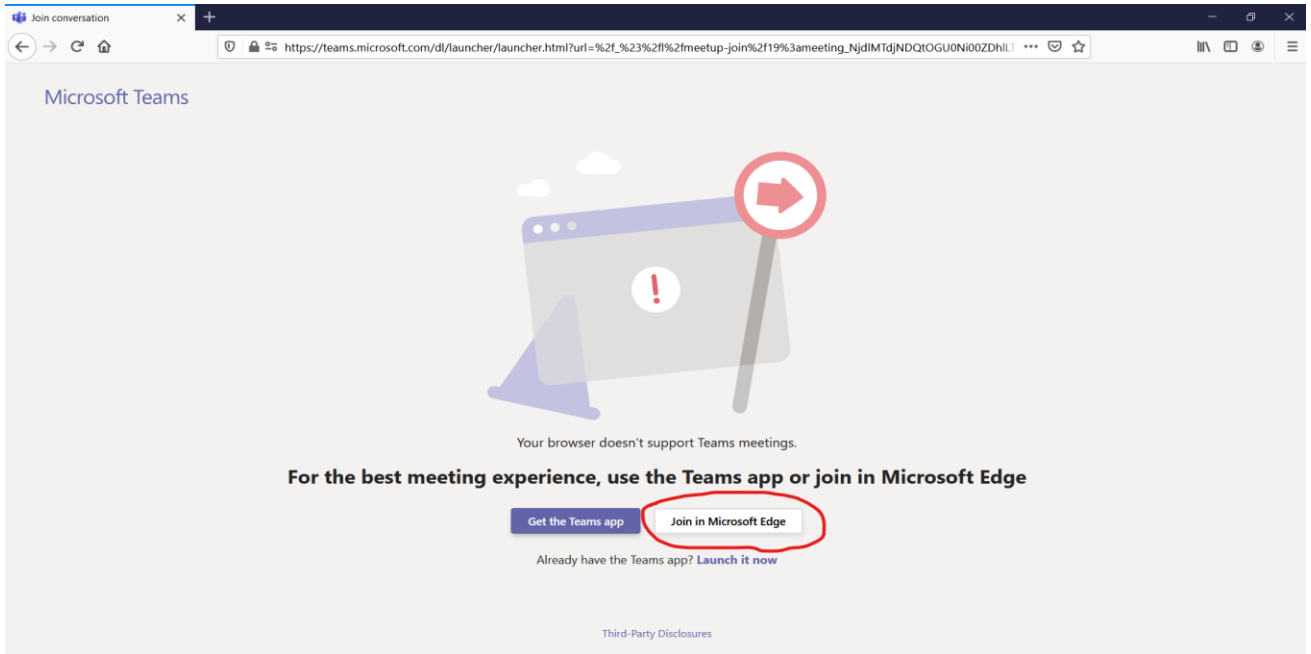


NOTE: *If you are trying to join the meeting from an unsupported browser, you will see the following screen.*

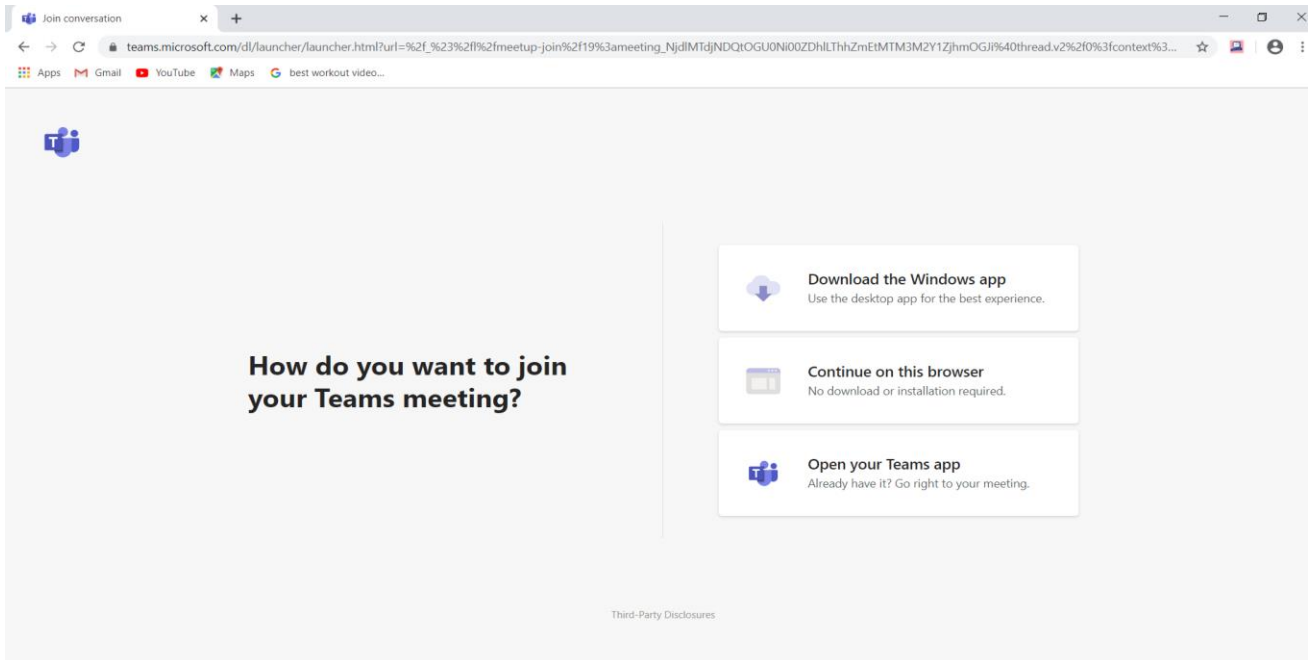
“Please use either Microsoft Edge or Google Chrome for the full experience”.

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

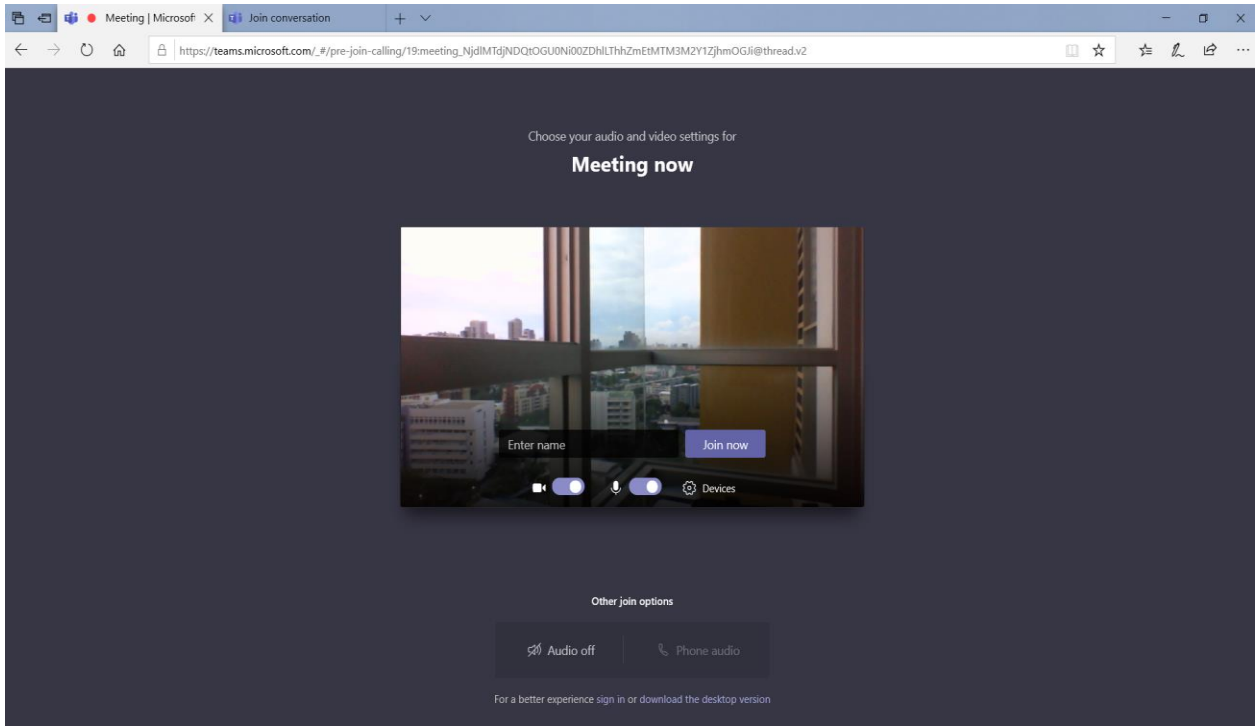


Below is displayed when using Chrome browser.

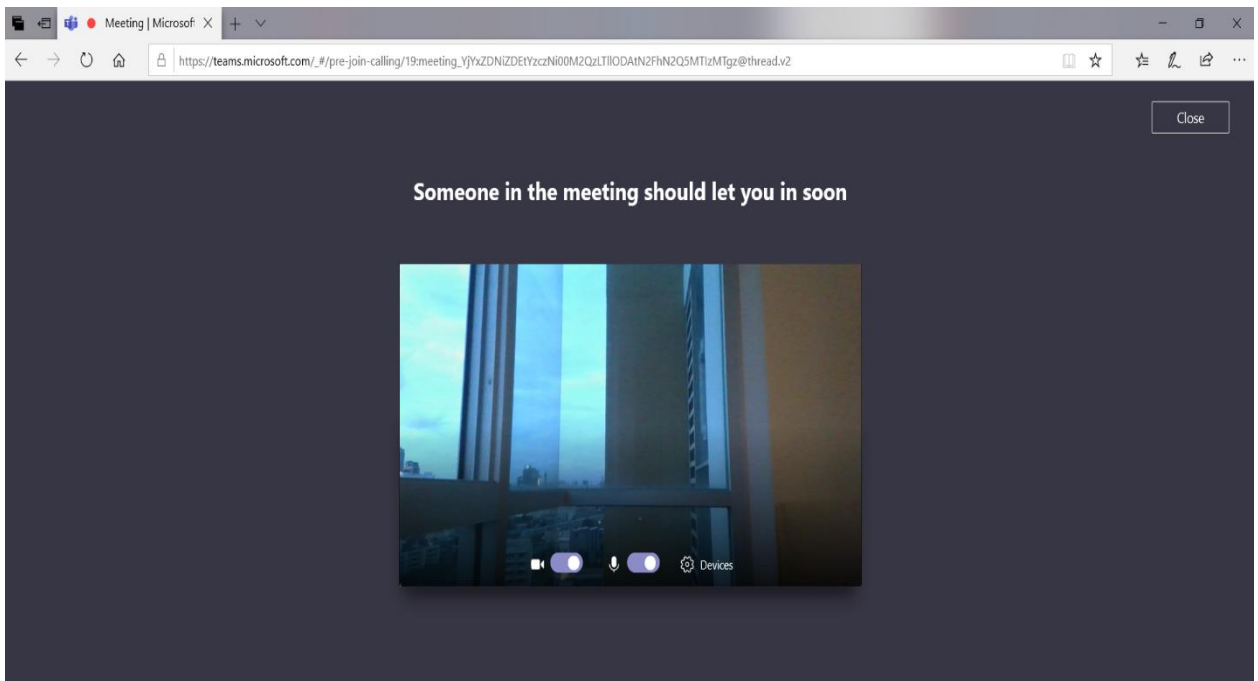


8.4 After allowing Teams access to your camera and microphone, you should now see a page with a name entry box and device options. Please enter your name and hit "**Join now**" If you do not see your camera, or it is the wrong camera, please select the "**Devices**" button to choose the correct microphone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

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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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