



ICAO

International Civil Aviation Organization

**SIXTH MEETING OF SPECTRUM REVIEW WORKING
GROUP (SRWG/6)**

Video Teleconference, 1 – 3 March 2022

VIDEO TELECONFERENCE BULLETIN

1. Schedule of the Meeting

1.1. The meeting (video teleconference) will commence at **0800 hrs. ICT (UTC +7)** on **Tuesday, 1 March 2022**.

1.2 The discussion sessions (on the agenda items) on **Tuesday to Thursday, 1 – 3 March 2022** are tentatively proposed **from 0800 to 1100 hrs. ICT (UTC +7)**.

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

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Fax: +66 (2) 537 8199

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Mr. Derek How, Regional Officer CNS

Tel: +66 (2) 537 8189 Ext. 27

Fax: +66 (2) 537 8199

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3. Registration of participants

3.1 Participants are encouraged to register online for the SRWG/6. The nominated participant (s) from State/Administration are encouraged to access <https://www.icao.int/APAC/Meetings/Pages/2022-SRWG6.aspx> and register for the event by using guideline for online registration as provided in the **Annex 1** to this attachment. Kindly noted that registration should be completed before **Tuesday, 15 February 2022** 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 on the ICAO APAC Office meeting webpage at: <https://www.icao.int/APAC/Meetings/Pages/2022-SRWG6.aspx>

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 **before Tuesday, 15 February 2022**.

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**”, “**AUS – 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”**.

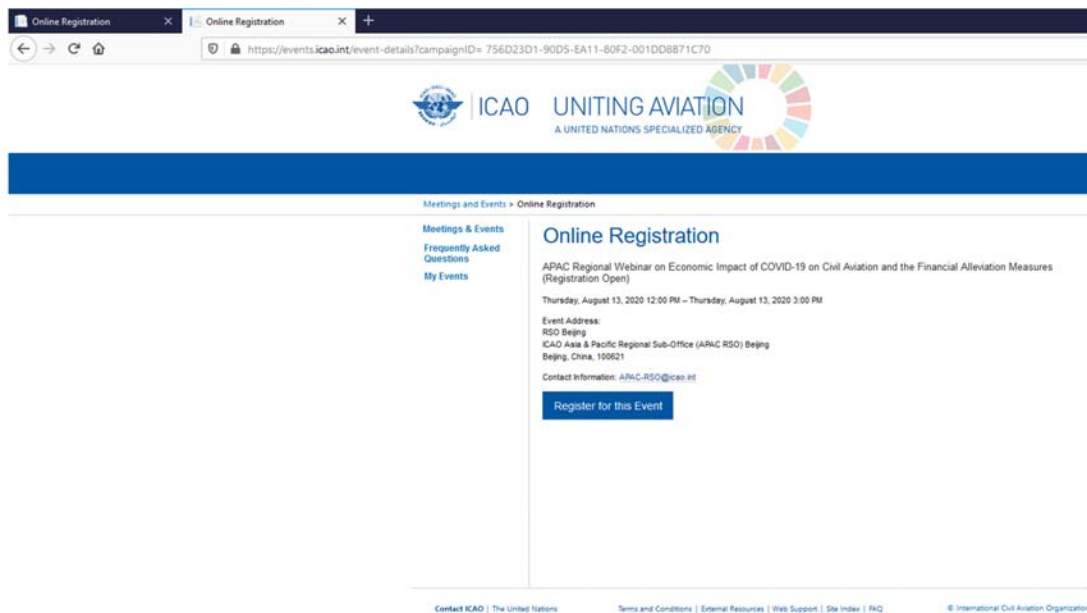
7.3. Additional information and instructions concerning the video teleconference tools and applications, will be provided separately at the meeting website.

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

