



ICAO

International Civil Aviation Organization

The Sixth Meeting of System Wide Information Management Task Force (SWIM TF/6)

Video Teleconference (VTC), 17 – 20 May 2022

THE MEETING BULLETIN

1. Schedule of the Meeting

1.1. The Meeting (Video Teleconference) will open at **0900 hrs. ICT (UTC +7)** on **Tuesday, 17 May 2022.**

1.2. The discussion sessions (on the agenda items) are scheduled from **0900 to 1300 hrs. ICT (UTC +7)** on **Tuesday to Friday, 17 to 20 May 2022.**

1.3. The program will be available on the Meeting webpage.

2. Officers and Secretariat concerned with the Meeting

2.1. Secretary of the Meeting:

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

Ms. Zhong Wenhan, Associate CNS Officer

Tel: +66 (2) 537 8189 Ext. 108

Fax: +66 (2) 537 8189

E-mail: wzhong@icao.int

3. Registration of participants

3.1. Each participant should ensure that their respective State/Organization nominate participant(s) to join the meeting by completing the online registration using <https://www.icao.int/APAC/Meetings/Pages/2022-SWIM-TF6.aspx> no later than **2 May 2022**, as after this the link will be closed automatically to accept registrations.

3.2. In case of multiple delegates are nominated from a State/Organization, each nominated delegate should register themselves separately.

3.3. The tutorial to do online registration for the meeting is provided in **Appendix A** to this bulletin.

4. Meeting materials

4.1. The Secretariat will upload 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-SWIM-TF6.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 with copies to snibhani@icao.int and wzhong@icao.int as early as possible and in any case **no later than 2 May 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 – name**”, “**AUS – name**”, “**Hong Kong, 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 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 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 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 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. 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 Teleconferencing tools and applications, will be provided separately at the meeting website.

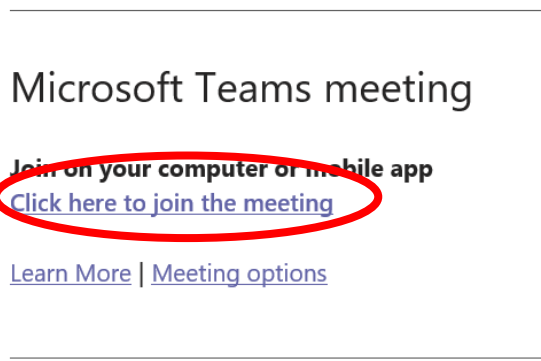
7.4 Participants should only unmute their microphone and turn on their video when invited to speak by the Chair, Secretary or moderator of the discussion. Please always remember to mute your microphone when finished speaking.

7.5 The Chair and/or Secretary will manage the presentation of meeting material during the Video Teleconference, unless specifically arranged otherwise. 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.

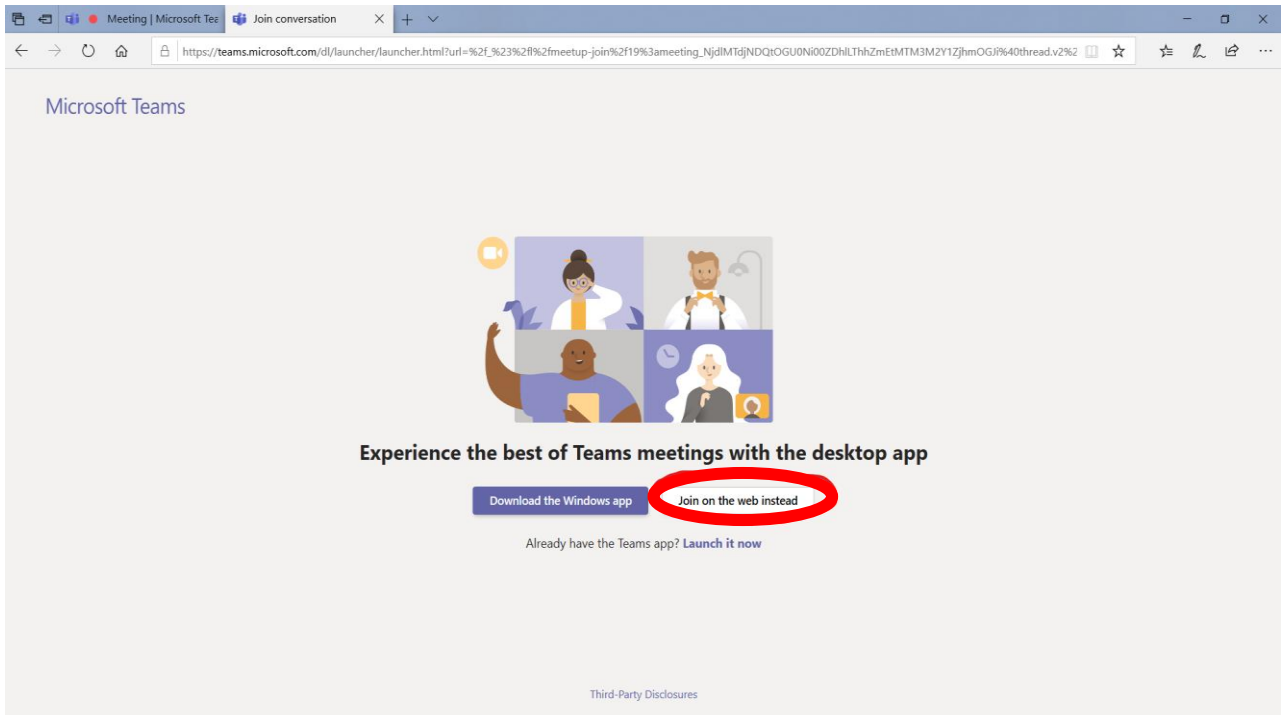
8. External User Access Guide for using Microsoft Teams

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.



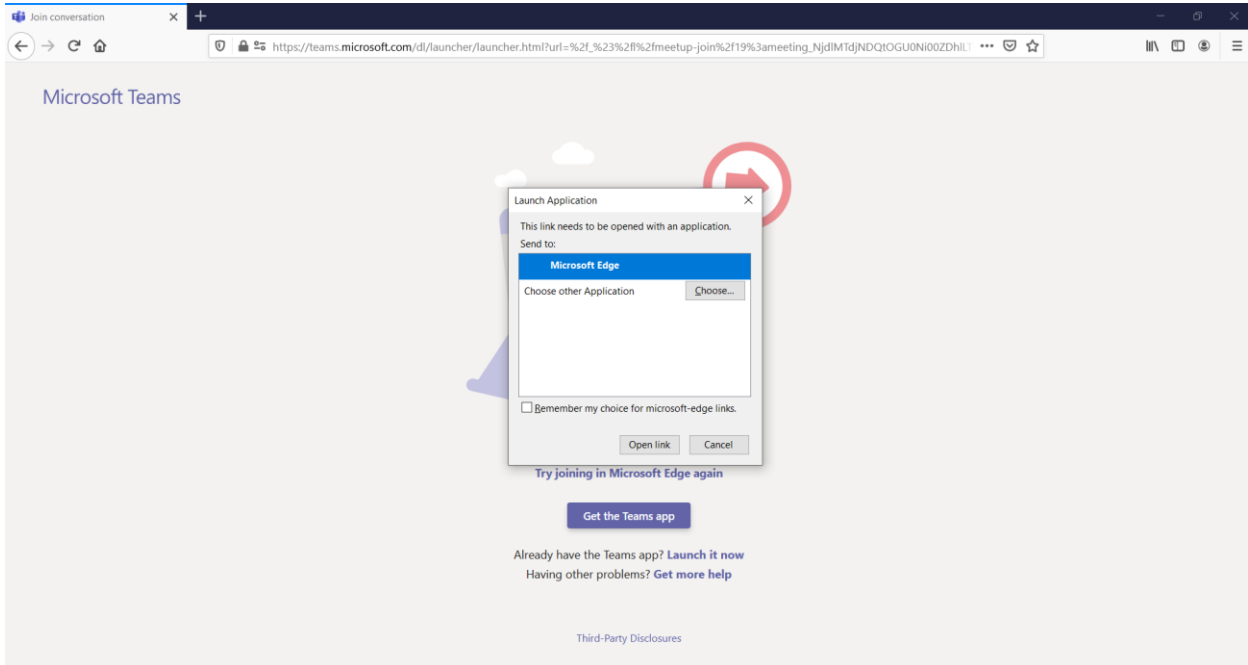
8.2 The link in the email will open the default browser on your computer. If you have the Teams application installed, you may use the "Launch it now" button. Otherwise, click the "**Join on the web instead**", and enter your STATE or IO name first, followed by your full name (as used on the registration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



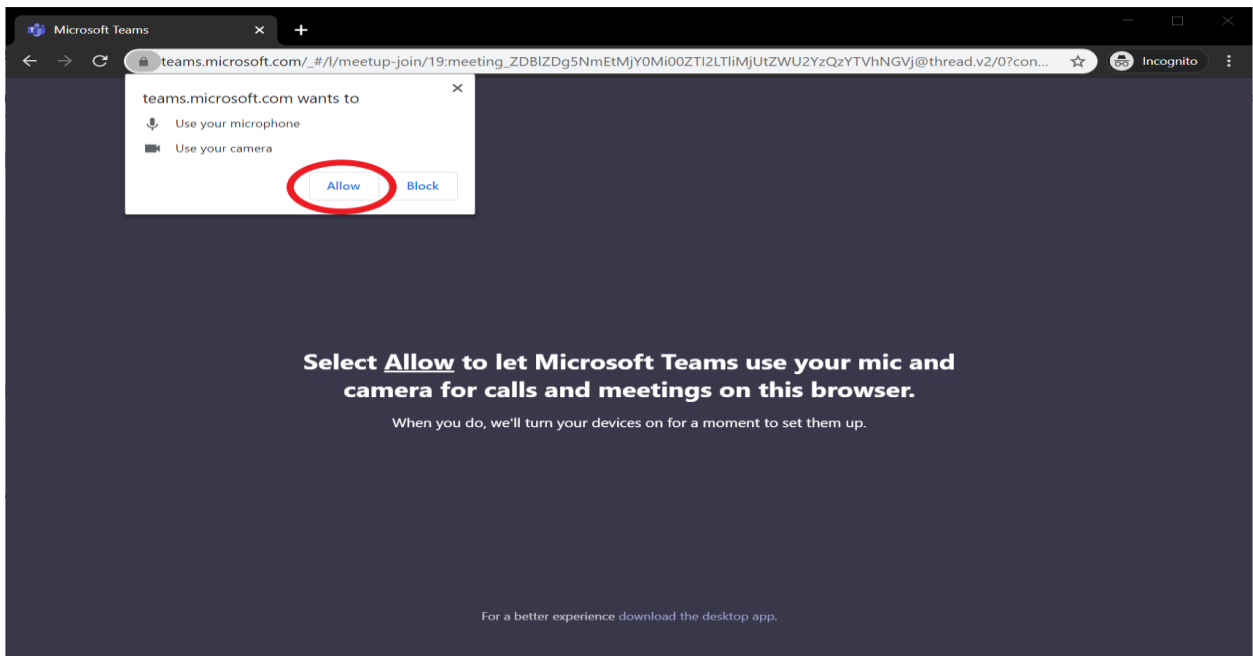
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NOTE: Some browsers are not capable of joining a Teams meeting. Please use either Microsoft Edge or Google Chrome for the full experience. Additionally, users may "Download the MS Teams Windows Desktop app" or Mac app if they do not have Edge or Chrome.

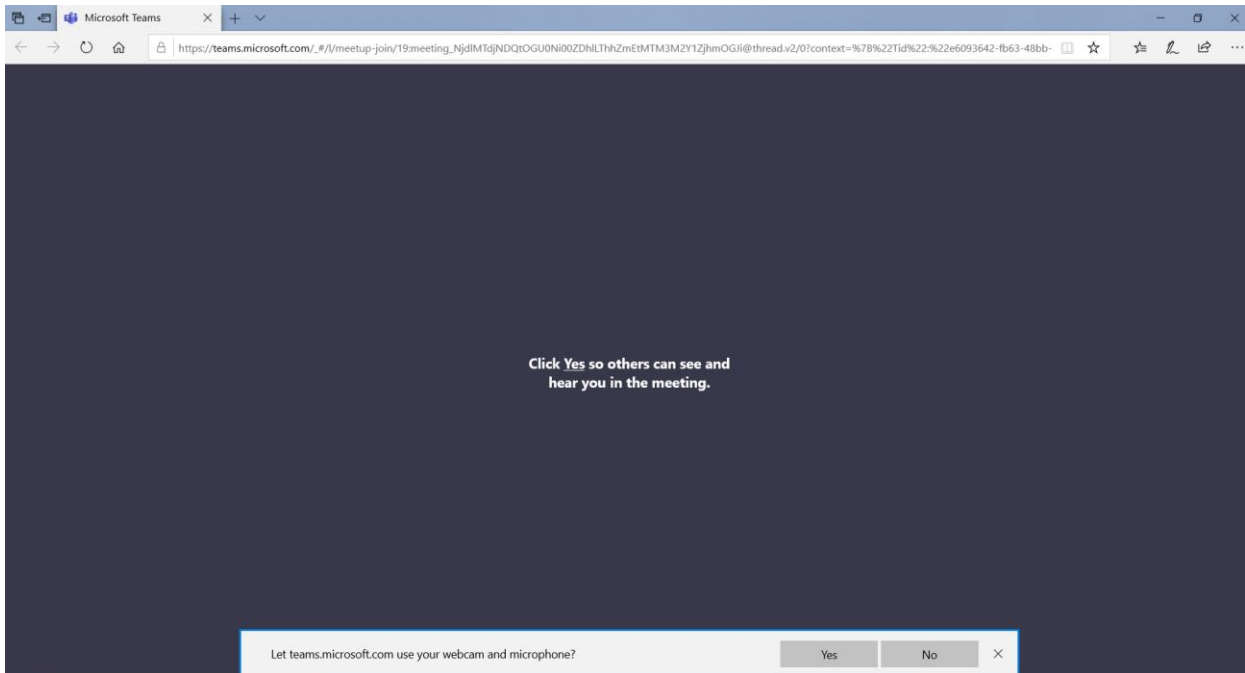
Select Open Link to open Microsoft Edge Browser



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.



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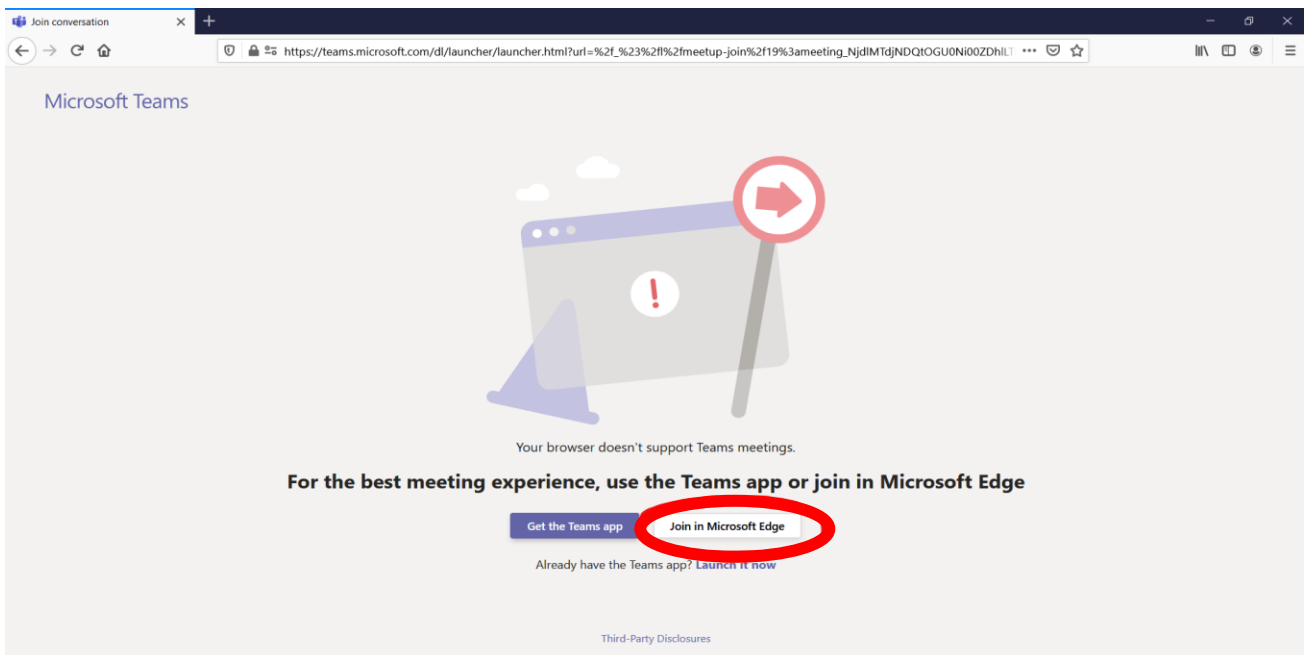


NOTE: *If you are trying to join the meeting from an unsupported browser, you will see the following screen.*

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

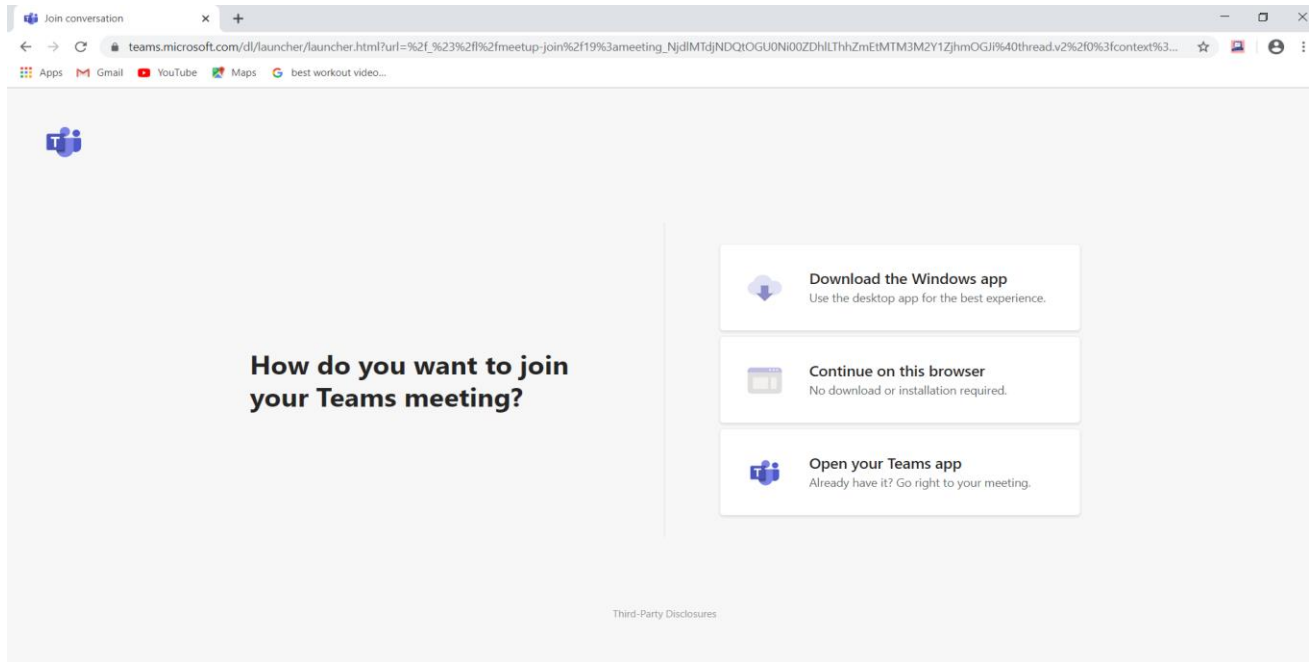
Additionally, users may "Download the Windows app" or Mac app if they do not have Edge or Chrome.

See display below when using Firefox browser

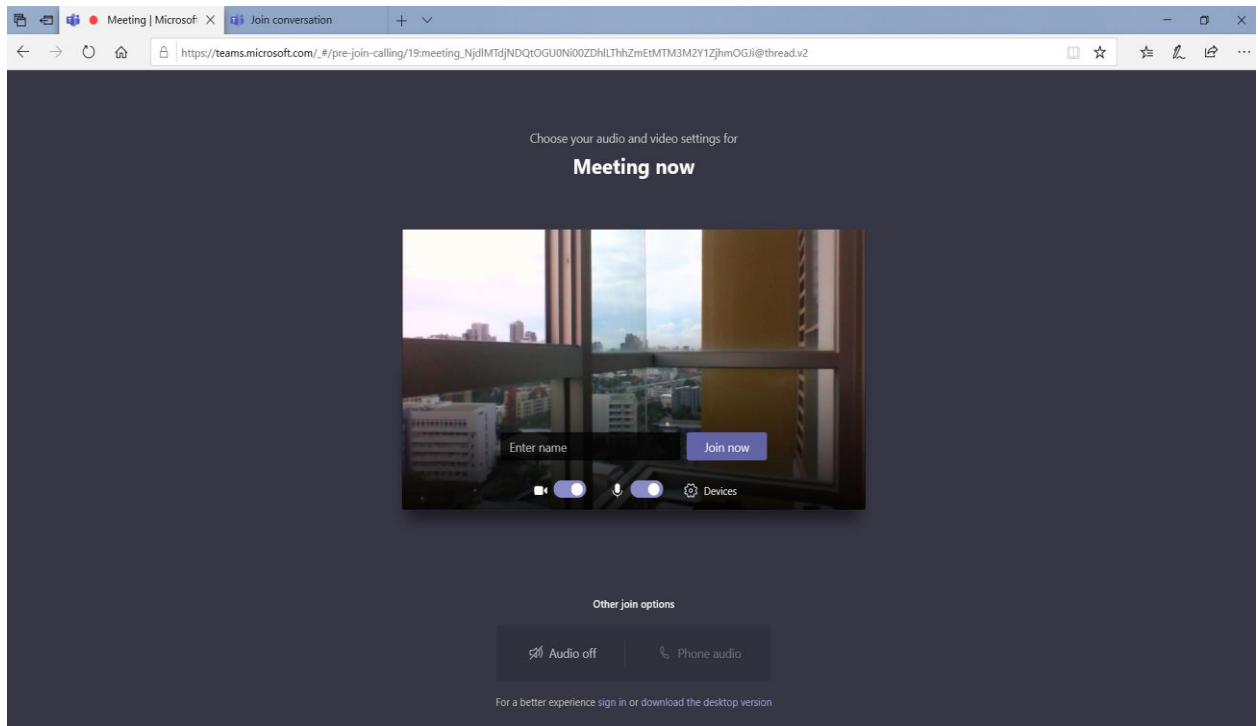


Below is displayed when using Chrome browser.

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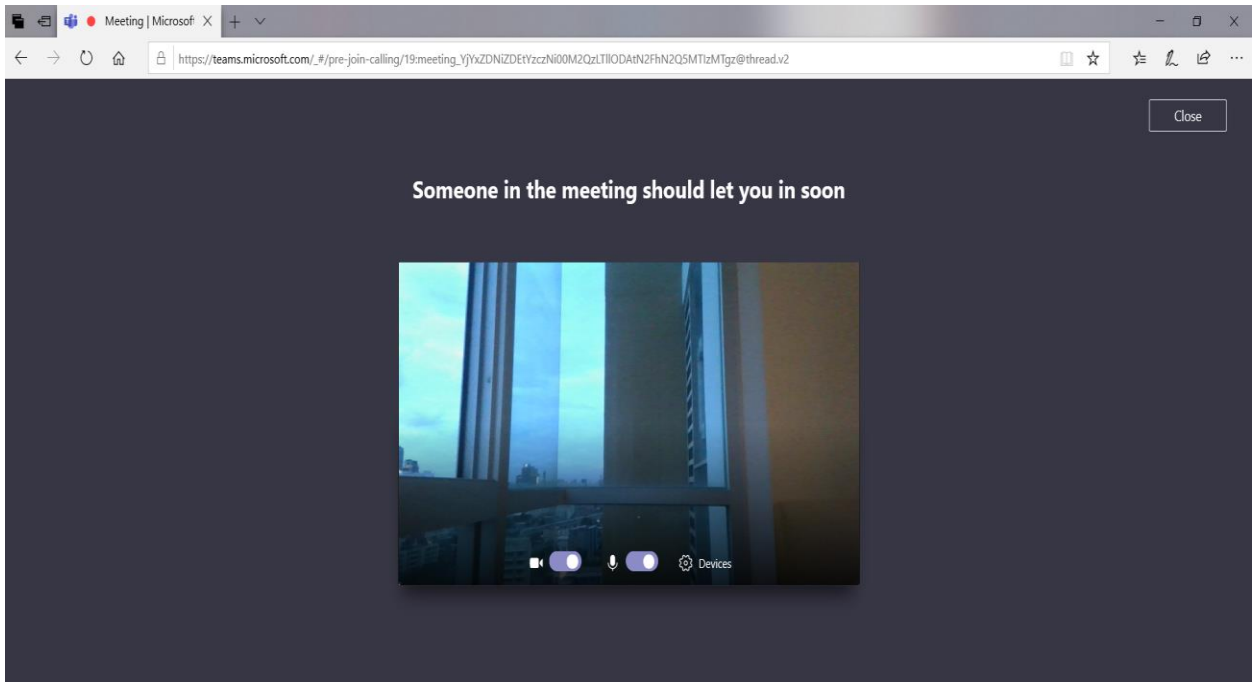


8.4 After allowing Teams access to your camera and microphone, you should now see a page with a name entry box and device options. Please enter your name and hit "**Join now**" If you do not see your camera, or it is the wrong camera, please select the "**Devices**" button to choose the correct microphone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



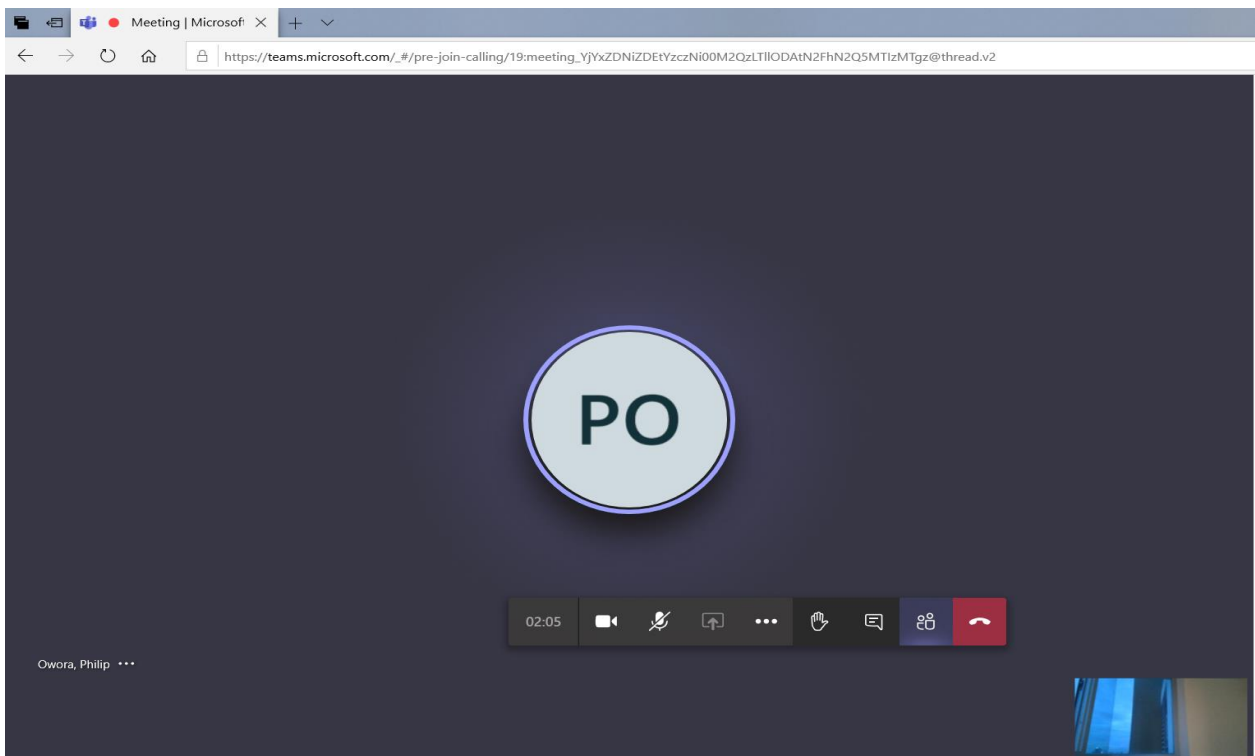
Selecting the Join now button will automatically send you into the meeting or the Lobby where the Meeting Presenter will admit you.

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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.



A BRIEF GUIDE FOR ONLINE REGISTRATION FOR ICAO EVENTS

Visit the Meeting Page of the ICAO Regional Office e.g

<https://www.icao.int/APAC/Meetings/Pages/default.aspx> , Select the Meeting you would like to attend, and you will see a Link for online Registration, which you should click to Register. See Sample Screenshot.

ICAO / Asia and Pacific (APAC) Office / Meetings / 2020-SWIM-TF4

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Fourth Meeting of System Wide Information Management Task Force (SWIM TF/4)
(Web-conference, 3 - 6 November 2020)

Online Registration (Click This Link to Register for this event)

The deadline for Online registration is Tuesday, 20 October 2020, Therefore Early registration is recommended.

Download all documents as ZIP

2020 SWIM TF4

✓	☐	Number	Title	Update Date	Presenter	Edit
Type Name : 2020 SWIM TF4 (13)						
Category : 2-General Information (5)						
		01	Letter of invitation	25 Aug. 2020	Secretariat	
		02	Attachment A - Provisional Agenda	25 Aug. 2020	Secretariat	
		03	Attachment B - Meeting Bulletin	25 Aug. 2020	Secretariat	
		04	Attachment C - Guidelines for online registration	25 Aug. 2020	Secretariat	

Step 1: Open the link for the event you are registering for and select Register for this Event button

Online Registration x Online Registration x +

https://events.icao.int/event-details?campaignID=756D23D1-90D5-EA11-80F2-001DD8B71C70

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Meetings and Events > Online Registration

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Online Registration

APAC Regional Webinar on Economic Impact of COVID-19 on Civil Aviation and the Financial Alleviation Measures (Registration Open)

Thursday, August 13, 2020 12:00 PM – Thursday, August 13, 2020 3:00 PM

Event Address:
RSO Beijing
ICAO Asia & Pacific Regional Sub-Office (APAC RSO) Beijing
Beijing, China, 100621

Contact Information: APAC-RSO@icao.int

Register for this Event

Contact ICAO | The United Nations | Terms and Conditions | External Resources | Web Support | Site Index | FAQ | © International Civil Aviation Organization

Step 2: Login to the Page if you have ever used this portal or skip to step 3 for New users

ICAO / Event Registration Log-in

Event Registration Log-in


Request an Account
Password Reset

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 

Logon

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.

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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. A modal dialog box titled 'Information' is displayed in the center, containing the text: 'We could not find your information with us. Please click on "Proceed to a new registration" to continue the registration process.' The dialog has two buttons: 'Cancel' and 'Proceed to a new registration'. The background form is partially visible, showing fields for 'Salutation', 'Picture', 'First Name', 'Last Name', 'E-Mail', 'Phone', 'Organization', 'Job Title', and 'Industry Type'. The 'E-Mail' field contains 'charles@caa.org'.

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

The screenshot shows the 'Online Registration' page with all required fields filled. The 'Picture' field shows 'No file selected.' The 'Industry Type' and 'Area of activity' fields are dropdown menus. A blue 'Next' button is located at the bottom right of the form. The 'E-Mail' field contains 'charles@caa.org'.

Step 3d: Please check your email account for the event confirmation email, showing you have successfully registered.

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.

To change password to your preferred, please login and click the drop down menu besides you profile picture, and select profile, then click change password to make the password change to your preferred password.