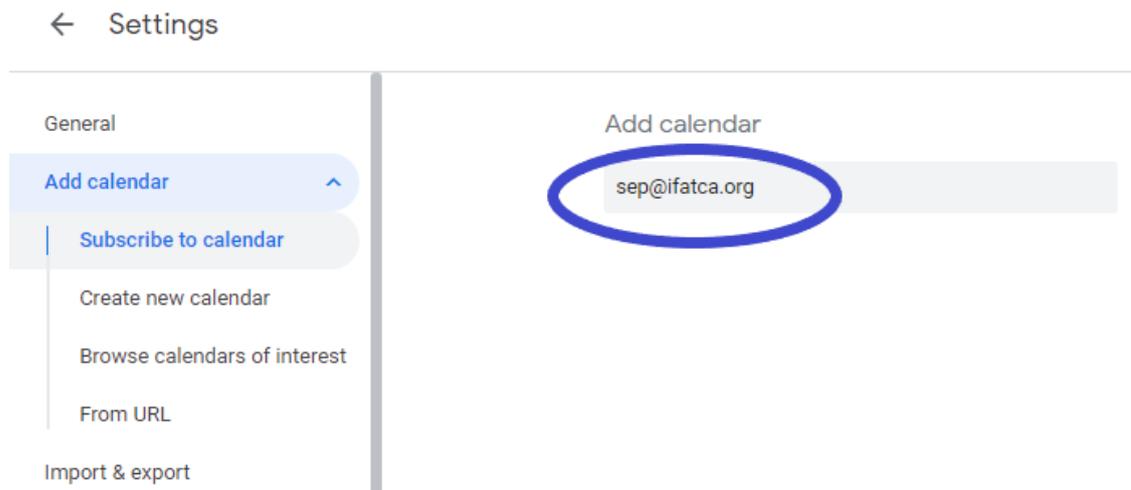


IFATCA Speak English Program

For **Directors, Facilitators and Participants** - How to subscribe to the SEP Google Calendar

Step 1

- On your computer, open **Google Calendar**.
- On the left, next to “Other calendars,” click Add + > then **Subscribe to calendar**.
- In the “Add calendar” box, enter sep@ifatca.org
- Press **Enter**.



Step 2

- After subscribing to the SEP calendar, you will be able to see events as busy.
- If the event indicates “**busy**”, it is **available for booking** (first come first serve, by 5th of the month 2359UTC)
- When the **slot is full**, the **event will be removed** from the SEP calendar and only visible to successfully matched facilitators and participants.

MON 26	TUE 27	WED 28	THU 29
	<ul style="list-style-type: none">● 8am busy● 10am busy	<ul style="list-style-type: none">● 12pm busy	<ul style="list-style-type: none">● 1pm busy
3	4	5 Participants to submit their j	6 Secretariat to manage matching
10 <ul style="list-style-type: none">● 2am busy● 10am busy 3 more	11 <ul style="list-style-type: none">● 2am busy● 2pm busy	12 <ul style="list-style-type: none">● 10am busy● 11am busy● 12pm busy	13 <ul style="list-style-type: none">● 10am busy● 2pm busy
17 <ul style="list-style-type: none">● 3am busy● 10am busy● 12pm busy	18	19	20 <ul style="list-style-type: none">● 1pm busy● 2pm busy

IFATCA Speak English Program

For **Directors and Participants** - How to book a SEP

Step 1

- Obtain the available SEP slots from the **SEP google calendar**
- Fill up the IFATCA SEP booking form and **submit to your MA director** listed in the IFATCA Contact List (A55) or the SEP point of contact (POC)

3	4	5 Participants to submit their	6 Secretariat to manage matching
10 ● 2am busy ● 10am busy 3 more	11 ● 2am busy ● 2pm busy	12 ● 10am busy ● 11am busy ● 12pm busy	13 ● 10am busy ● 2pm busy
17 ● 3am busy ● 10am busy ● 12pm busy	18	19	20 ● 1pm busy ● 2pm busy

Step 2

- Make sure the participants fill up the form in the **correct time zone**, IFATCA SEP uses UTC.
- **MA Director or SEP POC** to send the completed SEP [booking forms](#) to sep@ifatca.org before **2359UTC on the 5th of every month**.



INTERNATIONAL FEDERATION OF AIR TRAFFIC CONTROLLERS' ASSOCIATIONS
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IFATCA Speak English Program Participant Booking Form

Booking instructions:

1. You must be a **member of your Association**.
2. You can book **one session per week**.
3. Please fill up your **preferred, alternate slot and the email that you will be using to join Google Meet** during the session.
4. By the **8th of every month**: If the matchmaking is **successful**, you will receive a confirmation email from SEP secretariat. If the matchmaking is **unsuccessful**, you will receive nothing from the SEP secretariat.
5. If for any reason you need to cancel the confirmed session, please inform the SEP secretariat at sep@ifatca.org **no later than 24 hours before the session**.
6. After filling this booking form, please save and rename this file with the following format: (IFATCA ASP SEP Booking Form – "Your Name" "YYYYMMDD") and send it back to your MA director or the Point of Contact for this program in your association. **DO NOT SEND IT BACK DIRECTLY TO THE SEP SECRETARIAT.**

Participant's Name:		
Participant's Email:		
Association's Name:		
Week 1 10th to 16th of the Month	Preferred Slot	Alternate Slot
	MM/DD 00:00-00:00(UTC)	MM/DD 00:00-00:00(UTC)
Week 2 17th to 23th of the Month	Preferred Slot	Alternate Slot
	MM/DD 00:00-00:00(UTC)	MM/DD 00:00-00:00(UTC)
Week 3 24th to the end of the Month	Preferred Slot	Alternate Slot
	MM/DD 00:00-00:00(UTC)	MM/DD 00:00-00:00(UTC)

IFATCA - Speak English Program
Participant Booking Form

Step 3

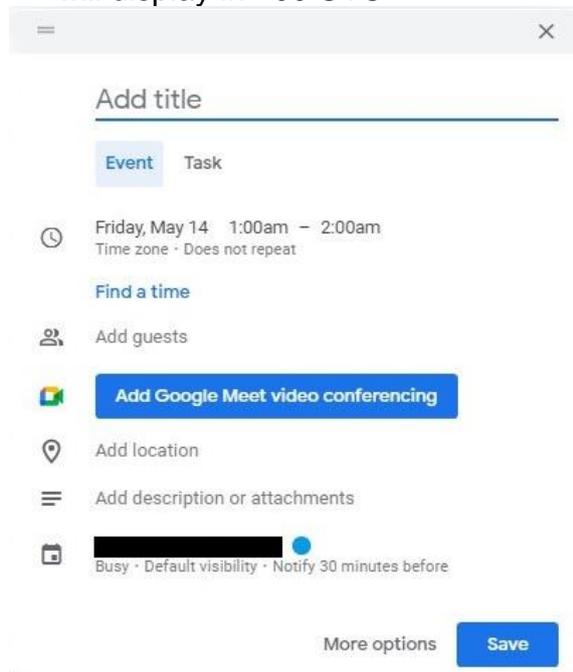
- **By the 8th of every month;**
- If the matchmaking is **successful**, you will receive a **confirmation email** from the SEP secretariat.
- If the matchmaking is **unsuccessful**, you will receive **nothing** from the SEP secretariat.

IFATCA Speak English Program

For **Facilitators** - How to indicate your availability using Google Calendar

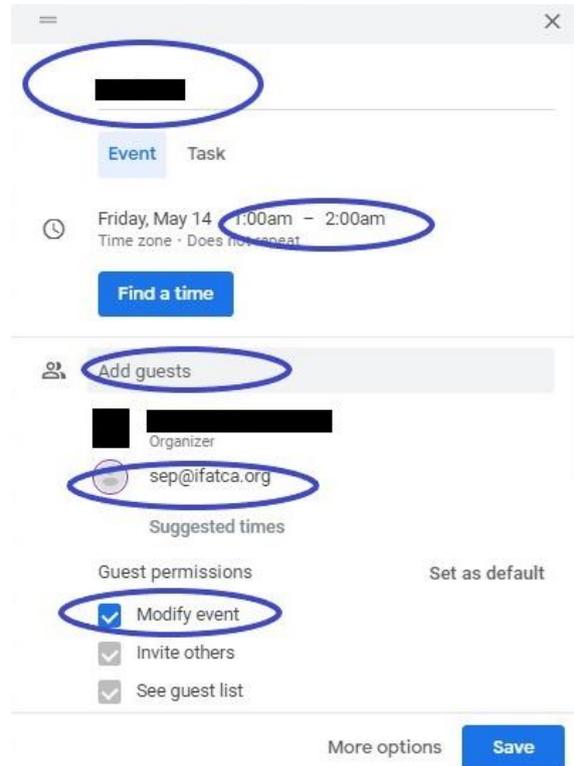
Step 1

- Using your **personal Google Calendar**
- Create an event on the day and time (duration 1 hour) you are available to facilitate SEP sessions.
- You can create the event in local time on your personal Google Calendar
- The shared SEP Google Calendar will display in +00 UTC



Step 2

- Click **“Add title”** and enter **“SEP with your name”**.
Example: SEP with Anton
- Click **“Add guest”** and add sep@ifatca.org
- Select the **“Modify event”** option.
- Click the **“Save”** button



Step 3

- **By the 8th of every month;**
- If the matchmaking is **successful**, you will receive a **confirmation email** from the SEP secretariat.
- If the matchmaking is **unsuccessful**, you will receive a **cancellation email** from the SEP secretariat.