

# WAI2021 Conference Attendee Experience Guide



## Welcome to the #WAI21 Virtual Conference!

While we can't meet in-person this year for the 32<sup>nd</sup> Annual International Women in Aviation Conference, the WAI2021 Virtual Conference has been organized to provide attendees inspiring keynote speakers, informative education sessions, seminars and workshops, engaging networking opportunities, more than 100 exhibitors to visit, opportunities to recognize this year's scholarship winners and Pioneer Hall of Fame inductees, and more!

To maximize your conference experience, please reference this guide with additional details and information and visit [www.WAI.org/21conference](http://www.WAI.org/21conference).

► **Conference Schedule:** All content will become available at the Eastern Standard Times listed for each session on March 11 and 12. After the conclusion of the session, it will become On Demand, to view at your own pace and time zone until Wednesday, March 31, 2021.

► **On Demand Sessions:** These sessions will be available for the duration of the conference for you to view at your own pace and time zone.

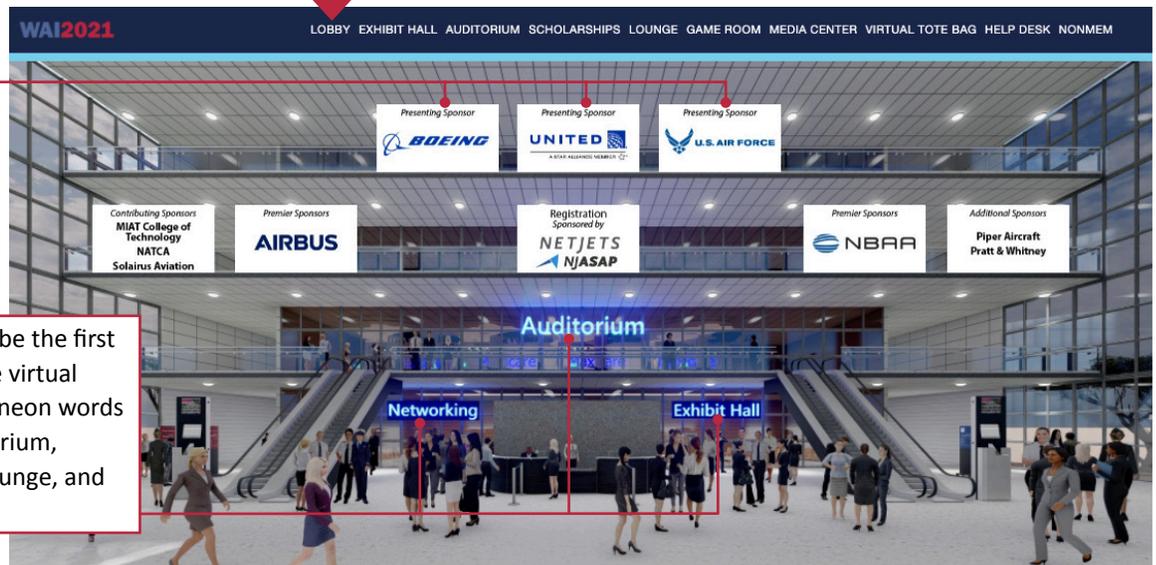
**WAI2021**

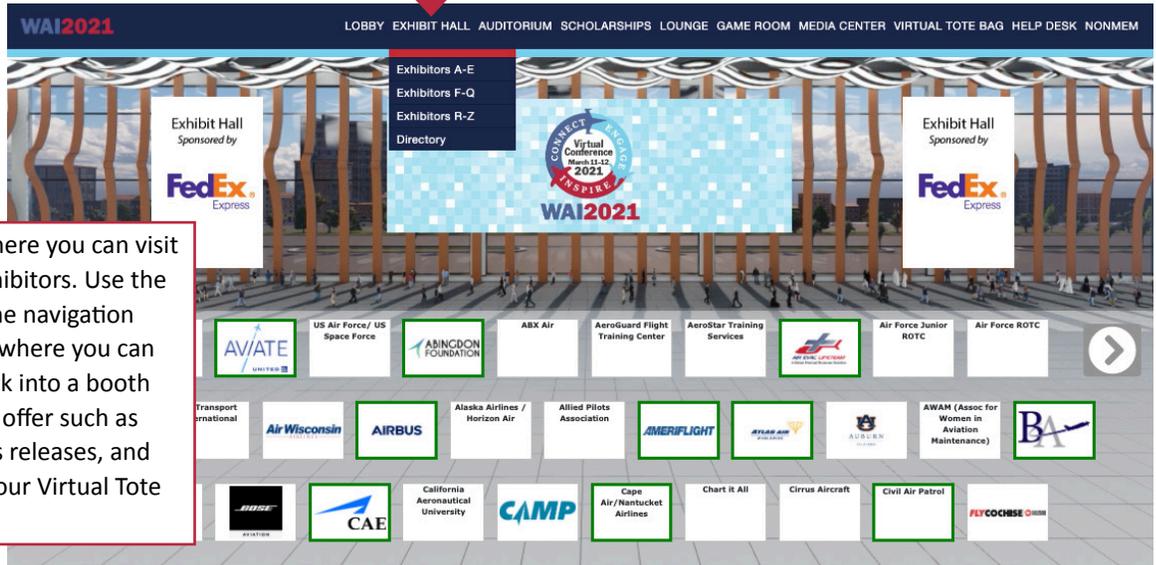
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► **Navigation Bar:** This bar will always be at the top of each room you enter, allowing you to navigate easily. Please note most rooms have a drop down menu for additional content options.

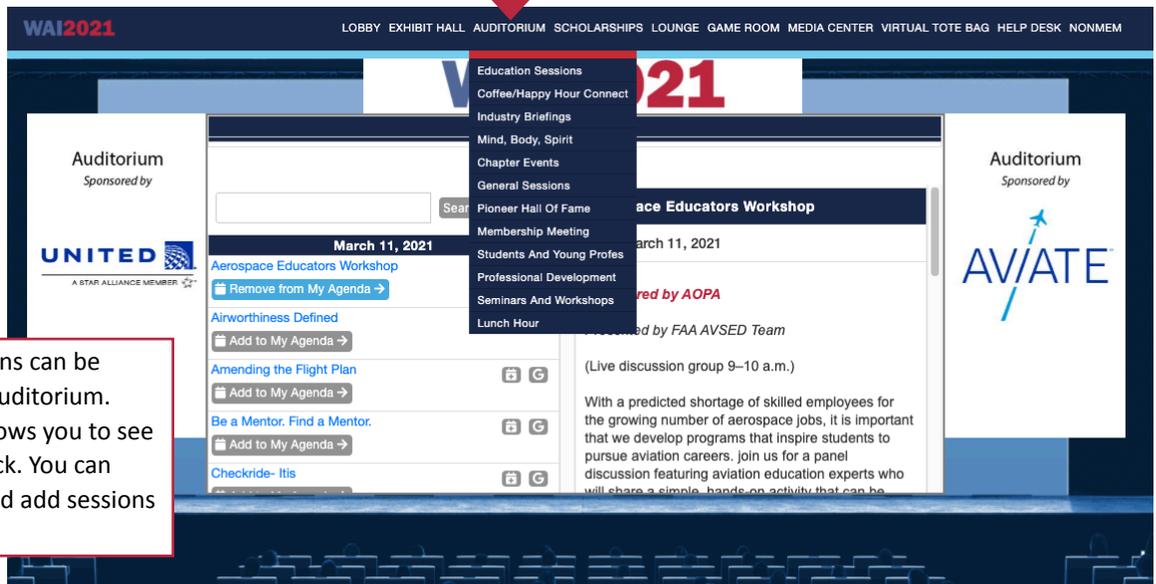
► **Lobby:** Click on the Presenting Sponsor banners to enter their exhibit booths.

► **Lobby:** The lobby will be the first place you visit during the virtual conference. Click on the neon words to shortcut to the Auditorium, Networking/Attendee Lounge, and the Exhibit Hall.

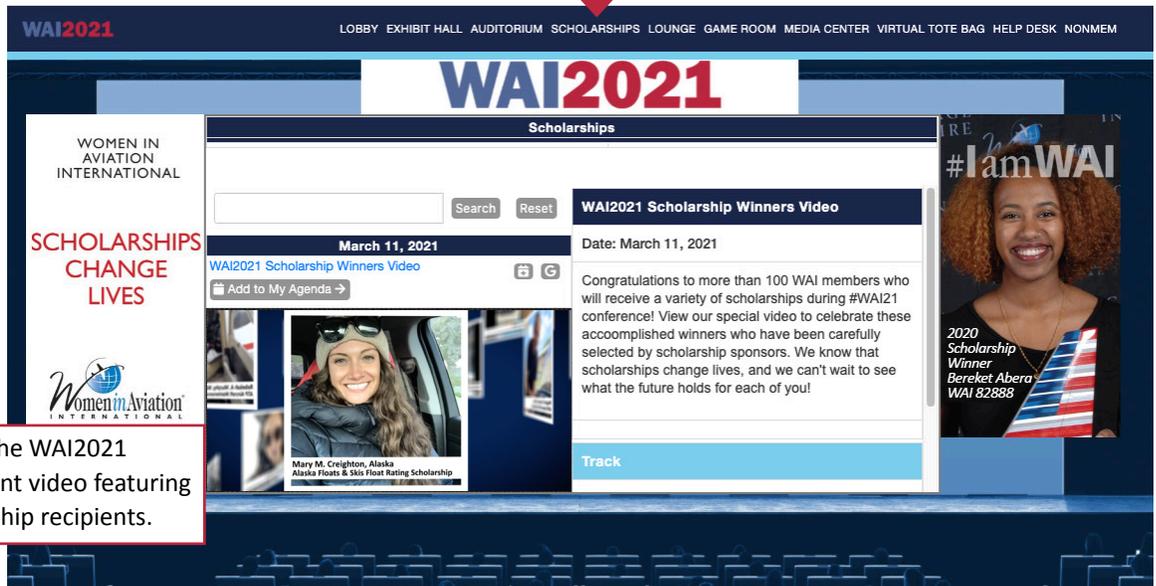




► **Exhibit Hall:** This is where you can visit booths and chat with exhibitors. Use the drop down menu from the navigation bar to find the Directory where you can search for exhibitors. Click into a booth to see what they have to offer such as documents, videos, press releases, and products. Add items to your Virtual Tote Bag to reference later.



► **Auditorium:** All sessions can be viewed by entering the auditorium. The drop down menu allows you to see content organized by track. You can preview the schedule, and add sessions to your agenda.



► **Scholarships:** Watch the WAI2021 scholarship announcement video featuring photos of all the scholarship recipients.

► **Attendee Lounge:**  
This is an excellent place to meet and visit with other attendees, exhibitors, or speakers for virtual online chats.

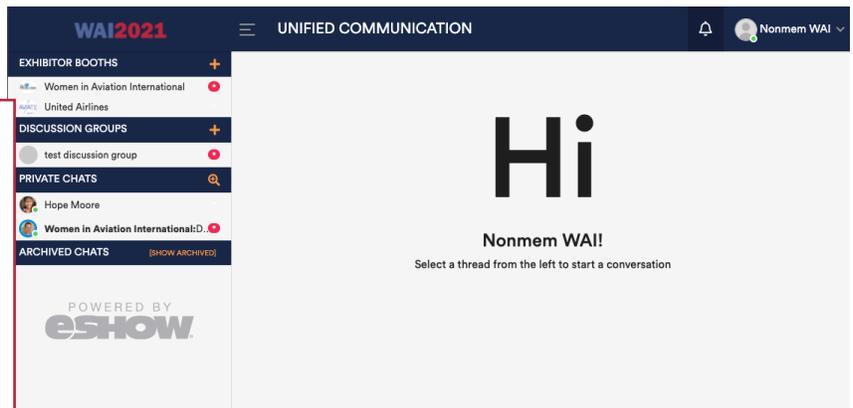
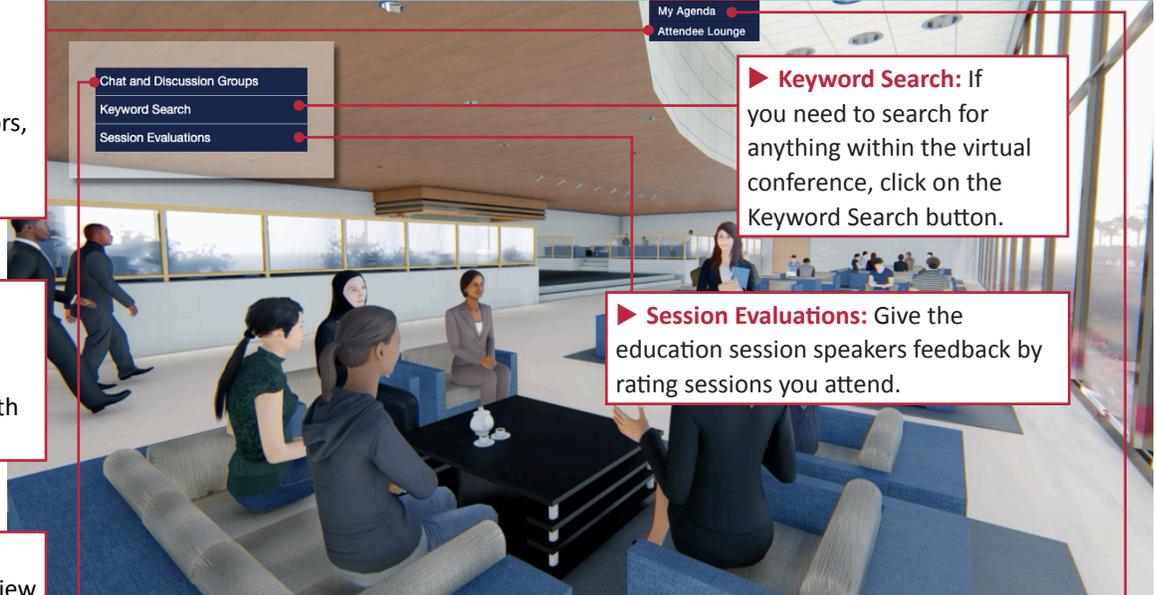
► **Keyword Search:** If you need to search for anything within the virtual conference, click on the Keyword Search button.

► **Booth Staff Lounge:**  
Exhibit booth staff are welcome to chat with their colleagues and booth visitors here.

► **Session Evaluations:** Give the education session speakers feedback by rating sessions you attend.

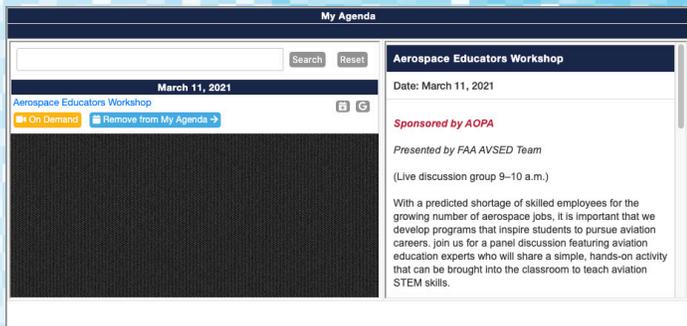
► **Speaker Lounge:**  
Speakers visit here to review their sessions. If you are a speaker who is presenting a Simulive event, this is where you can access your session.

► **Chat & Discussion Groups:** Keep this page open on a separate tab in your browser to receive notifications of who is chatting with you. You can chat with exhibitors, join in a number of pre-organized Discussion Groups, start a private chat, and even request a video chat. If you are logged out and re-enter the conference, check the bell next to your name for notifications.



► **My Agenda:** Build your schedule for the conference by adding sessions and events to the My Agenda section.

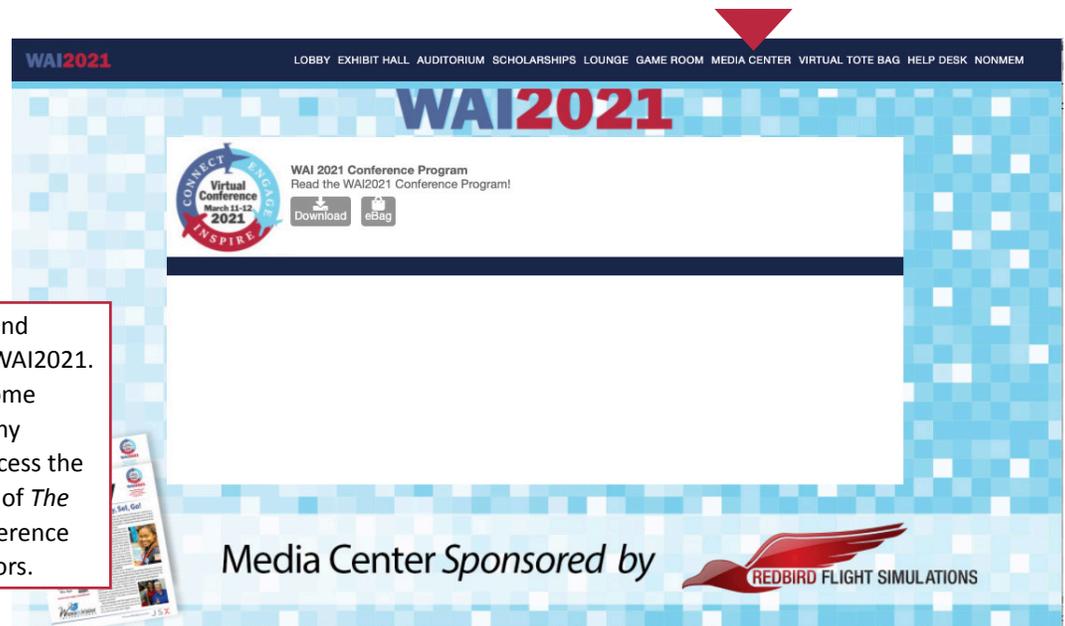
# WAI2021



## My Agenda



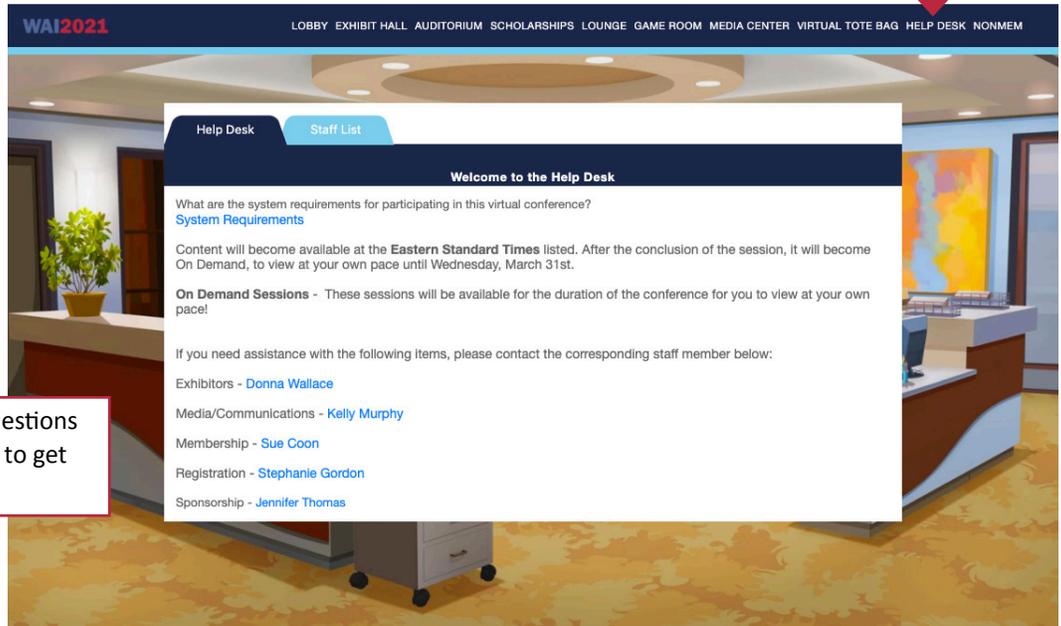
► **Game Room:** Check out the game details to learn how to play, and view the leaderboard here. Don't forget to collect points at exhibitor booths and in each virtual room you visit. Gaming will begin Thursday, March 11 at 8 a.m. EST and ends Friday, March 12 at 5 p.m. EST.



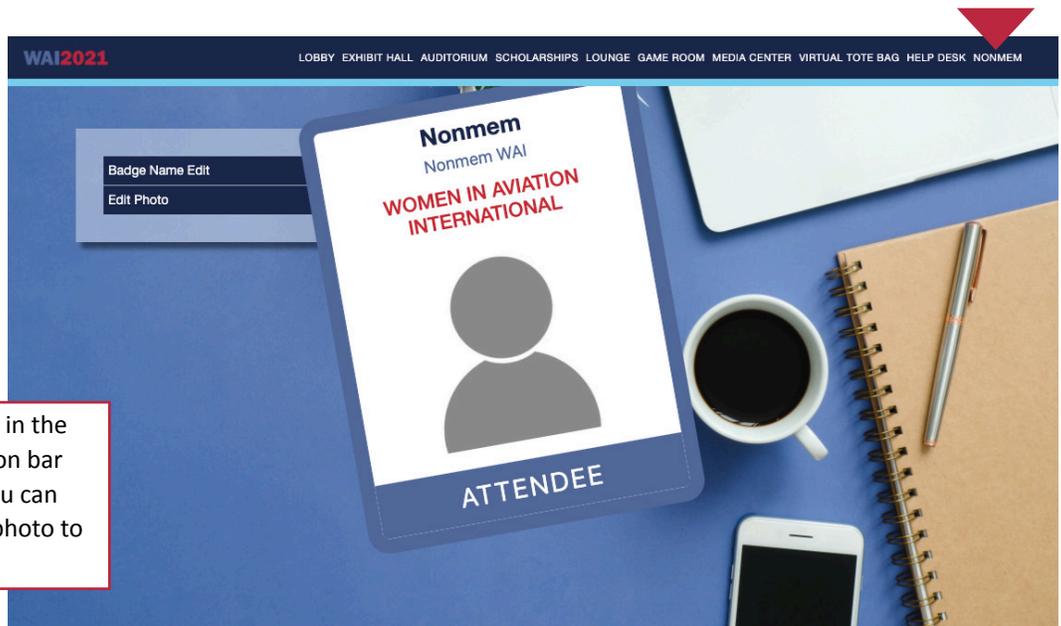
► **Media Center:** Aviation trade and national media will be attending WAI2021. Exhibitors and sponsors are welcome to post press releases and company information here for their use. Access the Thursday and Friday digital issues of *The Daily* newsletter highlighting conference sessions, exhibitor list, and sponsors.



► **Virtual Tote Bag:** Save items to your virtual tote bag to reference later including exhibitor information, handouts, and media center documents.



► **Help Desk:** Do you have any questions for show staff? Visit the help desk to get your questions answered.



► **My Profile:** Click on your name in the upper right corner of the navigation bar to customize your profile. Here you can edit your name badge and add a photo to your profile.

## *Join the conversation!*

Where are you experiencing this year's virtual conference?  
Take photos of yourself, and post on social media by tagging

**#WAI21 #IamWAI #WomeninAviation**

