

Scheduling Process for the ICAO Virtual Attendee Platform Focal Points – Schedule appointment “Negotiation”

Note for all participants:

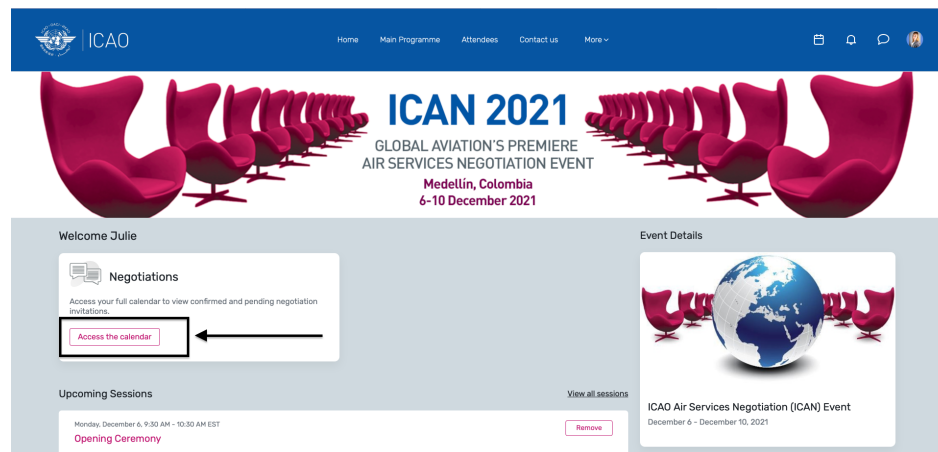
The scheduling of negotiations is reserved for delegations’ Focal Points only. For Members of delegations, IO and industry representatives wishing to schedule B2B and informal meetings, please refer to the Attendee Guide.

Note for Focal Points:

While there are multiple ways of scheduling appointments and/or accessing the calendar, please find below the recommended process to do so (for Focal Points).

Scheduling a Negotiations appointment

- ▶ Log into the ICAO Virtual Attendee Platform: <https://cvent.me/Om0QnG>
- ▶ From the **Home** screen click on “Access the calendar”



- ▶ This opens a new tab with the Appointment calendar:
 - Weekly or daily view of **appointments (blue)** and **sessions (purple)**
 - Accepted appointments will show in darker blue with a solid line
 - Pending appointments will show in lighter blue and with a dotted line
 - “To” indicates invites sent by you / “From” indicate received invites

ICAO Air Services Negotiation (ICAN) Event

Directory Calendar Confirmed Appointments 12

Create Appointment ← Click here to create a meeting invitation

December Schedule is in Eastern Time Adjust your calendar to your respective time zone → Eastern Time Your device time

Monday 6 Tuesday 7 Wednesday 8 Thursday 9 Friday 10

8 AM

9 AM Testing X 9:00 AM - 10:00 AM ET Session Opening Ceremony

10 AM

11 AM Session Round Table Discussion Session 11:00 AM - 12:30 PM ET

12 PM

1 PM

2 PM To - Dana Asfour, ICAO IN PERSON FR - UK Meeting - Competition clause

3 PM From - Dana Asfour, ICAO IN PERSON Test Peter 3:00 PM - 5:00 PM ET

4 PM

5 PM

6 PM

Accepted Invitation (sent)

Accepted Invitation (received)

Pending Invitation (sent)

Session (Closing Ceremony)

- ▶ “Create appointment” button on top left opens a slide-in window on the right
- ▶ Select Appointment type: “Negotiations”

* Appointment Type

B2B Meetings

Informal Meetings

Negotiations

- ▶ The following screen appears to select attendees, time and location of the meeting:

* Appointment Type
Negotiations ✓

* Attendees - Add

* Time and Location - Choose

Virtual Access
 Attendees can join this appointment virtually ⓘ

* Subject

Description

Private Note - Add

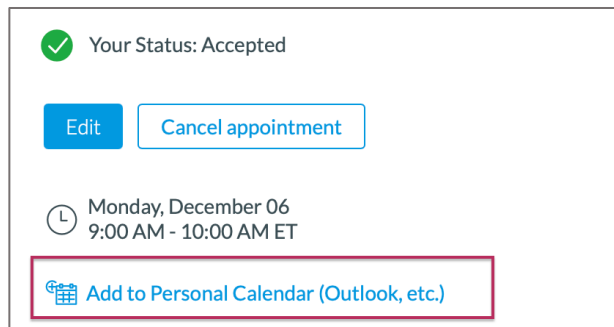
- ▶ Adding **attendees** to the meeting:
 - Select one Focal Point from the list (list is searchable by name and State)
Note: it is possible to add more than one Focal Point for multilateral meetings.
- ▶ Select **time**:
 - Search for the convenient day with the < > arrows on the top
 - Negotiations can be scheduled between 6 and 10 December with no time restrictions with the exception of the Opening/Closing Ceremony; however
 - Technical support will be available from 07.00 to 19.00 Colombian time.
- ▶ Select **location**:
 - For meetings where at least one Focal Point is in-person, make sure to choose one of the available meeting rooms.
Note: While awaiting detailed information on the venue, meeting rooms are temporarily named as Room 1, Room 2, etc.
 - If both delegations are attending virtually, please select the location “Virtual”.
 - In any case, kindly select only from the list of meeting rooms available for the chosen date and time. Creating “custom” locations is not recommended.
- ▶ **Virtual Access**
 - This will generate a Zoom link once the invitation is sent
 - Recommended practice: keep the box checked for all invitations
- ▶ Enter **Subject**:
 - Recommended naming convention: State A – State B / [Short info: “Initial/Follow up”, “Amendment”, etc.]
- ▶ Enter **Description**:
 - Open text box
 - Possibility to enter a URL to a file on a shared drive/cloud storage (outside of ICAO)
- ▶ Hit **“Send Appointment Invitation”**

Tips for Focal Points to facilitate coordination within their delegation:

Important Note: Focal Points should wait for the meeting/appointment to be accepted by the other Focal Point before coordinating with their own delegation members. Once the other Focal Point accepts the invitation, the Host Focal Point can go into the appointment and choose one of the following:

Alternative A:

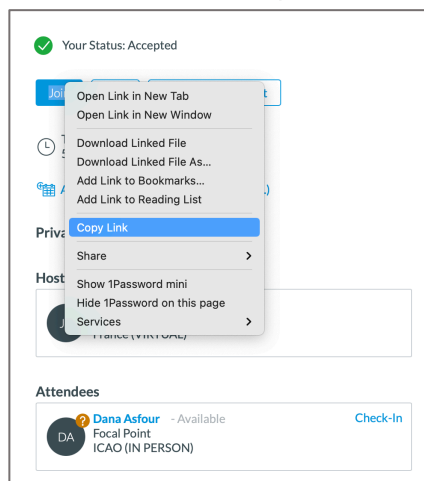
- ▶ Click “Add to Personal Calendar” -> saves the meeting invitation in your email provider including the ZOOM link (*link starts with “web.cvent.com/xxxx”*)



- ▶ The Focal Point can forward this email invitation to the members of their delegation using their own email providers (Outlook, etc.)

Alternative B:

- ▶ Focal Point can right-click on “Join” and “Copy Link”



- ▶ This will copy the link directly to the Zoom meeting, which can be shared with members of your delegation (via email or other). Upon joining the meeting, it is recommended that the Host enables the Zoom waiting room to admit participants into the meeting for privacy purposes. In this regard, it is best practice for the Host to join the meeting ahead of other participants.