

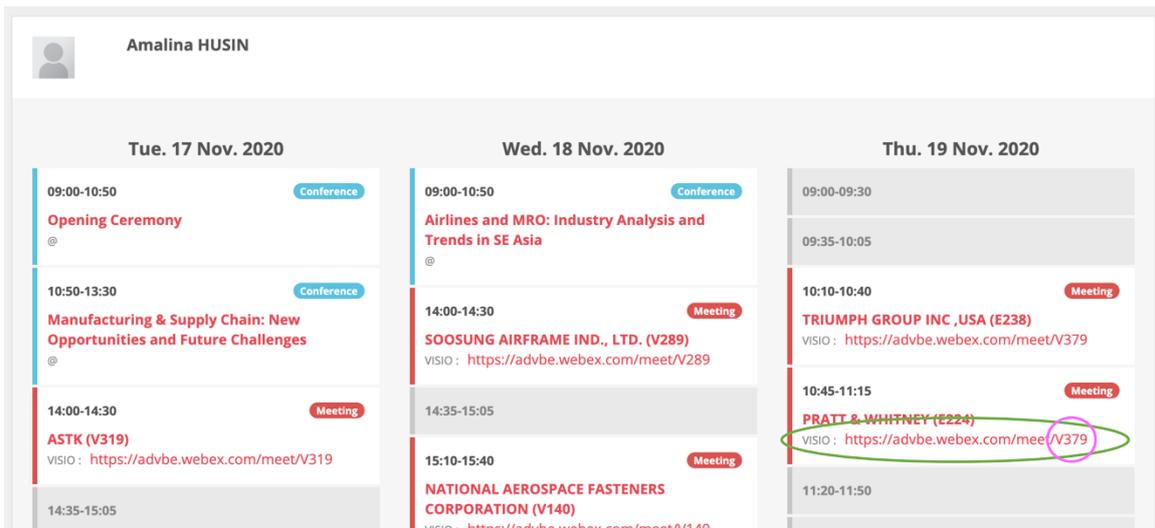
HOW TO ATTEND YOUR VIRTUAL MEETINGS

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**

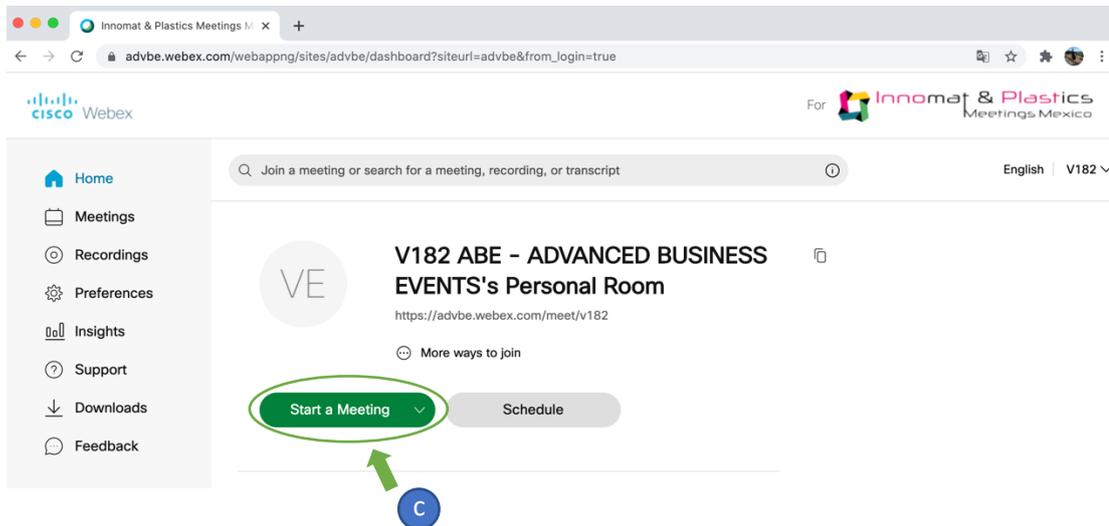
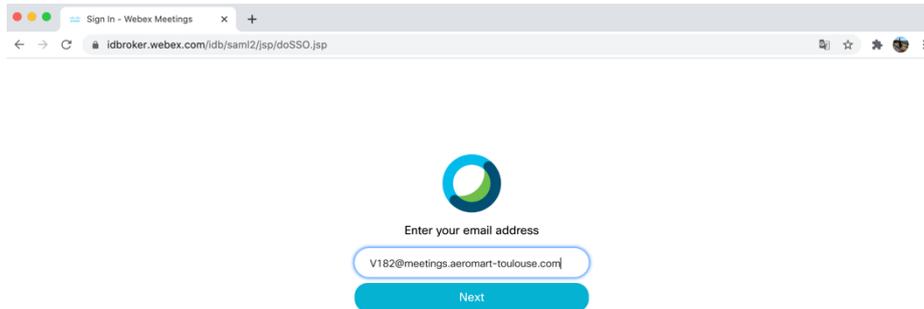
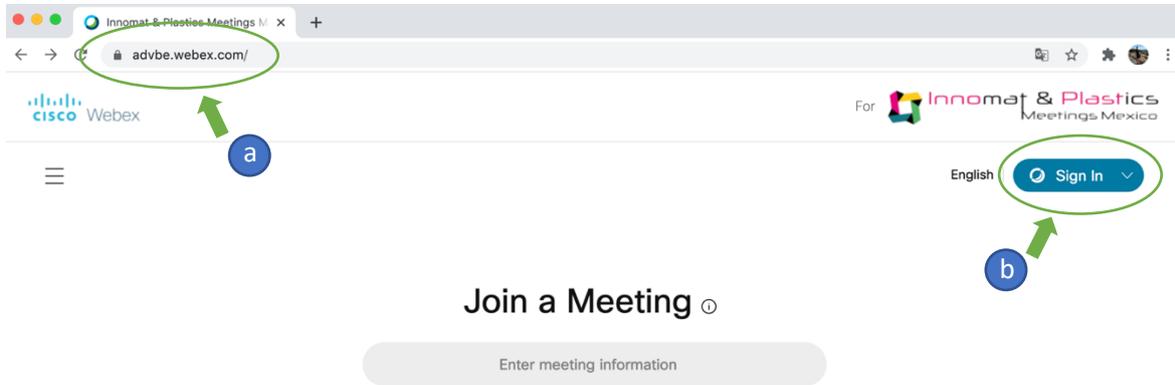


The screenshot shows a meeting schedule for Amalina HUSIN, organized by date: Tue. 17 Nov. 2020, Wed. 18 Nov. 2020, and Thu. 19 Nov. 2020.

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

The screenshot displays a meeting schedule for Amalina HUSIN, organized by date from Tuesday, November 17, 2020, to Thursday, November 19, 2020. The schedule is divided into three columns representing the days. Each event entry includes a time slot, a title, a category (Conference or Meeting), and a Visio link. A green arrow points from the text in the first list item to the Visio link for the 'PRATT & WHITNEY (E224)' meeting on Thursday, which is also circled in green.

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

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!