

Dear SP2020+1 Speakers,

We would like to thank for your confirmation of participation in the Space Propulsion Virtual Conference, to be held online from March 17 to March 19, 2021.

The preliminary program is now available (see attached).

For a clearer view, only speakers are indicated; thank you for your comprehension.

Please advise us as soon as possible if modifications are needed, we will do our best to fulfill your requests.

Please find below some useful information about the next steps requested:

>> SEND YOUR PRESENTATION SLIDES AND/OR PRE-RECORDED VIDEO

Deadline: March, 5th. Please use one of the following websites to send to sp2020.prog@3af.fr your heavy files:
www.wetransfer.com | www.wesendit.com | www.grosfichiers.com/en/ | www.transfernow.net

1. IF YOU WISH TO PRESENT LIVE DURING THE VIRTUAL CONFERENCE

Deadline to submit slides (pdf or ppt) of your presentation: March, 5th.

This material will be used as a back-up if a technical issue appears.

During your live presentation, the chairman can either share this presentation, or you can share your updated file from your own computer. Please note that chairman will be strict on the duration of your presentation: 20-minutes slots including Q&A.

2. IF YOU WISH TO PREPARE A PRE-RECORDED VIDEO OF YOUR PRESENTATION FOR BACKUP

Deadline to submit video (slides+audio) recording of your presentation: March, 5th.

We will upload this video on the system to play on the day of the presentation. You will however have to log on to be present to answer the live Q&A session at the end of your presentation.

1. Duration of video: **you have a 20-minute slot** (Q&A included). Your video should be is no longer than 15 minutes if you wish to leave 5minutes for Q&A.
2. Technical format of video: send video in format .mp4.
3. Advice to record your video: there is a built-solution for video recording in Powerpoint. You can ask you IT teams for assistance. You can also find additional options in the following [link](#).

>> DRY-RUN AND TEST OF VIRTUAL PLATFORM

You will receive your personal login and password to access the platform on March, 09. Specific guidelines will also be sent to support this dry run and help you during the conference.

5 dry-run slots are scheduled, each lasting between 30 minutes to 1 hour to fully understand the platform.

Please choose 1 slot to assist by login on:

- All speakers:
 - o Wednesday, March, 10: 09:00 or 11:00 or 16:00
 - o Thursday, March, 11: 09:00 or 11:00
- Keynote speakers / Round tables participants:
 - o Wednesday, March, 10: 14:00
- Chairpersons:
 - o Thursday, March, 11: 13:00 or 15:00

>> DON'T FORGET TO REGISTER

Every speaker and chairperson need to be registered in order to receive personal access code to log in to the virtual conference. If you still not registered, please access the dedicated registration **website before March, 5th** here:

<http://3af-sp2020.evenium.net>