

INTERNATIONAL CIVIL AVIATION ORGANIZATION
ASIA AND PACIFIC OFFICEENHANCED WAKE TURBULENCE SEPARATION IMPLEMENTATION/REGULATION
WEBINAR FOR THE APAC REGION

(Video Teleconference, 27 June 2023)

WEBINAR BULLETIN

1. Schedule of the Webinar

1.1. The Webinar will commence at **0500 hrs. UTC** and conclude at **0800 hrs. UTC** on **27 June 2023** (Three hours).

2. Officers and Secretariat facilitating the Webinar

2.1. Mr. Xu Zhifeng, Regional Officer, Air Traffic Management (zxuu@icao.int)

2.2. Dr. Kwon Hyukjin, Regional Officer, Air Traffic Management (hykwon@icao.int)

3. Registration of participants

3.1. Webinar participants should ensure their State/Administration/Organization completes their official online registration through the above webpage **no later than 23 June 2023**.

3.2. To ensure participants receive the e-mail with the online meeting joining instructions, they must confirm their official registration and their nominated e-mail address.

4. Webinar materials

4.1. The Secretariat will publish all webinar materials (i.e. documentation, papers, presentations, instructions, etc.) on the ICAO APAC Office meetings webpage at <https://www.icao.int/APAC/Meetings/Pages/default.aspx>.

4.2. All participants wishing to submit presentations for the webinar must e-mail them to the ICAO APAC Sub Office at: apac-rso@icao.int as early as possible and **no later than 12 June 2023**. The webinar may not consider presentations submitted after the deadline, at the discretion of the Secretariat.

5. Joining the Webinar

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

6.2 Please ensure that you mute your microphone and turn off your video when joining the Webinar and Meeting.

6.3 Participants should ensure that their online meeting name indicates their Administration/Organization, followed by the participant’s name, e.g., “ICAO – Kwon Hyukjin”.

6.4 Please join the online meeting approximately ten minutes before the scheduled start of the discussion sessions.

6. Participants' working environment

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

6.2. Participants sharing a room or office with more than one computer or device connected to the online meeting can prevent disruptions due to audio feedback by ensuring that the microphone and speaker are activated on only one computer or device.

7. During the Webinar

7.1. Participants wishing to make a verbal intervention should use the online-meeting raise-hand button or chat function, e.g. "South Korea wishes to speak".

7.2. Participants should only unmute their microphones and turn on their video when invited to speak by the Chair, Secretary or moderator. After addressing the online meeting, please remember to mute your microphone and turn off your video.

7.3. A specific Q&A session will be held after the presentation by all the Speakers. If you have any questions to the Speakers, please submit your questions through the **Pigeonhole Live application**, at any time, during the Webinar period.

7.4. The Secretariat will provide additional information and instructions at the start of the Webinar concerning using online-meeting applications.
