

Scheduling Process for Focal Points

Schedule a Negotiation Appointment

Note for all participants:

The platform uses the term “appointment” when referring to a meeting. There are 3 types of appointments: negotiations, Business-to-Business (B2B) and informal meetings.

The scheduling of negotiations is reserved for delegations’ Focal Points only.

For Members of delegations, international organizations and industry representatives wishing to schedule B2B and informal meetings, please refer to the **Attendee Guide**.

Note for Focal Points:

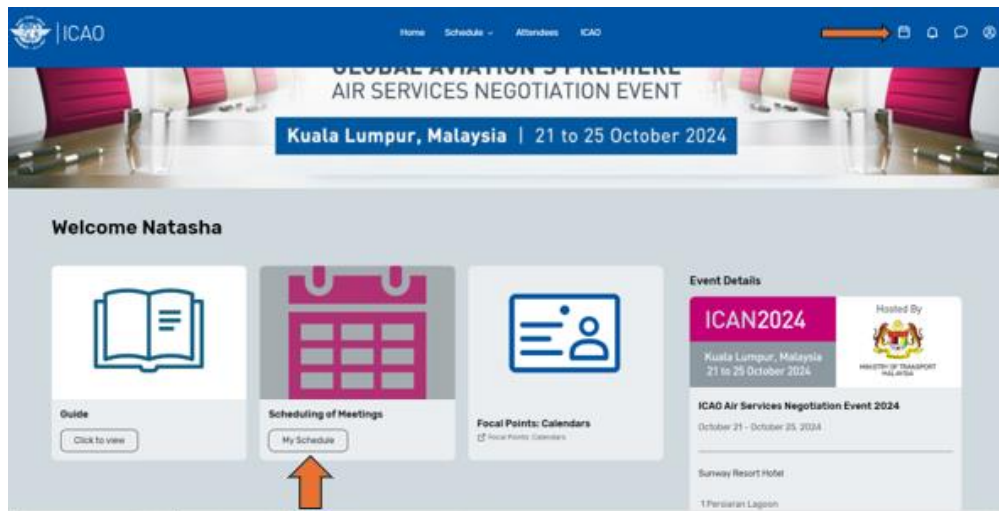
There are multiple ways of scheduling appointments and/or accessing the schedule, please find below the two methods to do so.

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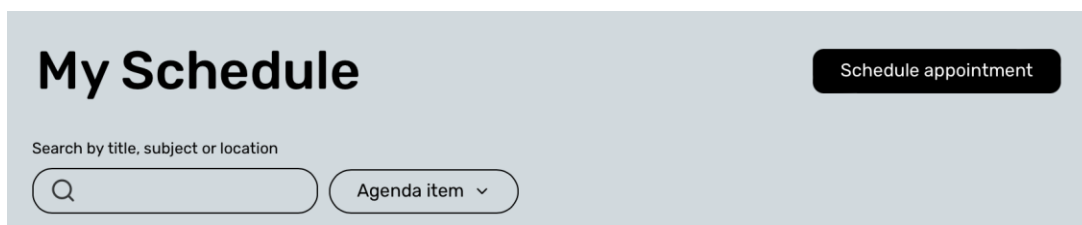
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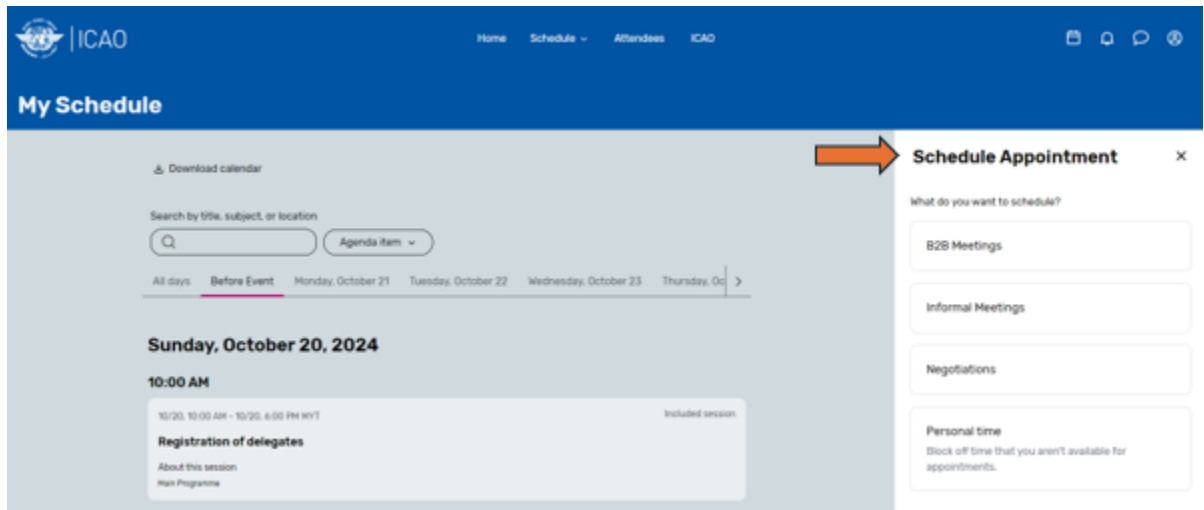
I. Method I: Scheduling Negotiation Appointments from Home Page

- ▶ Log into the ICAN Event Platform: <https://cvent.me/8aKngP>
- ▶ From the **Home screen** click on the calendar icon on the top-right corner or on the Card Scheduling of Meetings:

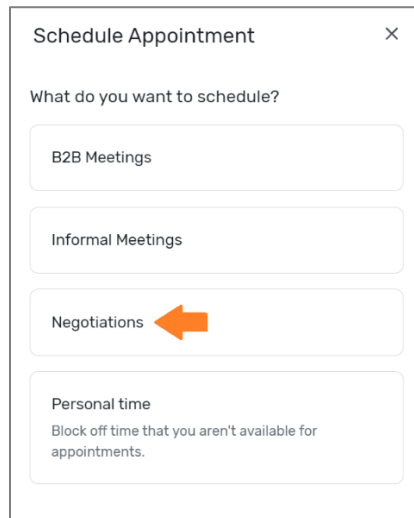


- ▶ This brings you to the “My Schedule” page
- ▶ Click on “Schedule Appointment”





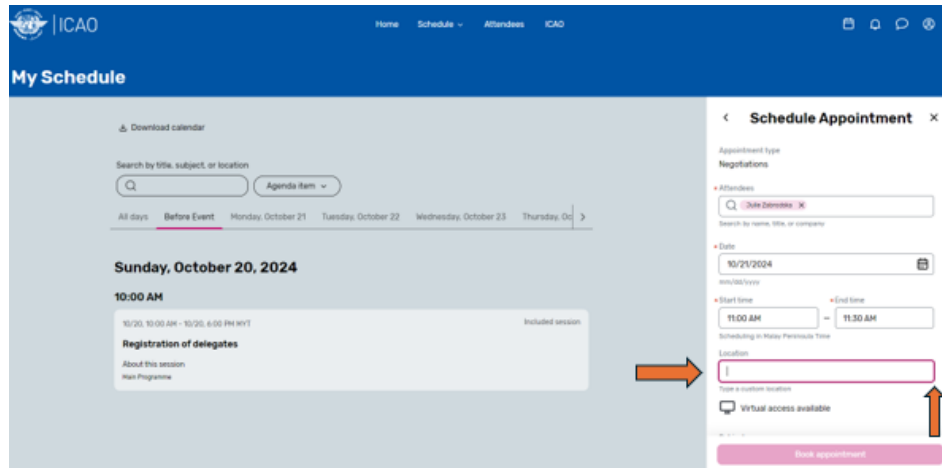
The “Schedule Appointment” button opens a slide-in window on the right. Select Appointment type: Negotiations.



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

The screenshot shows a mobile application interface for scheduling an appointment. The title is "Schedule Appointment". Under the heading "Negotiations", there is a search bar with the placeholder text "Search by name, title, or company" and a magnifying glass icon. Below the search bar is a date picker showing "12/03/2023". The section "Scheduling in Arab Time" includes a time picker for "Start Time - End Time" with two input fields for "--:-- AM/PM". Below that is a subject field containing "Meet and Greet". At the bottom of the form is a message field with the placeholder "Share what you'd like to chat about". A pink button labeled "Book appointment" is positioned at the very bottom of the screen.

- ▶ Adding **attendees** to the meeting:
 - Select the desired Focal Point from the list (list is searchable by name and **State**)
- ▶ Select **time**:
 - Search for the convenient day and time.
 - Negotiations can be scheduled between 21 and 25 October at any time (to accommodate virtual meetings) and during working hours for in-person attendees. Meetings cannot be scheduled before and during the Opening Ceremony, during the Welcoming Dinner and during the Closing Ceremony.
 - *It is important to note the time zone that you are scheduling the meeting in. By default, the time zone is set to Malaysia Time (time of the event). If needed, this can be changed in the Settings (under Profile in the top-right of the Platform) to the time of your device – this is useful if participating virtually.*
 - *As a good practice, always keep in mind the time zone of the party you are meeting with.*
- ▶ Select **location**:
 - For meetings where at least one Focal Point is in-person, make sure to choose one of the available meeting rooms.
 - *Kindly select only from the list of meeting rooms available for the chosen date and time. Creating “custom” locations can result in no meeting room being available. If there is no room showing under “location”, it means that there is no room available at the time chosen (please see example below of no room available).*
 - If both delegations are attending virtually, please select the location “Virtual”.



▶ **Virtual Access**

- A virtual link will be automatically generated by the Platform. Participants can meet using the Videoconferencing tool of the Platform.
- *When it is time to join the virtual meeting, all participants must be logged into the Platform.*

▶ **Enter Subject:**

- Recommended naming convention: State A – State B / [Short info: “Initial/Follow up”, “Amendment”, etc.]

▶ **Enter Message:**

- Possibility to enter a URL to a file on a shared drive/cloud storage (outside of ICAO)

▶ **Click on “Book appointment”**

Your meeting now appears in the page “My Schedule” accessible from the top-right or from the main page:

My Schedule

Schedule appointment

Search by title, subject or location

Agenda item ▾

Schedule per day

All days Sunday, December 3 Monday, December 4 Tuesday, December 5 Wednesday, December 6 >

Sunday, December 3, 2023

2:30 AM *Full line: meeting confirmed*

2:30 AM - 3:00 AM AT

Test 1 ← *Subject*

Test

Julie Zabrodska · Natasha Walsh

Click to view conflicting meetings

View conflicts

Stripes: meeting pending

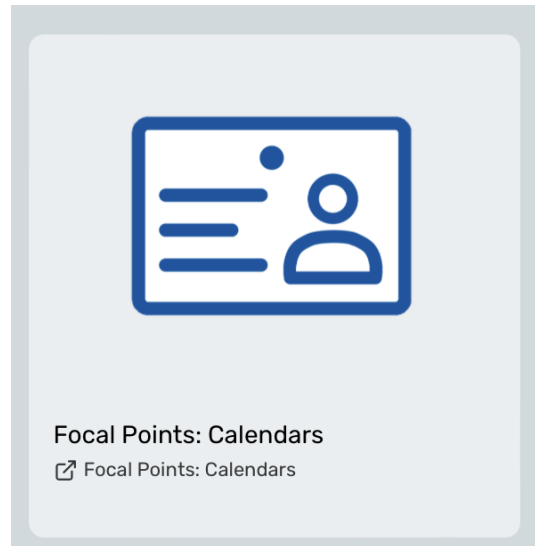
2:30 AM - 3:00 AM AT

Test 6 ← *Request sent by*

Julie Zabrodska · Natasha Walsh ← *Invited Focal Point*

II. Method II: Scheduling Negotiation Appointments from Calendar View

- ▶ Click on the “Focal Points: Calendars” Card from the Home page



- ▶ This opens up a document where you can find your State and Name. Click on the corresponding “Calendar Link” in order to access your calendar.

Abuja, Nigeria 5 - 9 December 2022		ICAN2022
State Name	Focal Point	Focal Point2
Argentina	Paola Tamburelli	CALENDAR VIEW LINK
Austria	Christine Mucina-Bauer	CALENDAR VIEW LINK
Bahrain	Al-Ali Ahmed Mohammed	CALENDAR VIEW LINK
Belize	Monique Sodjahn-Mama	CALENDAR VIEW LINK
Benin	Monique Sodjahn-Mama	CALENDAR VIEW LINK
Bhutan	Dawa Yangchen	CALENDAR VIEW LINK
Brazil	Roque Da Silva Neto	CALENDAR VIEW LINK
Cabo Verde	Carlos Monteiro	CALENDAR VIEW LINK
Cambodia	Vann Chanty	CALENDAR VIEW LINK
Chad	Souleyman Yaya Azain	CALENDAR VIEW LINK
Chile	Rodrigo Fernández	CALENDAR VIEW LINK
Colombia	Jazmin Alexandra Palomino Pineda	CALENDAR VIEW LINK
Costa Rica	Ana Patricia Gamboa Venegas	CALENDAR VIEW LINK
Cuba	Mayda Molina Martinez	CALENDAR VIEW LINK
Cyprus	Sdrali Theodorou Vasiliki	CALENDAR VIEW LINK
Czechia	Marek Skrna	CALENDAR VIEW LINK
Democratic Republic of the Congo	François Kayembe Katubalondji	CALENDAR VIEW LINK
Djibouti	Ainanche Saïd Chireh	CALENDAR VIEW LINK
Dominican Republic	Jose Ernesto Marte Piantini	CALENDAR VIEW LINK

- Please note that if you click on someone else’s Calendar Link, it will yield an error message since each link corresponds to an individual’s credentials.
- ▶ The “Calendar Link” will open a tab with the Appointments Calendar. This provides a Calendar View of your schedule.

- ▶ This represents the Calendar View of your schedule.

ICAO Air Services Negotiation (ICAN) Event

Directory Calendar Confirmed Appointments JZ

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 Session 5 Day

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 To - Dana Affour, ICAO IN PERSON TEST Live Demo 10:00 AM - 12:45 PM ET

12 PM

1 PM

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

3 PM From - Dana Affour, ICAO IN PERSON Test Peter 3:00 PM - 5:00 PM ET Accepted Invitation [sent] Pending Invitation [sent] Session [Closing Ceremony]

4 PM Accepted Invitation [received]

5 PM

6 PM

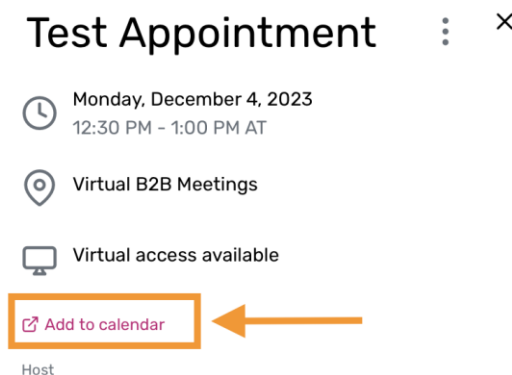
- ▶ Notes to better understand the Calendar View:
 - Weekly or daily calendar view of **appointments (blue)** and **sessions (purple)**
 - Accepted appointments will show in darker blue with a solid line
 - Pending appointments will show in lighter blue and with a dotted line
 - “To” indicates invites sent by you / “From” indicate received invites
 - You can choose to have the calendar in the **event time zone or your time zone** (this will depend on whether you are attending virtually or in person)
- ▶ Scheduling a Negotiation Appointment is also possible through this view by clicking on the “Create Appointment” button on the top left. Follow the instructions mentioned above to continue the process.

III. 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, both Focal Points can go into the appointment and choose one of the following:

Tip #1:

- ▶ Open the Meeting and Click on “Add to Calendar” -> this saves the meeting invitation in your email provider including the virtual link.



- ▶ The Focal Point can forward this email invitation to the members of their delegation using their own email providers (Outlook, etc.) – this is useful to align calendars and coordinate accordingly.

Tip #2:

- ▶ In order for members of delegation (other than Focal Points) to be able to connect to the virtual meeting, they need to be added to the meeting. This needs to be done by the admin from the back-end.
- ▶ If you are participating remotely, please reach out to us at ican@icao.int to ensure that your meetings are properly set up for virtual meetings.

— END —