

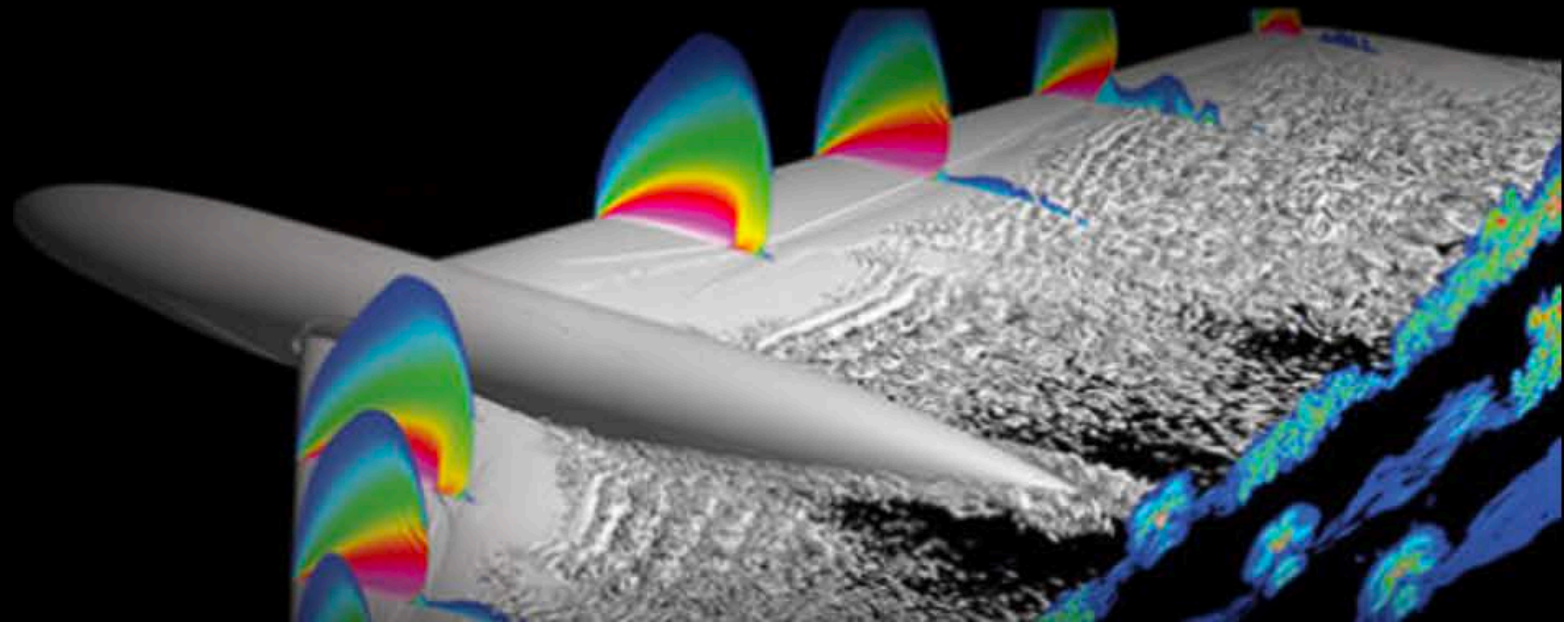


Association Aéronautique
et Astronautique de France

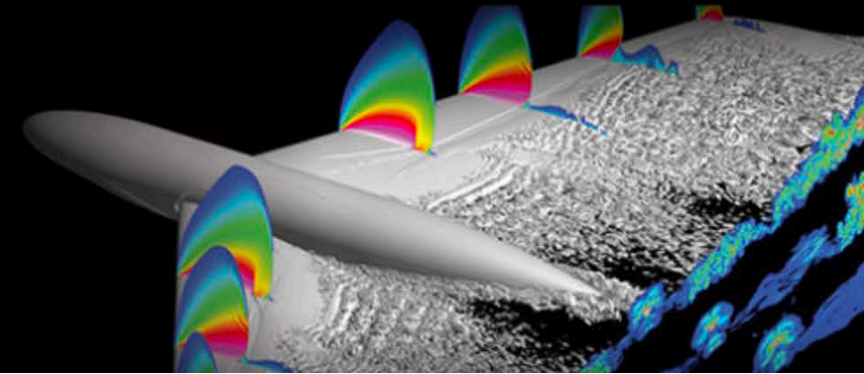
55th 3AF International Conference

AERO2020+1

Virtual Conference - April 12-13-14, 2021



SPEAKER & CHAIRPERSON GUIDELINES



AERO 2020+1 Conference will take place on a dedicated online platform (**IMAGINA**), open for **3 live days** (April 12-14) with replay access for 6 months.

On this platform, you can

- **View sessions live and replay**
- **Network with participants** (chat, messages, videochat)
- **View exhibitors**
- **Access “Live” News of the event**

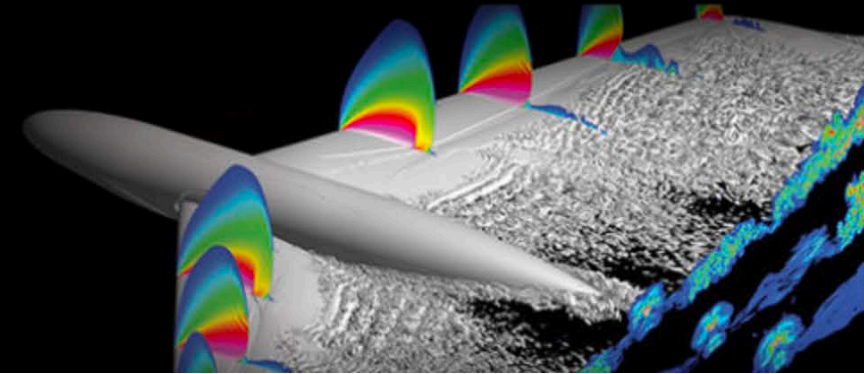
IMAGINA
L'APPLICATION DES LIEUX CONNECTÉS

NOTIFICATIONS MON COMPTE

AERO

S'abonner

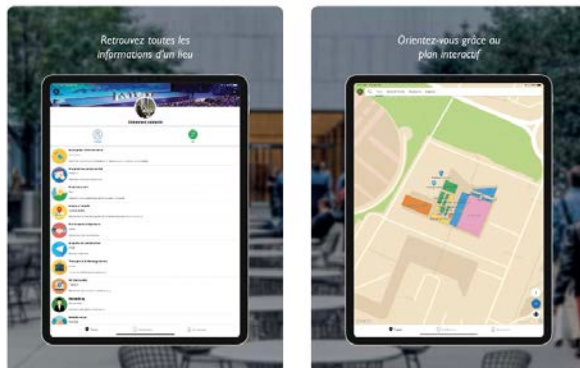
- General presentation**
Fiche
Find all the information you need about the event AERO.
- Program**
Dossier
Discover the program.
- Networking**
Networking
Schedule a meeting with other participants.
- Speakers**
Dossier
Discover all the speakers present at the event.
- Exhibition**
Dossier
Discover our partners and exhibitor's.
- FAQ and Guidelines**
Dossier
Discover our FAQ and Guidelines.

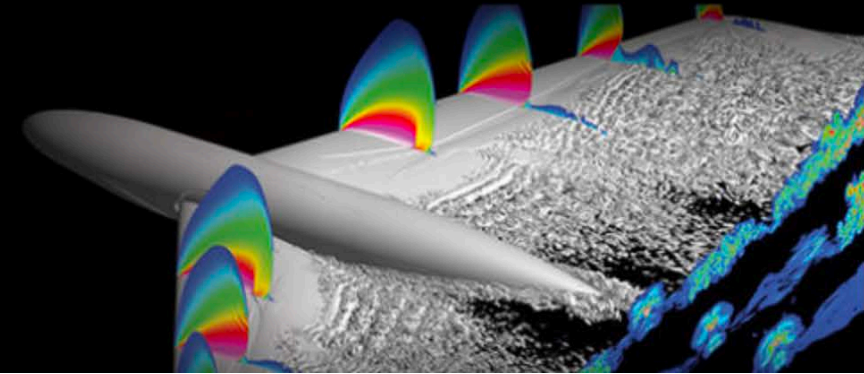


FOR AN OPTIMAL EXPERIENCE:

You can access the conference on any device :

- Computer (PC or Mac) : favor Google Chrome
- Tablet : download IMAGINA App
- Smartphone : download IMAGINA App





BEFORE THE EVENT

- Join Imagina Tool on <https://app.imagina.io/>
- If you are using your phone, download the Imagina app
 - Télécharger dans l'App Store
 - DISPONIBLE SUR Google Play
- Log-in using **the email used during registration** and search for the **AERO** online event.
- Once on the event, click 'follow' so it will be in your favorites.



Search

My favorites

Join

Discover

Preview

Events

Cities and Territory

Parks & Museums

Campus

Services

Demonstration

To discover the nearest places, you have to activate geolocation.

LET'S GO!

RECENTLY VIEWED

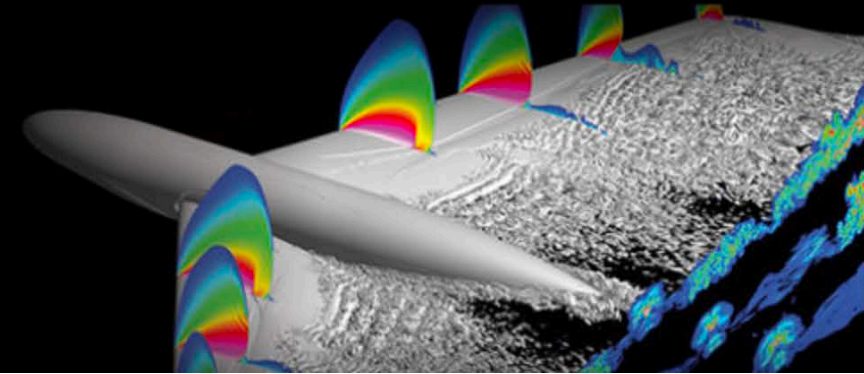
AERO
403 km

OPTRO
6 km

AEC2020
493 km

EVENTS

OPTRO
6 km



BEFORE THE EVENT – DRY-RUN TEST SESSIONS

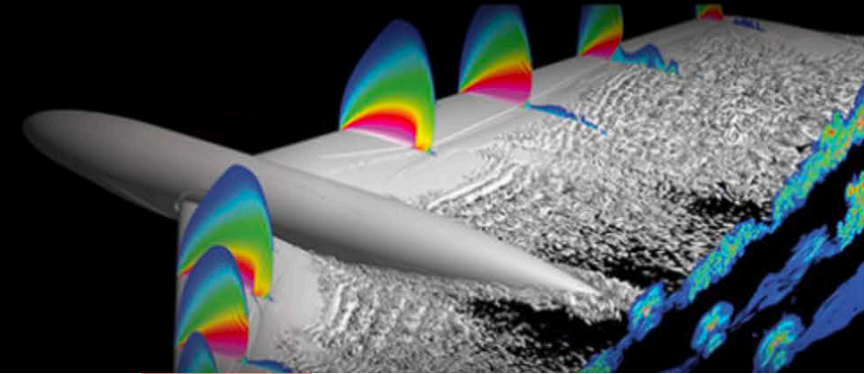
Please access the **ZOOM** Meeting below in due time to participate in one of the dry run session listed below. We will test the Zoom tool and show you how to present and share screen, this same tool will be used during the event.

All speakers:

- Tuesday, April 06 at 10:00 CET (Paris time)
<https://zoom.us/j/91070212010?pwd=Y25DQ0xFWVh5L2FDWTZBOWpNOFIEZz09>
- Tuesday, April 06 at 16:00 CET (Paris time)
<https://zoom.us/j/94880912141?pwd=RDZNdFErbXA1ZlhkNVBBc2k3Z1JKdz09>

Chairpersons:

- Tuesday, April 06 at 14:00 CET (Paris time)
<https://zoom.us/j/98563802240?pwd=UGUra0FXTmFVVkMvbE5razg2YitqQT09>



BEFORE THE EVENT – Check-in

- **LOG IN AND GET STARTED**
Log-in using **the email used during registration**
- **PERSONALIZE YOUR PROFILE**
You can add picture, description, bio, and also personalize social media links (**steps 1, 2, 3**)
- **EXPLORE THE PLATFORM**
Click through the general presentation, the programme and networking to prepare for the event.

1

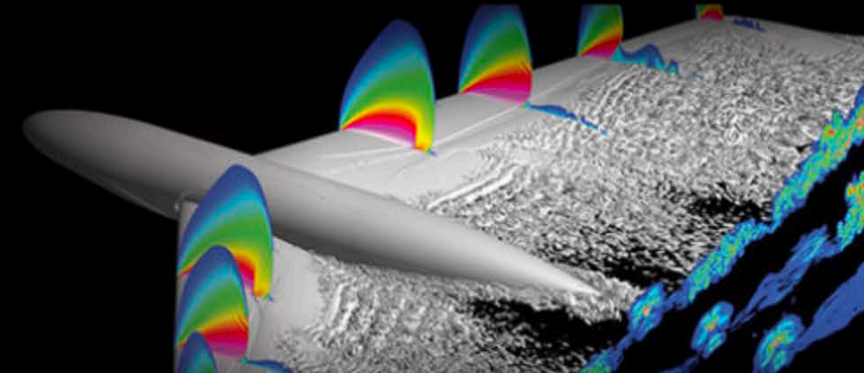
2

3



55th 3AF International Conference AERO2020+1

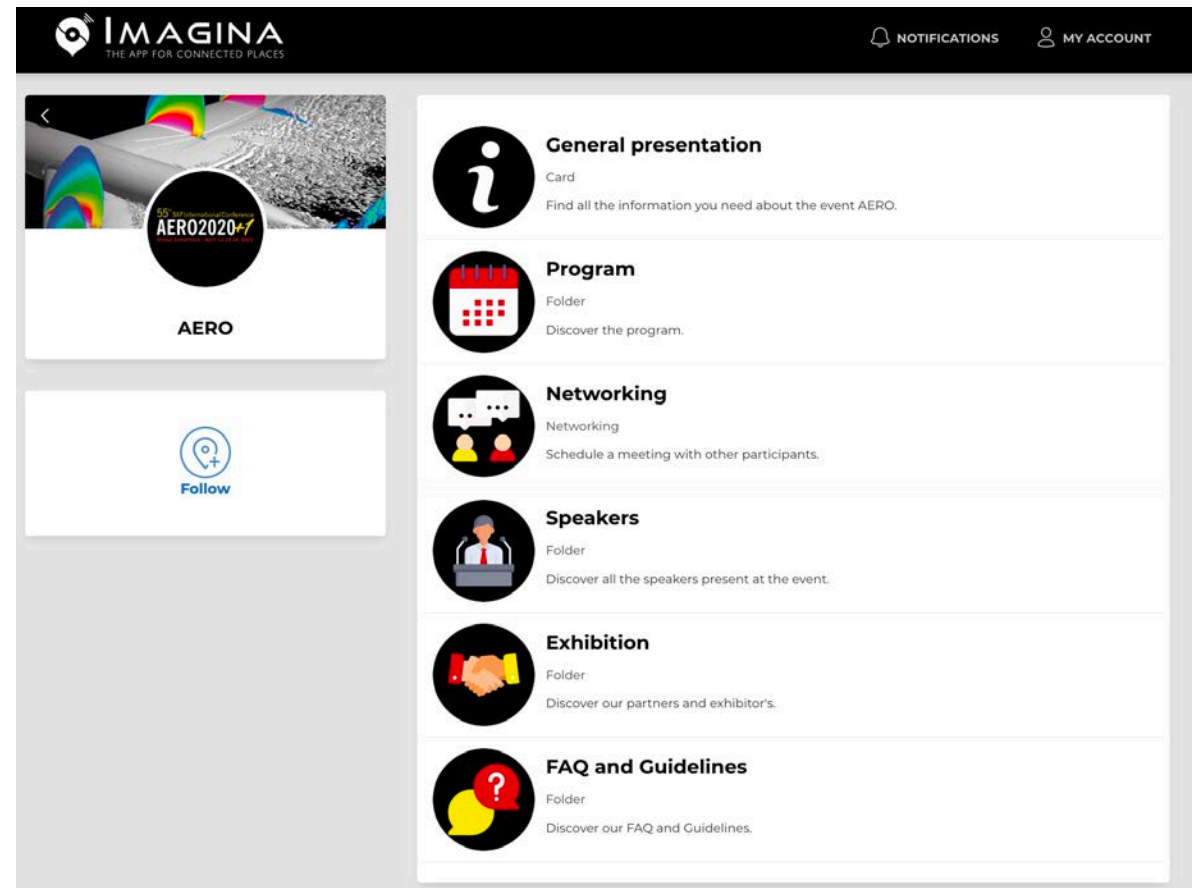
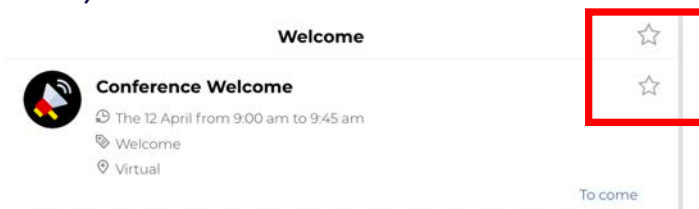
Virtual Conference - April 12-13-14, 2021

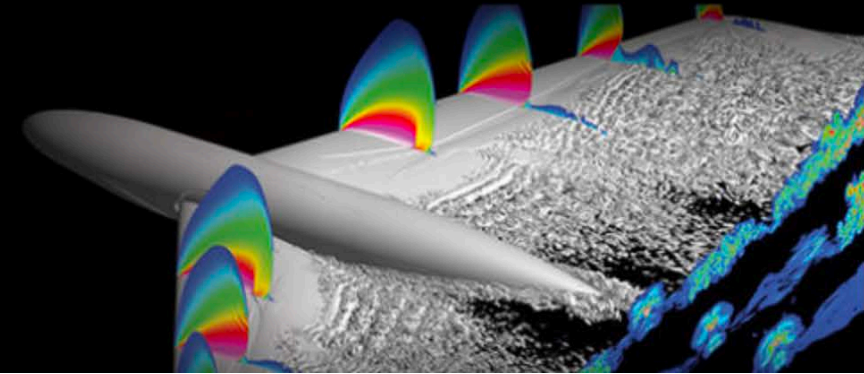


BEFORE THE EVENT – Navigation

MAIN CONTENT EASY TO ACCESS

- **GENERAL PRESENTATION**
Introduction to the event
- **PROGRAMME**
Interactive version to personalize your choice of sessions (clicking on star)
- **NETWORKING**
Search the list of participants and start interactive



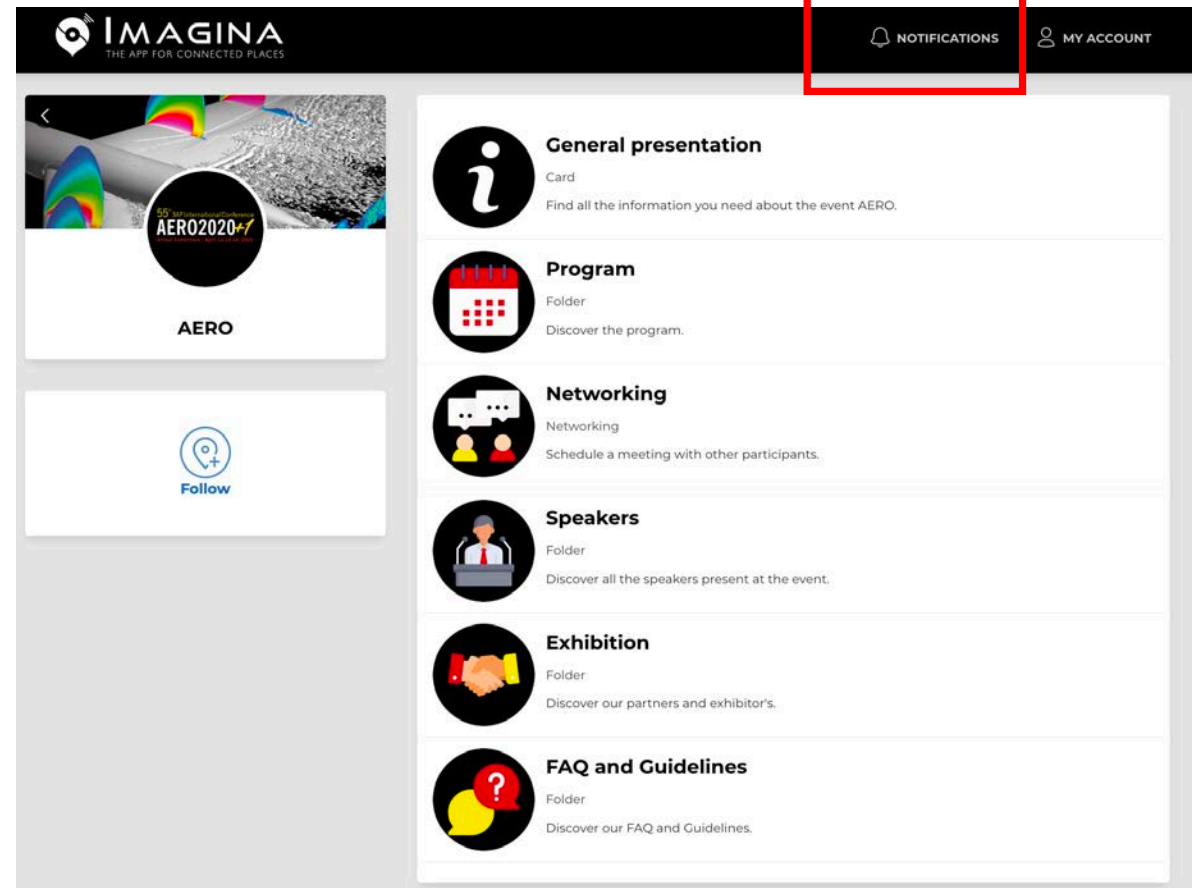


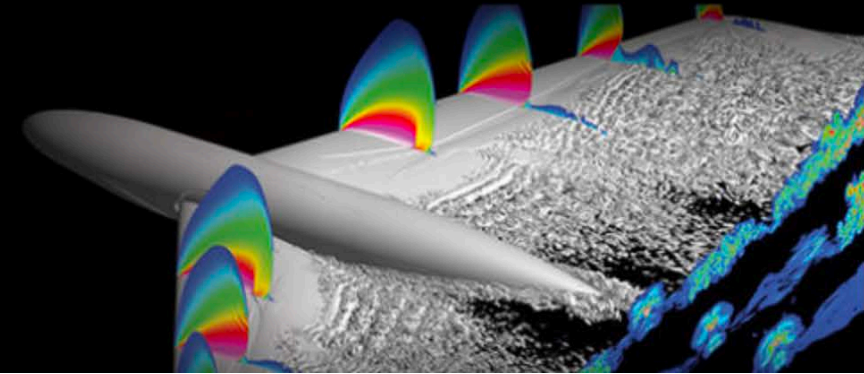
DAY OF THE EVENT – Notification

DON'T MISS OUT

Keep an eye on the **Notifications** that will remind you of:

- Selected sessions
- Upcoming video meetings
- Messages from organizer



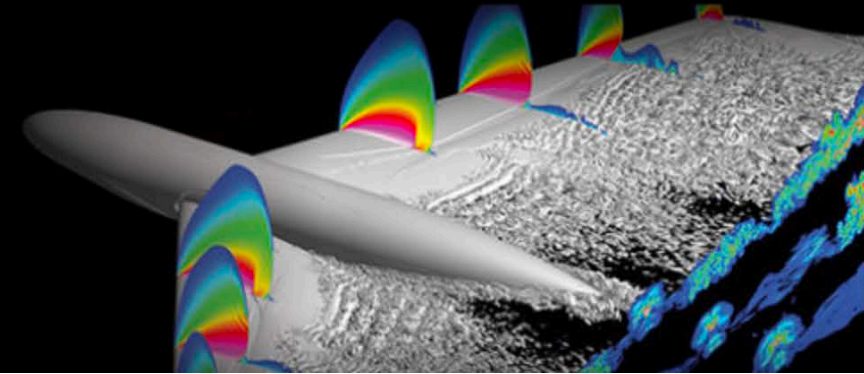


DAY OF THE EVENT – Attend a session

HOW DO I PARTICIPATE IN A SESSION?

- Click in “Program”
- Click on the program point of your choice
- Join session by clicking on “Streaming”
Here, you can access sessions live & replay

The screenshot shows the IMAGINA app interface. At the top, there's a navigation bar with the IMAGINA logo and 'THE APP FOR CONNECTED PLACES', along with 'NOTIFICATIONS' and 'MY ACCOUNT' icons. Below this is a card for 'AERO' featuring a thumbnail of the conference logo and a 'Follow' button. To the right is a 'Conference Welcome' card with a megaphone icon and a star icon. Below these are sections for 'Information' (listing start and end times) and 'Description' (listing speakers and their affiliations). At the bottom, a 'Link' section is highlighted with a red border, containing a 'Streaming - Conference Welcome' card with a camera icon and the text 'Streaming' and 'Find here the Streaming - Conference Welcome.'

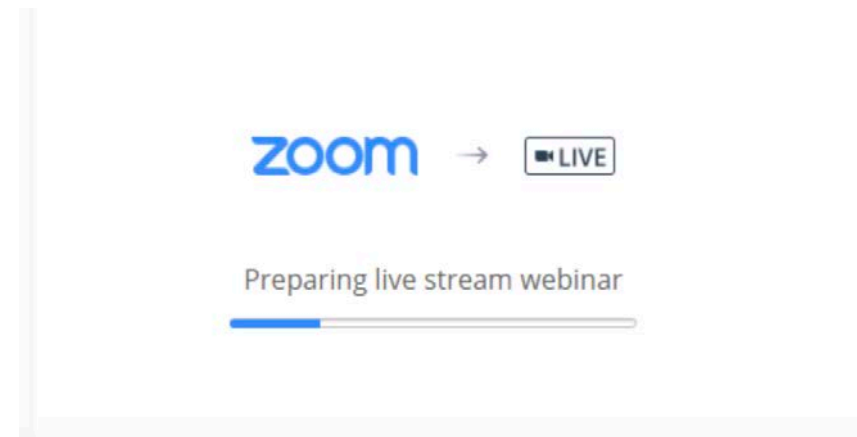


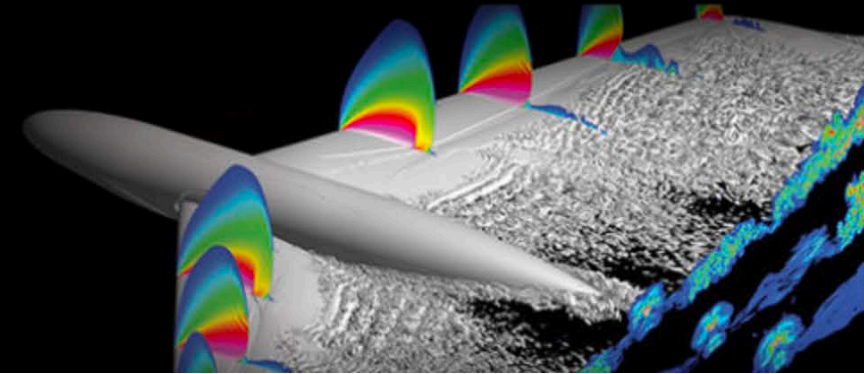
DAY OF THE EVENT – Access and launch your session

You MUST access via the dedicated ZOOM link that you will receive by email on April 9th

- Access your Zoom session 15 minutes before your session starts
- Chairperson will have the PDF or Video Speakers sent as back-up. Determine who will share screen.
- At the time the session should start, everyone but Chairperson should Mute his/her microphone.
- Chairperson will then launch LIVE stream :
 1. Click on “More” button on Zoom host control
 2. Choose “Live” on Custom Live Stream Service.
 3. The session is now Live streamed on the Imagina Platform.

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DAY OF THE EVENT – Present your session

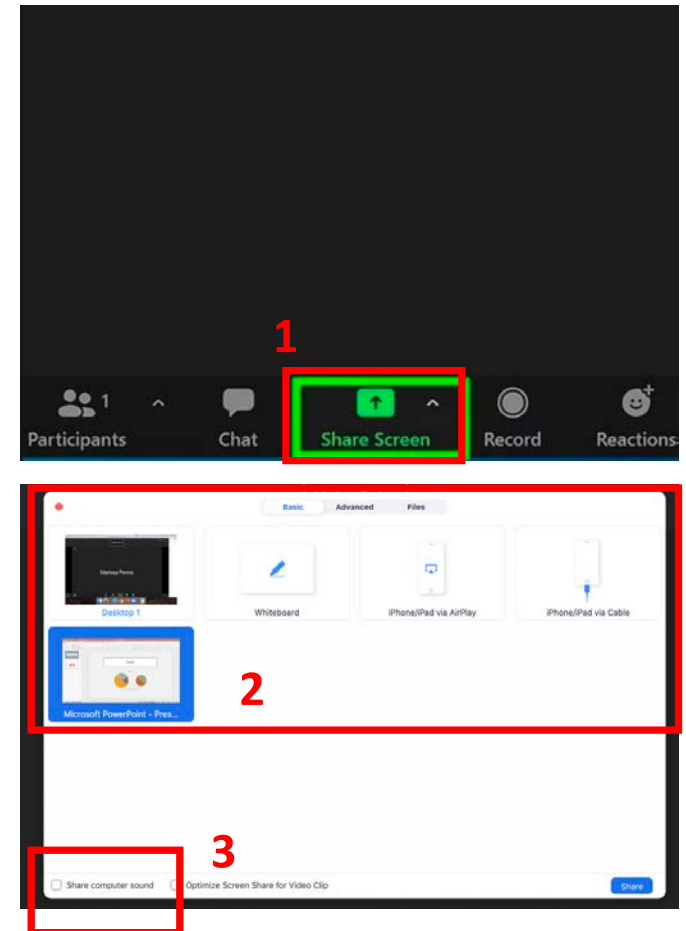
PRESENT YOUR PRESENTATION

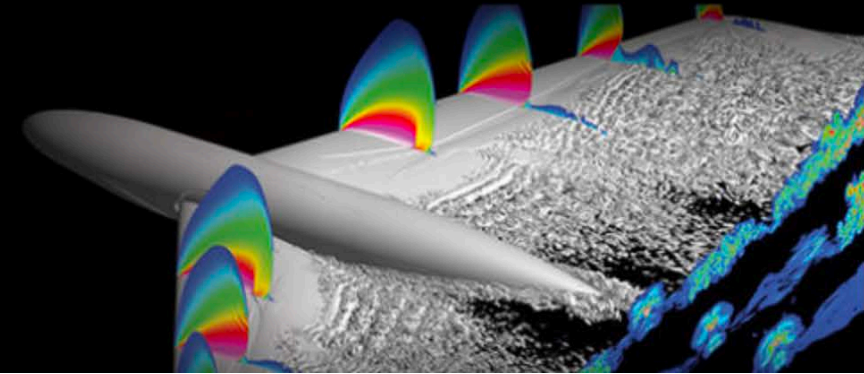
The person to show Presentation or Video must share their screen

1. Click “Share Screen” (1)
2. Choose to share full desktop or just presentation (3)
3. If you are sharing a video, also clic “share computer sound” (3)

CHAIRPERSON ROLE

- Introduce speakers at the beginning of session
- Keep an eye on time: **20 minutes per speaker, including Q&A**
- Drive interaction and Q&As after presentation
- Thank Participants and announce Replay available





DAY OF THE EVENT – Attend a session

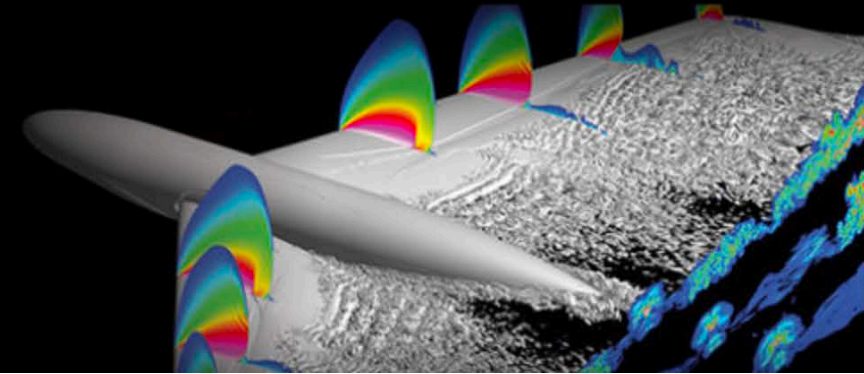
WHAT CAN I DO AS A PARTICIPANT IN A SESSION ?

- Watch session
- Ask questions by writing, by clicking on "Interactivity" button underneath the video stream.
(Questions only available for live sessions, not for replay)

The screenshot shows the IMAGINA app interface. At the top, there's a navigation bar with the IMAGINA logo and 'THE APP FOR CONNECTED PLACES' tagline, along with 'NOTIFICATIONS' and 'MY ACCOUNT' icons. The main content area is divided into several sections:

- A top section with a video thumbnail for 'AERO' and a 'Follow' button.
- A middle section with a 'Streaming - Conference Welcome' title and a 'Streaming' subtitle.
- A bottom section with a 'Follow' button and a 'General presentation' icon.
- A bottom navigation bar with icons for 'General presentation', 'Program', 'Networking', 'Speakers', 'Exhibition', and 'FAQ and Guidelines'.

A red box highlights the 'INTERACTIVITY - CONFERENCE WELCOME' button at the bottom of the screen.

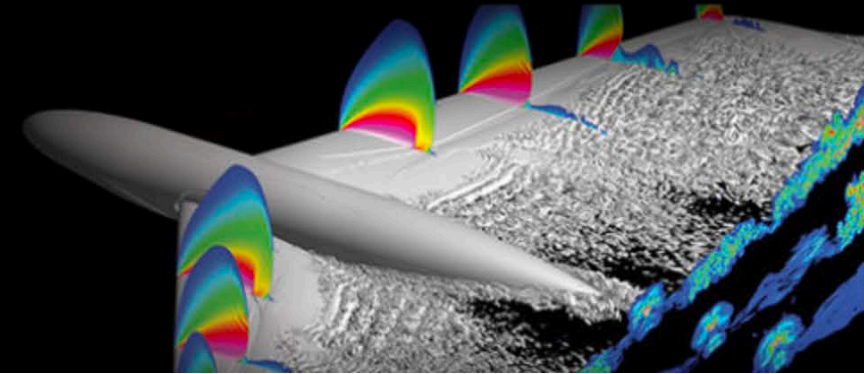


DAY OF THE EVENT – Network with other attendees

HOW CAN I CONNECT WITH PARTICIPANTS?

- Click on “Networking” or “Speakers” to access the list of participants.
- Search by filter or by name (1)
- When you found the person, you can click to enter profile and get more information.
- Click on the calendar on the “right” to **request a meeting.** (2)
NB : check notifications for incoming requests
- You may also choose to **send a message** or **chat by text.**

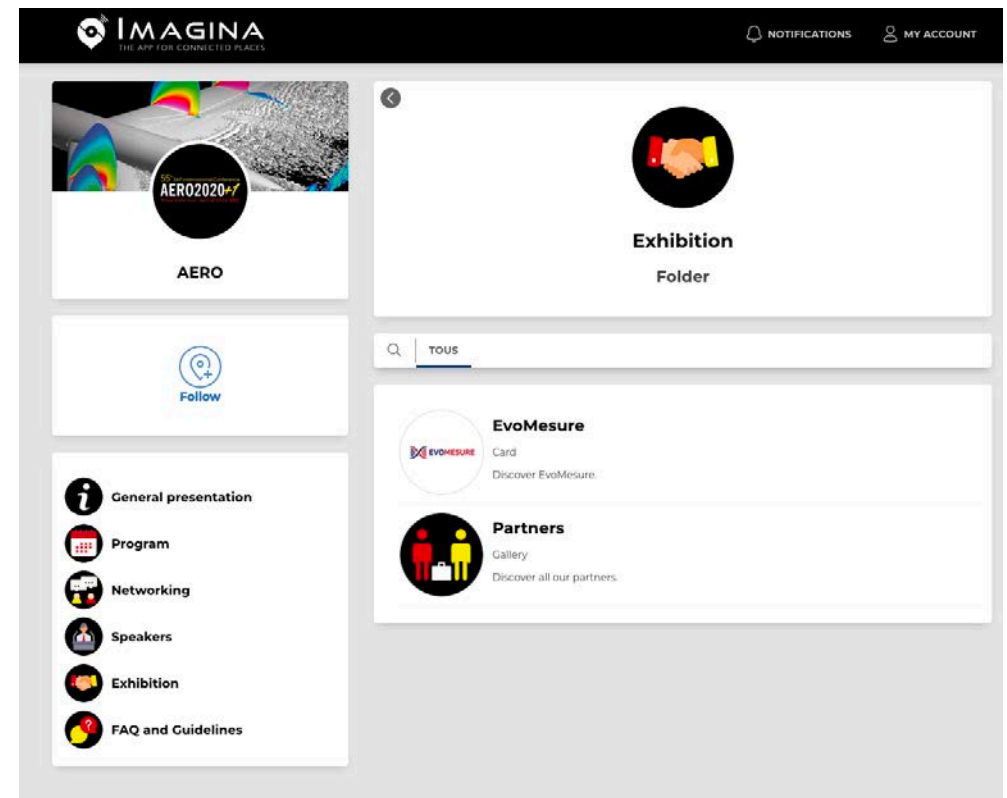
The screenshot shows the 'Networking' section of the virtual conference. At the top, there is a search bar with filters for 'TOUS', 'EXHIBITOR', 'SPEAKER', and 'PARTICIPANT'. Below the search bar, a list of participants is displayed, including Anaëlle Le Floch (Consultante RH at Lebreton Consulting), Max Henri (UX Designer at Ideo), and Stephanie Cuttello (Chargée de communication at My Modus). A red box highlights the search bar area, and another red box highlights the calendar icon next to the participant list. A red number '1' is placed near the search bar, and a red number '2' is placed near the calendar icon.



DAY OF THE EVENT – Visit the Exhibition Area

TAKE TIME TO VISIT OUR EXHIBITOR

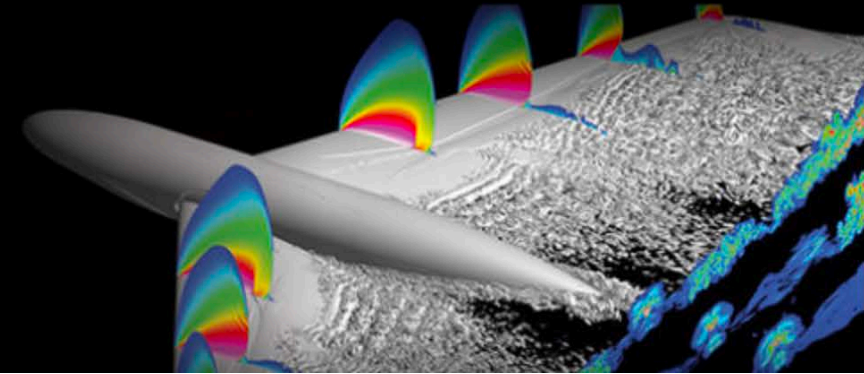
- Check-out the presentation of our Exhibitor **EVOMESURE** on the dedicated page and chat or meet with their representatives



3AF

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Contact & information

Enquiries: aude.lurbe@aaaf.asso.fr

Programme and speaker information: <https://3af-aerodynamics2020.com/>