IECQ MC/504/INF



IECQ 2022 Annual Meetings **General Information and Program**

2022-03

GENERAL INFORMATION ON THE ANNUAL SERIES OF MEETINGS OF THE IECQ SYSTEM

The following information is to facilitate conducting the meetings via remote participation.

Coordinated Universal Time UTC Time Zone from 26th April to 28th April 2022

Meeting Details:

The 2022 series of meetings includes meetings of IECQ Avionics Forum (AUF), the IECQ Conformity Assessment Bodies Committee (CABC) and the IECQ Management Committee (MC).

All the programmed meetings will be conducted via remote participation, utilising Zoom Meeting facilities. Please refer to each meeting agenda for that meetings Zoom Meeting registration details. Note all stated times are Coordinated Universal Time UTC Time Zone, please note conversions for UTC to your location's time zone can be done using:

https://www.timeanddate.com/worldclock/converter.html

Registration:

In a change to previous years, the IECQ Annual meetings program will be utilising the Zoom Meeting Platform and the platforms integrated registration facility. Delegates participation for attendance in the various IECQ 2022 Remote Meetings will be approved and confirm by completing the Zoom Meeting registration form for <u>each</u> meeting the delegate seeks to participate in.

The most notable changes for members and experts are the requirements to <u>register separately</u> for <u>each meeting</u> and receiving a personalised unique joining link for each meeting once approved and confirmed. We ask members and experts to follow closely the instructions on the registration pages to ensure you are identified correctly in the meetings.

Zoom Meeting registration links unique for each meeting are contained in the below program.

IECQ Meeting information, schedules and agendas will be available via our usual IECQ website meetings page for 2022 meetings once published.

If you are experiencing any problems, please contact IECQ Secretariat.

Coordinators of the meetings:

Donna CROFT & Steve ALLAN

IECQ Secretariat Office - Sydney Tel: +61 2 4628 4690

E-mail: info@iecq.org

Meeting Days:

The meetings will begin on Tuesday 26th April and end on Thursday 28th April 2022, based on UTC Time Zone.

It should be noted that the IECQ Finance / Executive and IECQ AUF meetings are for Members only, and that the IECQ CABC is for IECQ CBs only with no observers.



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Remote Participation Program:

IECQ 2022	2 Annual	Meetings Australia - Schedule/Agenda		
Start time (UTC Time)	End time (UTC Time)	Meeting	Location	Meeting Registration
		Tuesday, 26th April 2022		
07:00	11:00	IECQ Avionics Users Forum (IECQ AUF members and approved observers / guests only)	UTC Time Zone	Registration Link
Wednesday, 27 th April 2022				
07:00	11:00	IECQ CABC Meeting (IECQ CBs) (This meeting is restricted to IECQ CBs only)	UTC Time Zone	Registration Link
12:00	14:00	IECQ Finance + IECQ Executive (This meeting is restricted to Executive members only)	UTC Time Zone	Registration Link
Thursday, 28 th April 2022				
07:00	13:00	IECQ MC Meeting	UTC Time Zone	Registration Link

Program Notes:

NOTE: Conversions for UTC to your location's time zone can be done using. https://www.timeanddate.com/worldclock/converter.html

Please be advised that we will be using the Zoom Conferencing Platform this year, including utilising the meeting registration facilities within that platform.

You must register separately for each meeting you will attend. Take note of the meeting restrictions for the IECQ CABC (IECQ CBs only) and the IECQ Finance + IECQ Executive (IECQ Executive members only).

After registering, you will receive a confirmation email containing information about joining the meeting once your registration has been approved.

It is extremely important to note, the link to join the meeting that you will be sent via email shall not be shared with others; they are unique and personalised to delegate.