

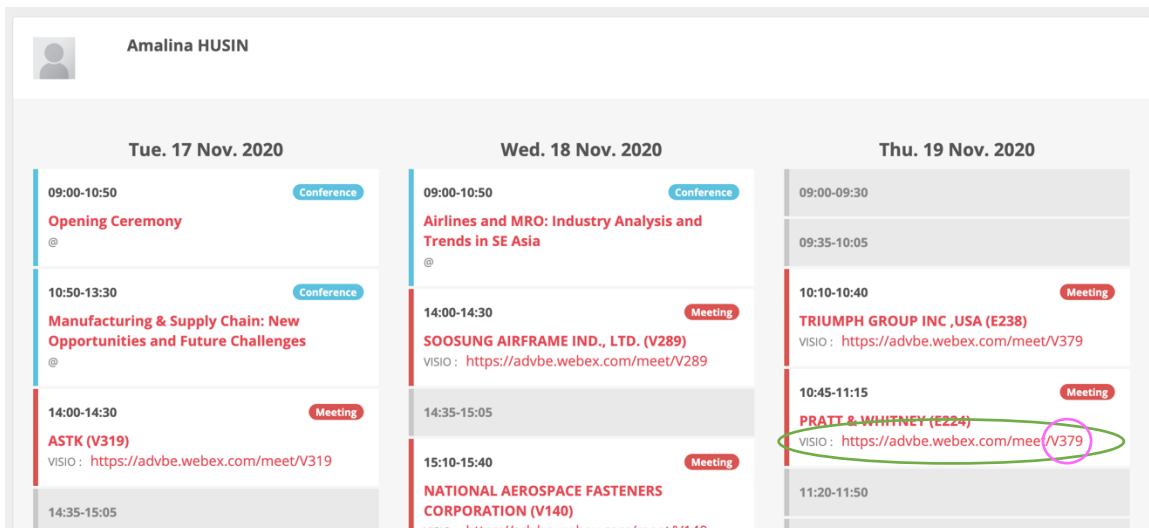
HOW TO ATTEND YOUR VIRTUAL MEETINGS

STEP 1: RETRIEVE YOUR COMPANY ID CODE

1. Log into your online profile in the b2b matchmaking platform: <https://meetings.aeromart-toulouse.com/2020/signup.php>
2. Go to “My Schedule”: your company ID code will be displayed right above your meeting schedule

STEP 2: IDENTIFY IF YOU ARE THE **HOST** OR THE **GUEST** OF YOUR MEETING SESSION

1. In your meeting schedule:
 - a. Find the visio link provided for the meeting session:
For instance: <https://advbe.webex.com/meet/V123>
 - b. Check the company ID code at the end of the URL (in this example, it is V123)
 - c. If **it is** your company ID code: you are the **host** of the meeting
 - d. If it is a **different** company ID code: you are the **guest**

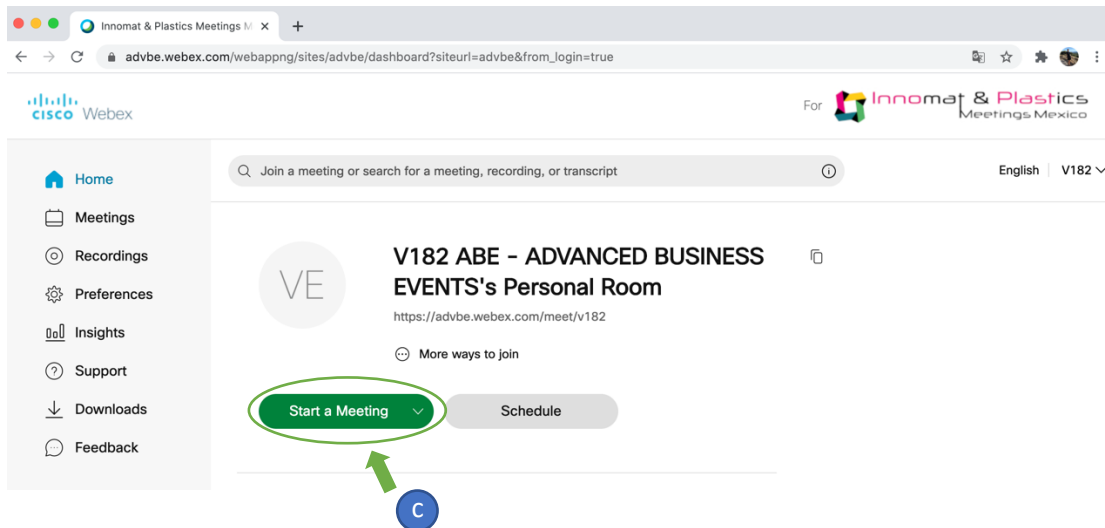
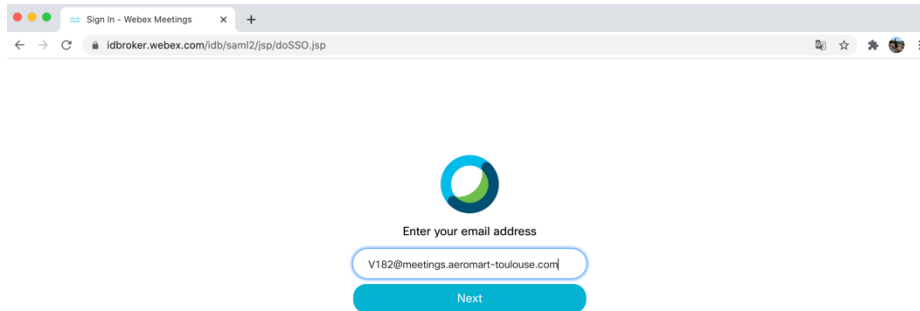
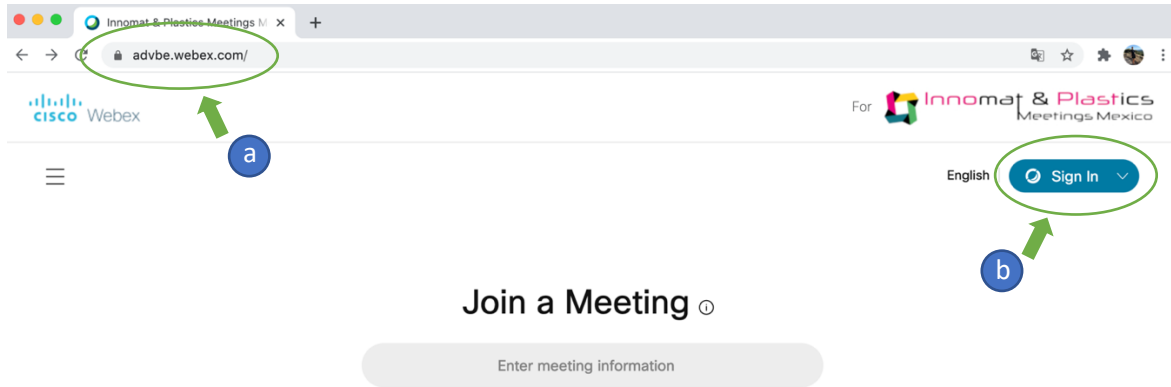


The screenshot shows a user profile for Amalina HUSIN with a meeting schedule for three days: Tuesday, Wednesday, and Thursday, 2020. The schedule is organized into columns for each day. Meetings are listed with their times, titles, and visio links. A meeting on Thursday, 10:45-11:15, titled 'PRATT & WHITNEY (E224)' with visio link 'https://advbe.webex.com/meet/V379' is circled in green. Other meetings include 'Opening Ceremony', 'Manufacturing & Supply Chain: New Opportunities and Future Challenges', 'Airlines and MRO: Industry Analysis and Trends in SE Asia', 'SOOSUNG AIRFRAME IND., LTD. (V289)', 'ASTK (V319)', and 'NATIONAL AEROSPACE FASTENERS CORPORATION (V140)'.

Tue. 17 Nov. 2020	Wed. 18 Nov. 2020	Thu. 19 Nov. 2020
09:00-10:50 Opening Ceremony @ Conference	09:00-10:50 Airlines and MRO: Industry Analysis and Trends in SE Asia @ Conference	09:00-09:30
10:50-13:30 Manufacturing & Supply Chain: New Opportunities and Future Challenges @ Conference	14:00-14:30 SOOSUNG AIRFRAME IND., LTD. (V289) VISIO : https://advbe.webex.com/meet/V289 Meeting	09:35-10:05
14:00-14:30 ASTK (V319) VISIO : https://advbe.webex.com/meet/V319 Meeting	14:35-15:05	10:10-10:40 TRIUMPH GROUP INC , USA (E238) VISIO : https://advbe.webex.com/meet/V379 Meeting
14:35-15:05	15:10-15:40 NATIONAL AEROSPACE FASTENERS CORPORATION (V140) VISIO : https://advbe.webex.com/meet/V140 Meeting	10:45-11:15 PRATT & WHITNEY (E224) VISIO : https://advbe.webex.com/meet/V379 Meeting
		11:20-11:50

STEP 3: ATTEND THE MEETING

1. You are the **HOST**:
 - a. Connect to your Webex account at <https://advbe.webex.com>,
 - b. Click on Sign In and use the Webex login credentials that we sent you by email (note: they can also be found in your online profile on the b2B platform under My Schedule).
 - c. Then, click on Start a Meeting button to launch the meeting session.



NOTE: The meeting hosts must log in to their Webex account to start the meeting. They also have the responsibility to let the guests waiting in their lobby in.
Make sure you know the people who's waiting before you let them in.

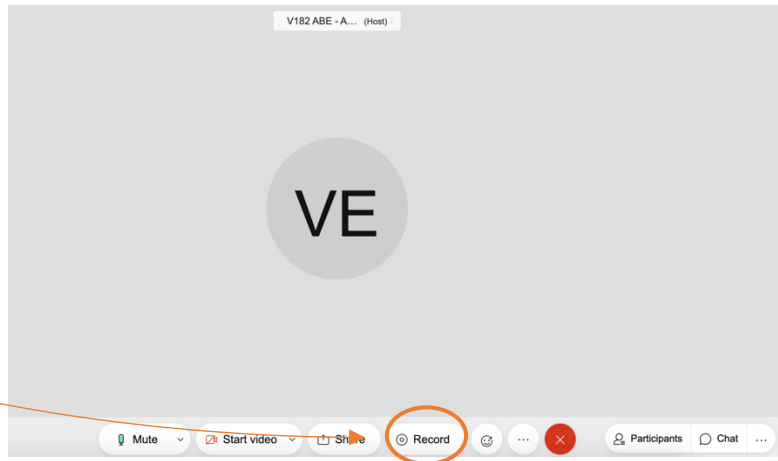
- You are the **GUEST**: join the meeting by simply clicking on the visio link provided in your meeting schedule.

Amalina HUSIN

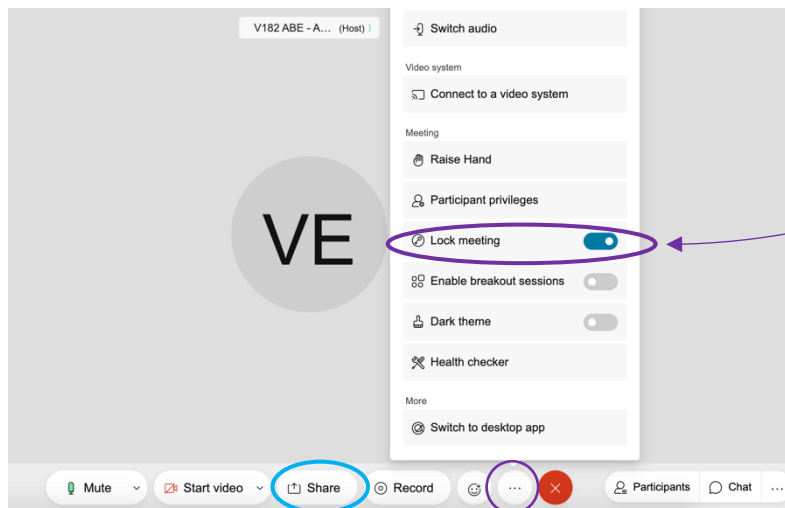
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Options during the meeting:

1. Record the meeting
→ click on the “Record” button



2. We also recommend you **locking your room** while you're having your meetings, that way guests will have to first wait in the lobby of your virtual room until you let them in. This is an important step to make sure no one can barge into your meeting unexpectedly. To lock your room, click on the 3 dots button and select “Lock meeting”



3. You can share your screen by clicking on the “Share” button (you'll need to select from the list of open applications on your computer)

BEST PRACTICES FOR EFFECTIVE VIRTUAL MEETINGS

1. Make sure you have a good **internet connection** – you might need to close all other applications to ensure decent internet speed.
2. Make sure you have a good **webcam and mic** (through computer speakers and microphone or a headset/earphones if preferred).
3. Check for proper **lighting** (and possibly a neutral background).
4. If you're planning on sharing your screen, we suggest preparing **copies of the data or content being shared** (in case screensharing does not work), so you may send them via email to the participants of your meeting.
5. These are business meetings, **be on time** and make sure you follow your schedule.
6. We encourage you logging in ahead of time and **test** out your software and system compatibility.

YOU'RE ALL SET, WE WISH YOU SUCCESSFUL VIRTUAL MEETINGS!