

RECONNECTING THE WORLD



| ICAO

THE ICAO HIGH-LEVEL CONFERENCE ON COVID-19



| ICAO

Facilitation and Safety Streams Virtual Meeting
Quick Reference



VIRTUAL MEETING GUIDLINES

www.icao.int/hlcc2021

- ❑ The Chair will only give the floor to someone identified in their Zoom display name as **CD, ACD, D, LD, CO** or **LO** unless advised otherwise
- ❑ Guidance on how to change your **Zoom Display Name** is available on the HLCC website
- ❑ Delegations can advise of others needing access to the floor
 - **during** the meeting through the Q&A feature or
 - **prior** to the meeting by e-mail at hlcc@icao.int.



ICAO | UNITING AVIATION
A UNITED NATIONS SPECIALIZED AGENCY

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ICAO / Meetings & Events / High-level Conference on COVID-19 / Guidance Material – ICAO Virtual Attendee Platform

Guidance Material – ICAO Virtual Attendee Platform

Title	Language
ICAO Virtual Attendee Platform	EN FR SP RU AR ZH
FAQs	EN FR SP RU AR ZH
List of Short Names for Member States that Includes their State ISO Code	EN FR SP RU AR ZH
Zoom Instructions for Attendees	EN FR SP RU AR ZH

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Guidelines regarding the preparation of Working papers/Information papers
Guidelines for Submission of Written and Video Statements
Conference Papers



ICAO RECONNECTING THE WORLD



ZOOM DISPLAY NAME

State ISO – Delegation Role – First name Last name

ROM-D-Catalin Popa

Code/International Organization Acronym – Delegation Role – First name Last name

IATA-O-John Smith

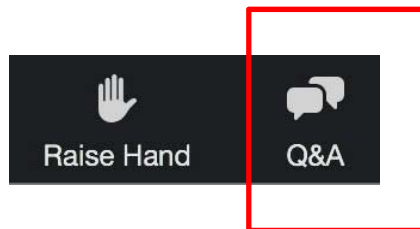
Delegation Role :

State: Chief Delegate (**CD**), Alternate Chief Delegate (**ACD**), Delegate (**D**), Adviser (**A**), or Stream Lead Delegate (**LD**).

International Organization: Chief Observer (**CO**) and Observer (**O**), or Stream Lead Observer(**LO**).



COMMUNICATING WITH THE ICAO SECRETARIAT

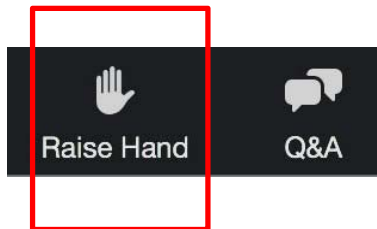


- Use the **"Q & A"** feature to:
 - communicate with the Secretariat
 - show support for presented papers

- Click on the **"MENU"** bar at the bottom of the screen
 - Click on the **"Q & A"** icon
 - Write your **question/query** or indicate **support** for a WP
 - Submit your text in **English only**, please



REQUESTING THE FLOOR



- ❑ Use the **Raise Hand** feature to ask for the floor
 - Click on the **Menu** bar at the bottom of the screen
 - Click the **Raise Hand** icon
 - Wait for Zoom notification to unmute
 - *It may be hidden behind another open application*
- ❑ Use the **Raise Hand** feature to identify who from your delegation will:
 - present a working paper
 - make any subsequent interventions



INTERVENTIONS

- ❑ Special Guidelines for Speaking in Virtual Meetings with Interpretation
 - **Speak slowly**, virtual platforms often have a lag
 - Before you turn on your microphone when you are given the floor, please **turn off the interpretation** or **speak on the selected listening language**
 - **Use a headset with a built-in microphone** or an external microphone
 - As much as possible, try to **minimize surrounding noises** such as paper rustling, household bustling, and interference from other devices
 - **Turn off notifications** on your device
 - Have a **stable internet** connection (preferably via Ethernet cable)
 - Make the **Chairperson aware** when **you finished** intervention (e.g. **“Thank you”**, **“Back to Mr. Chair”**)



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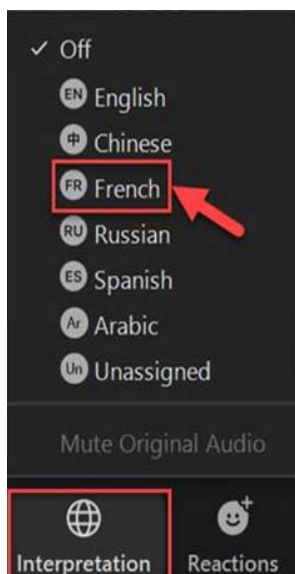


AUDIO

- The technicians will **lower your hand** when they hear the beginning of your intervention
 - **Only if your hand remains raised** shortly after the beginning of your intervention, seek confirmation that you're being heard
- When having **problems with Audio**, switch interpretation off and back on



INTERPRETATION



- Use the **"INTERPRETATION"** function to select desired listening language
 - Click on the Menu bar at the bottom of the screen.
 - Click on the **"INTERPRETATION"** icon for a list of the six official ICAO languages.
 - Click on your preferred language.
 - Click on the **"Mute Original Audio"** to silence background language.
 - **When taking the floor**, speak on the selected listening language or turn **"INTERPRETATION"** off.



Session Working Papers

☐ Please consult the **"Daily Bulletin"** section for information on the order of **WPs & IPs**, on the **HLCC website**



The screenshot shows the ICAO website interface for the High-level Conference on COVID-19. The top navigation bar includes links for About ICAO, Global Priorities, Events, Information Resources, Careers, UnitingAviation, ICAO TV, and Subscribe. The main content area is titled "Daily Bulletin" and features a table with the following data:

Number	Date	Language
Safety Stream, Daily Bulletin No. 1	12/10/2021	EN
Facilitation Stream, Daily Bulletin No. 1	12/10/2021	EN

Below the table, there are social media sharing options for Facebook, Twitter, LinkedIn, and YouTube. The left sidebar contains a list of navigation links including: High-level Conference on COVID-19, Guidance Material – ICAO Virtual Attendee Platform, Agenda and Schedule, Videos of Proceedings, Daily Bulletin, List of Delegates, Documentation, Guidelines regarding the preparation of Working papers/Information papers, Guidelines for Submission of Written and Video Statements, Conference Papers, Additional Supporters, Reference Documents, Statements, Yellow Cover Report, Information for Delegates, Registration, Credentials, SkyTalks, and ICAO-NET.