



LACAC 1.5.3.48/097
09/08/21
Attachment 4

GROUP OF EXPERTS ON POLITICAL, ECONOMIC AND JURIDICAL AFFAIRS OF AIR TRANSPORT (GEPEJTA/48V)

(Virtual meeting, 08 September 2021)

Guidelines for Virtual Meetings

The virtual work meetings of the Group Of Experts On Political, Economic And Juridical Affairs Of Air Transport are subject to the following rules:

1. The members of the GEPEJTA will receive an invitation by email with a link to the platform where the virtual meeting will be held.
2. Entries should be done at least 15 minutes before the start of the meeting in order to solve any technical problems.
3. Each participant must be duly identified, therefore, when entering the meeting, each one will be responsible for writing their name and the State they represent on the virtual platform. In the case of observers, they must use the name of the organization to which they belong.
- 4.- In order to avoid connection instability, each participant will keep their microphone and camera turned off.
- 5.- Just for the purposes of taking a photo of the virtual meeting, all participants will be asked to turn on the camera at the same time.
- 6.- To request the floor, participants will use the tools available on the virtual platform, they will also be able to do so through the platform's chat.
- 7.- When taking the floor, participants who wish to do so can enable their camera. At the end of their intervention, they should remember to deactivate the request to speak from the platform's tool and turn off their camera.
- 8.- In general, the formalities in the meeting will be avoided, and the presentation of matters through the use of Power Point or similar will be privileged.
- 9.- The language used for the work meetings is Spanish.
- 10.- The dress code is semi formal.