



EASA EAA CHAPTER

Stronger Together, Shaping the Future

**Presentation General Guidelines
EASA EAA Events 2024**

**Thank you for proposing a
conference!**



Guidelines for Presentations – For all EASA Events (1/3)

The purpose of this is to give authors some guidelines concerning the submission and preparation of their conference at EASA events in general

Conference(s) Proposal submission:

- Proposed presentation shall be related to industry and maintenance topics in the interest of the EASA audience. We encourage new product, services, Technical and Business cases, business solutions presentations, all topics related to our industry with specialist/expert input (Technical, Technology, Management, Sales & Marketing, HR, Training, ...). We also encourage topics related to the specific theme of our events
- We encourage all speakers to share their expertise and knowledge, their skills on various topics at our Events with active workshops. Speakers should also expect to learn from the participants and her or his presentation. Our aim is to learn from each other and to generate good questions, discussions, active workshops and why not potential new projects between members. We have now a professional account with Mentimeter (<https://www.mentimeter.com>) and we encourage our speakers to use that tool during his/her presentation. In order to keep the information fresh and vibrant we are not encouraging presentations which have been given at previous events.

Guidelines for Presentations – For all EASA Events (2/3)

- Commercials are not allowed
- Authors shall provide with the application a short abstract max. 120 words describing:
 - Author(s)
 - Topic(s)
 - Messages) to the audience and why this is in interest for the participants
- All conference proposals should be submitted by email to Frederic Beghain (fbeghain@easa9.org) before (Deadline should be in the event description). Our conference committee will then review and select the conferences for our events. Selected Speakers will then be contacted and will have then to submit their power point presentations (In Event power point templates) to our committee. After that date, the conference could be allocated to another speaker.

Guidelines for Presentations – For all EASA Events (3/3)

When selected, conference final preparation:

- The conference committee will then review the presentations
- Out of some exceptions, all presentations should be available to participants after the event and in PDF format
- Respect the allocated time frame strictly (20mn presentation & 10mn Q&A/Workshop). Please prepare 3 to 4 possible questions you would like your facilitator to ask you if the audience takes time to come up with Questions. Last minute changes in PowerPoint presentations will not be allowed.
- **We appreciate your active involvement and cooperation in making our events, some interesting and beneficial experiences for all of us! Thank you!**