

APPENDIX C—TELECONFERENCE MEETINGS

Notice of teleconference

Teleconferencing may be used for all Aviation Rulemaking Advisory Committee (ARAC) meetings, including working group meetings.

The FAA must publish a notice announcing the ARAC meeting in the Federal Register 15 days before the meeting. The information for a teleconference is included in the notice used to announce the ARAC meeting. The notice contains information on who the public must contact to arrange teleconference capability.

Note: The Office of Rulemaking prepares the notice for publication in the Federal Register.

Arrangements

A teleconference is arranged as follows:

Type of meeting	Responsible individual or organization
ARAC full committee, Executive Committee, or issue area	Office of Rulemaking
Working group	Working group chair

Special arrangements for a teleconference need to be made when an ARAC meeting is held outside the Washington, DC, area. If an ARAC full committee, Executive Committee, or issue area meeting is held outside the Washington, DC, area, the Office of Rulemaking will reserve a conference room in the Federal Aviation Administration (FAA) headquarters building to provide teleconference services for participants in the Washington, DC, area.

The executive director or assistant executive director, as appropriate, who requires the meeting be held outside the Washington, DC, area completes the Advisory Committee Meeting Location Waiver form (see appendix F), including the section on teleconferencing services, 60 days before the date of the meeting.

Note: The Office of Rulemaking responds to the requestor 14 days after receiving the form.

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Teleconference participation

Persons are allowed to participate by telephone on a first-come, first-served basis. Working group members who wish to participate in a working group meeting by telephone should contact the working group chair.

Each speaker—

- Should announce when he or she is connecting and disconnecting from the teleconference.
- Must identify himself or herself before speaking.

Meeting materials

Participants obtain meeting materials by contacting the person listed in the Federal Register notice under FOR FURTHER INFORMATION CONTACT. For working group meetings, the working group chair may send meeting materials such as agendas or handouts to participants before and, if necessary, after the teleconference.

Telephone call charges

No one may be reimbursed for telephone call charges when participating in a teleconference. Callers from outside the Washington, DC, metropolitan area are responsible for paying long distance telephone charges.