

## Practical information

**Alain CASSIER**

*Programme committee chairman, AAE*

Ladies and gentlemen,

Good morning to everyone in Paris and Toulouse and welcome to the UAM conference organized by the Air and Space Academy.

My name is Alain Cassier from the Academy. I am the president of the programme committee which took charge of organizing this event and I will be your master of ceremony. Do not hesitate to come to me and to the Academy staff if you have questions regarding the organization of the conference.

You have been given in your tote bag information on the conference, especially the updated programme and the preprints, but I want to briefly recall some aspects:

- We are in duplex communication with ENAC in Toulouse, where we have about 50 participants. Farid Zizi is the local master of ceremony. Hello Farid, do you hear me well ?
- The event is over 2 days with an optional visit on the morning of the third day.
- A buffet lunch will take place in the entrance hall on both days
- Coffee and refreshments are available in the entrance hall during breaks between sessions.
- We have an introduction session followed by 6 sessions, a round table and a closing speech.
- A cocktail is organized at the end of the first day.

This is a busy agenda and time keeping will be essential to ensure the success of the event. Your cooperation is kindly requested.

Let me now present how the sessions are organized:

- They are moderated by a session chairman assisted by a secretary. The session chairman is especially in charge of respecting the schedule.
- Session speakers make their presentation respecting the time slot they have been given
- Questions and answers will be at the end of each session (except Session 1 which will feature two Q&A sessions), after the last speech of the session for 20 mn. All speakers of the session will stay on stage to answer.
- Different processes will be used in Paris and Toulouse due to different audio equipment:
- **In Toulouse :**

Questions have to be written on the form provided in the tote bag, handed over to Farid who will organise them and relay them to the speakers in Paris.

We will start each Q&A session with questions from Toulouse.

- **In Paris :**

Questions are raised directly from the audience using the microphones passed around by the staff. If you have a question, please raise your hand, use the microphone to give your name, your company and your question (please refrain from long comments at this stage).

If you have a question which has not been answered due to lack of time, you can write it down on the question form and hand it over to the staff who will transmit it to the relevant speaker.

Now let me know introduce our first speaker.