

System Help Guide

TakeOff Cargo 2021

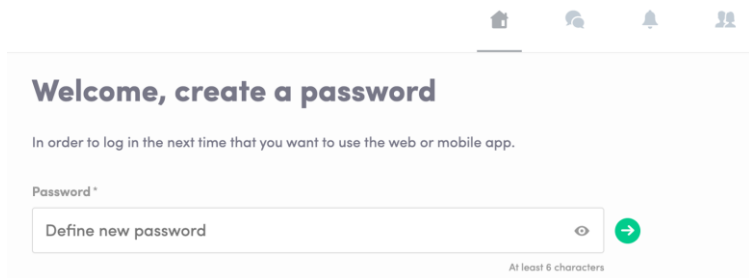


TakeOff
CARGO

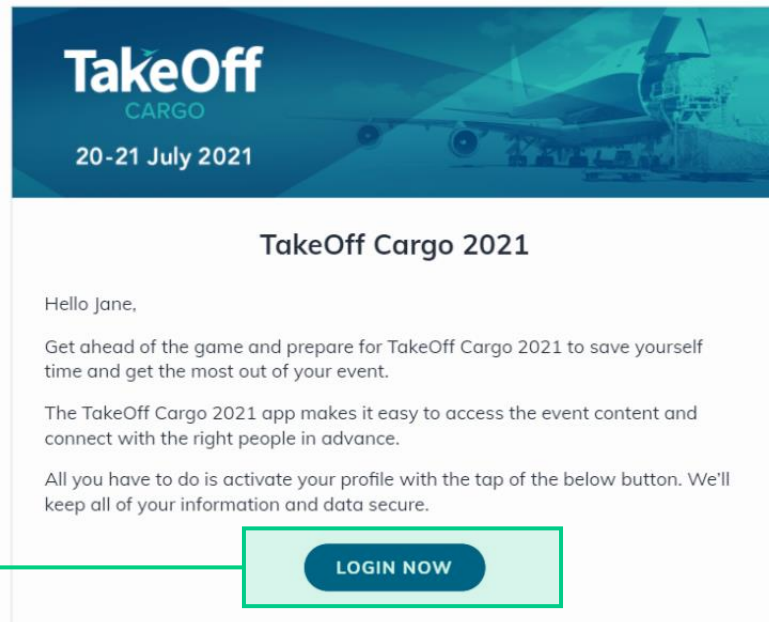
AVIATION WEEK
NETWORK

Logging in for the first time

You will receive an email similar to **this one** with a button redirecting you to a login page. It will lead to the account that was automatically created for you by the platform after you registered for the event. A window will then suggest creating a password for your account.



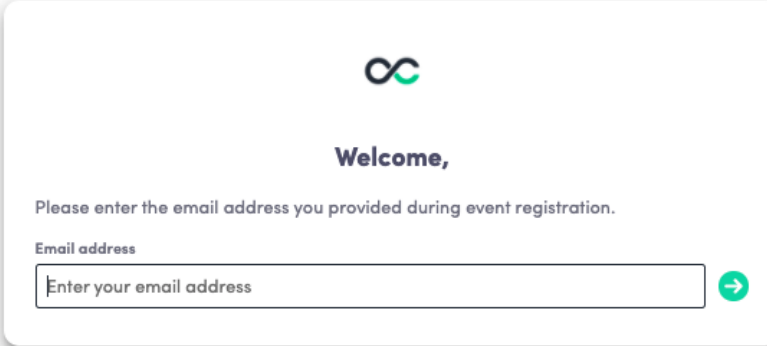
A screenshot of a mobile application interface for password creation. At the top, there are four navigation icons: a home icon, a speech bubble, a bell, and a group of people. Below the icons is a title "Welcome, create a password" and a subtitle "In order to log in the next time that you want to use the web or mobile app." A "Password*" label is positioned above a text input field containing the placeholder text "Define new password". To the right of the input field is a green eye icon and a green arrow icon. Below the input field, the text "At least 6 characters" is displayed.




Notes: If you don't see this email in your mailbox, please check your spam.

Logging in when you already have an account

Access your account by going to login.swapcard.com
Enter the email you used to register for your event, then enter your password.
Click the arrow to connect.






Welcome,

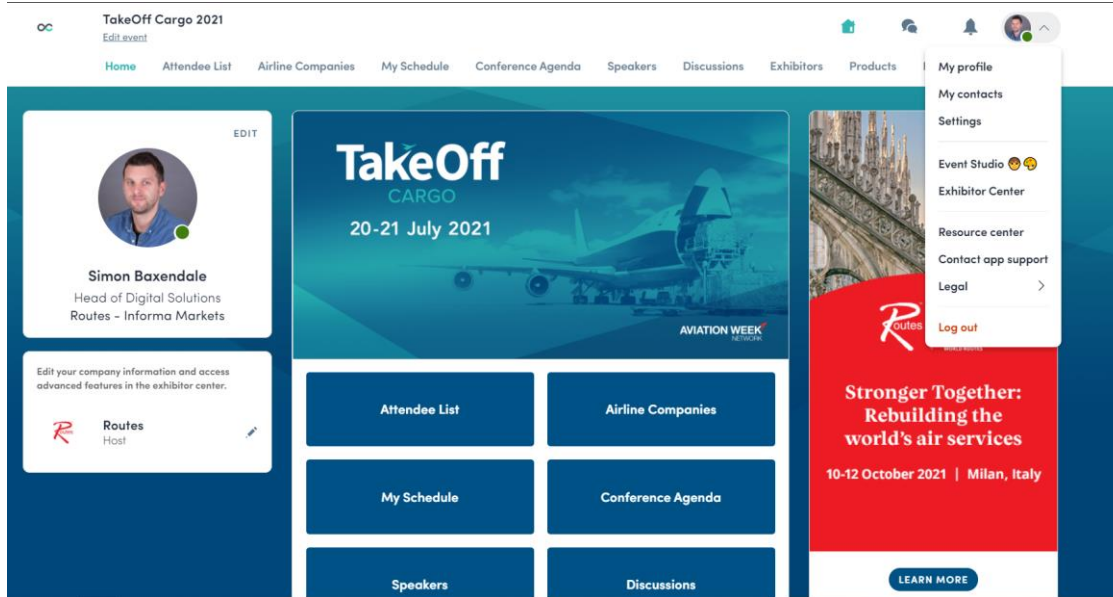
Please enter the email address you provided during event registration.

Email address



Note: If you have forgotten your password after entering your email, click on **send me a magic link**.
You'll receive an email to reset your password.

How to edit your profile (1/2)



There are two ways of **accessing your profile:**

1


From the drop-down on the upper-right corner of your screen, click **"My profile."**

2

On the left side of your screen next to your photo, click **"Edit."**

You'll be redirected to your profile where you can edit your information.

How to edit your profile (2/2)

EDIT

Simon Baxendale
Head of Digital Solutions
Supplier
Routes



About me EDIT

I currently manage the Digital Solutions Team (which includes registration and scheduling) to create a 'best in class' customer experience throughout the portfolio of Routes events, whilst strengthening our market leader position through the continual improvement of our data and intelligence, systems and processes. The role focuses on:



[See more](#)

Country UK

Social media EDIT

Contact details EDIT

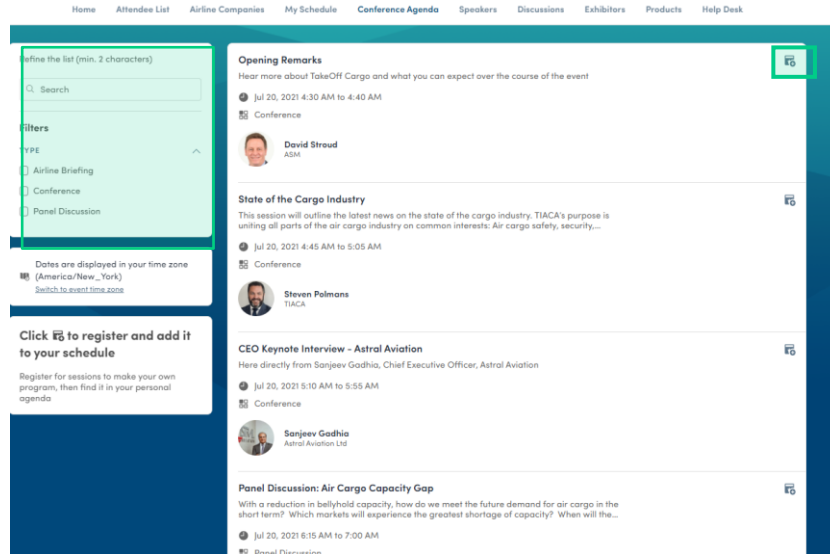
Add your mobile phone number
 Add your landline phone number
@ simon.baxendale@informa.com
 <http://www.routesonline.com/>
 Manchester, United Kingdom

To edit your profile, click “**Edit**” or “**Add**” next to the information section you want to edit.

Here is the information you can edit:

- Personal information
- Biography
- Social Media
- Contact details
- Company
- Additional fields added by the organizer

How My Schedule works

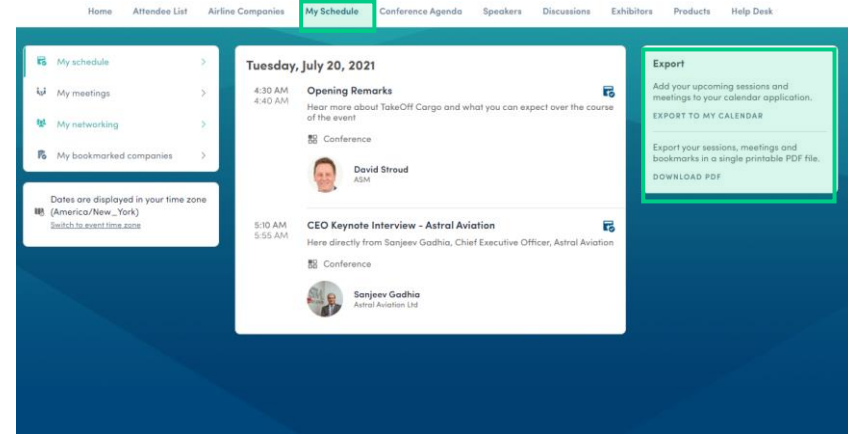


The Conference Agenda button gives you an overview of the event sessions. You can register for sessions by clicking on this **bookmarking icon**.

You can find sessions by using the **search** bar and **filters** located on the left side of the screen.

The tab “**My Schedule**” allows you to see your own schedule. Here you can find the **sessions, sponsors and partners** you bookmarked, your confirmed **meetings** and more.

You can **export your schedule** by clicking “Export to my calendar” or “Download PDF.”



How to access an ongoing live session

There are several ways to access an ongoing live session.

1

From your **Event Home**, click the **“Live session”** button. If there is a live session, the live button should also be present as a tab on the top navigation bar.

You will get redirected to the ongoing session, or the following one if nothing is happening at that time.

2

You can also access it from the **“Conference Agenda”** or **“My Schedule”** tab. Click on the ongoing session to reach the session page.

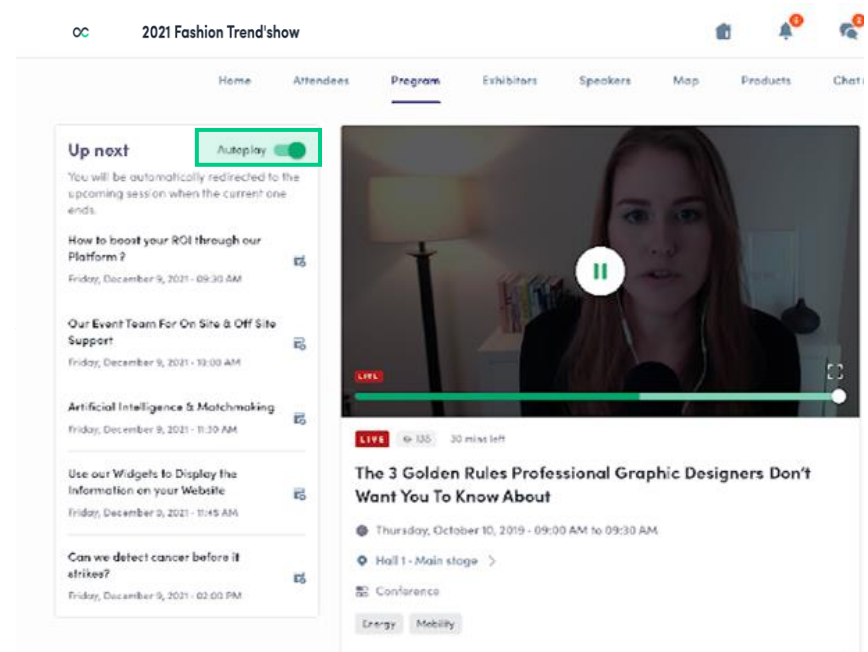
The screenshot displays the TakeOff CARGO event home page. At the top, a navigation bar includes links for Home, Live Session (highlighted with a green box), Attendee List, Airline Companies, My Schedule, Conference Agenda, Speakers, and Discussions. Below the navigation bar, the page features a profile card for Simon Baxendale, Head of Digital Solutions at Routes - Informa Markets, with an EDIT button. A secondary card prompts users to edit their company information. The main content area is a grid of buttons for various event features: Live Session (highlighted with a green box), Attendee List, Airline Companies, My Schedule, Conference Agenda, Speakers, Discussions, Exhibitors, Products, and Help Desk. The background of the page features a large image of an airplane and the text 'TakeOff CARGO 20-21 July 2021' and 'AVIATION WEEK NETWORK'.

What is auto-follow?

The auto-follow feature is activated by default when you click on a “Live” schedule button.

This feature allows a seamless experience when watching sessions since it will take you from one session to the next every time a session is completed.

To deactivate it, simply **toggle it off** on the upper left side of your screen.




i Note: The auto-follow is never active if you arrive on the session page without clicking a live button or tab.


How to watch sessions on-demand?


All sessions will be made available to watch on-demand.


You can access on-demand sessions through the schedule by clicking on past sessions.


Opening Remarks 

Hear more about TakeOff Cargo and what you can expect over the course of the event


 Jul 20, 2021 4:30 AM to 4:40 AM


 Conference


 **David Stroud**
ASMA


State of the Cargo Industry 

This session will outline the latest news on the state of the cargo industry. TIACA's purpose is uniting all parts of the air cargo industry on common interests: Air cargo safety, security,...


 Jul 20, 2021 4:45 AM to 5:05 AM


 Conference


 **Steven Polmans**
TIACA


CEO Keynote Interview - Astral Aviation 

Here directly from Sanjeev Gadhia, Chief Executive Officer, Astral Aviation


 Jul 20, 2021 5:10 AM to 5:55 AM


 Conference


 **Sanjeev Gadhia**
Astral Aviation Ltd


Panel Discussion: Air Cargo Capacity Gap 


With a reduction in bellyhold capacity, how do we meet the future demand for air cargo in the short term? Which markets will experience the greatest shortage of capacity? When will the...


 Jul 20, 2021 6:15 AM to 7:00 AM

 Panel Discussion

 **João Pita**
Aeroporto Internacional de São Paulo

 **Joachim von Winning**
Frankfurt Airport

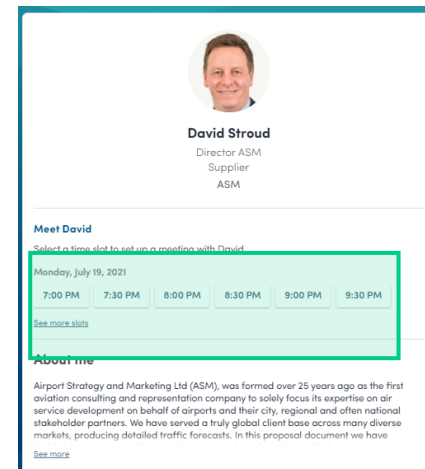
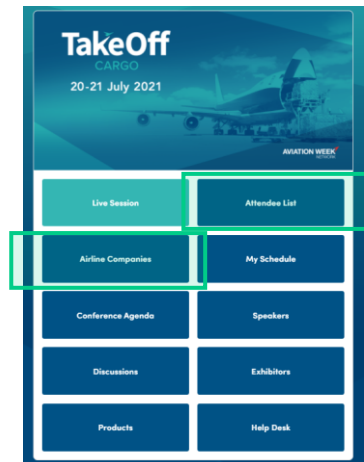
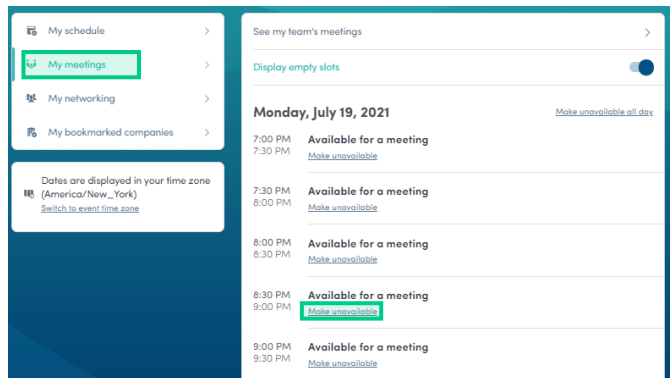
 **Wilfred D'Souza**
Emirates SkyCargo

Panel Discussion: High Growth Industry Sectors 

Networking

From the home page or the top navigation bar you can access the **Airline Company** and **Attendee** lists.

Here you can search and find people to connect with. You can chat, have video calls, and book meetings..



If you see **time slots** appearing on people's profiles, it means that you are able to book meetings with them. Slots disappear once booked.

You can manage your **availability for meetings** by going to the **My meetings** tab in **My Schedule**. Making yourself unavailable all day or at specific times will remove meeting slots.

How to send a connection request

Aidan Mooney
Vice President Consulting
Supplier
ASM

Connect with Aidan
Sending a connection request with a message is three times more likely to be accepted.

SEND CONNECTION REQUEST

Meet Aidan
Select a time slot to set up a meeting with Aidan.
Monday, July 19, 2021
7:00 PM 7:30 PM 8:00 PM 8:30 PM 9:00 PM 9:30 PM
[See more slots](#)

About me
Country UK

To send a connection request, go to their profile (via the list of attendees or a company profile) and click the **“Send connection request”** button.

Tip: Add a note to your connection request to introduce yourself and explain the reason for your request.

You will be able to find a full list of your connections in **“My Schedule”** under **“My Networking.”**



Note: Accepting a meeting will automatically make the person who requested the meeting one of your connections with access to your complete profile.

How to request a meeting

1 Access a person's profile (i.e.: from the Attendees button)

2 Click on one of the suggested meeting slots.
For more slots click "see more slots"

3 After selecting a slot and choosing a location for the meeting,
write a note to the person you would like to meet.

4 Once done, click "Send meeting request"

i Note: If you plan to meet virtually, select Online or Virtual Meeting when choosing the location.

The screenshot illustrates the four-step process for requesting a meeting:

- Step 1:** Accessing the profile of Nigel Mayes, SVP Consulting & Product Development at ASM.
- Step 2:** Selecting a meeting slot for Monday, July 19, 2021, from 7:00 PM to 9:30 PM.
- Step 3:** Choosing the location as "Virtual Meeting Room" under the "Virtual" category.
- Step 4:** Entering a message to introduce oneself and the purpose of the meeting.

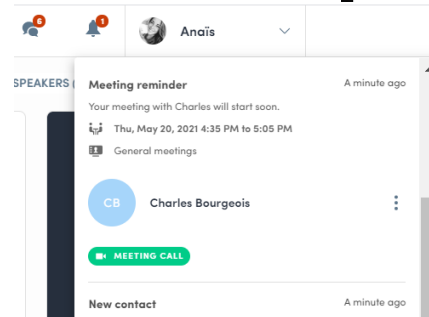
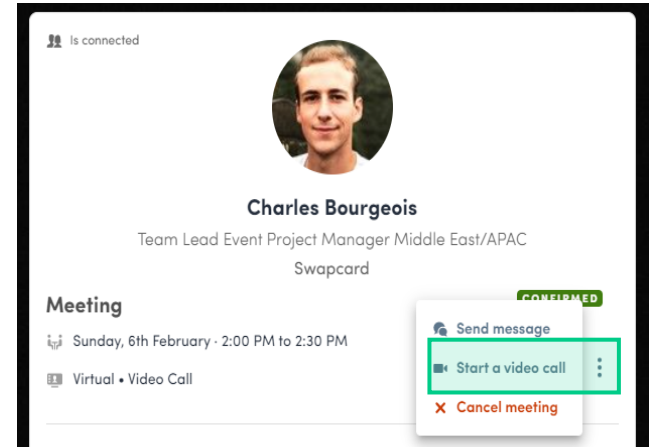
The interface includes a "SEND MEETING REQUEST" button at the bottom right.

How to have a virtual meeting?

5 minutes before a virtual meeting you will receive a reminder email from which you can click to access the meeting.

If you are already on the platform you can start the meeting by going to the profile of the person you have a meeting with, and click the **“Meeting call”** button.

This will launch the video call. This button is only available if the meeting is confirmed.



i Note: You can also access a meeting directly from the meeting notification.

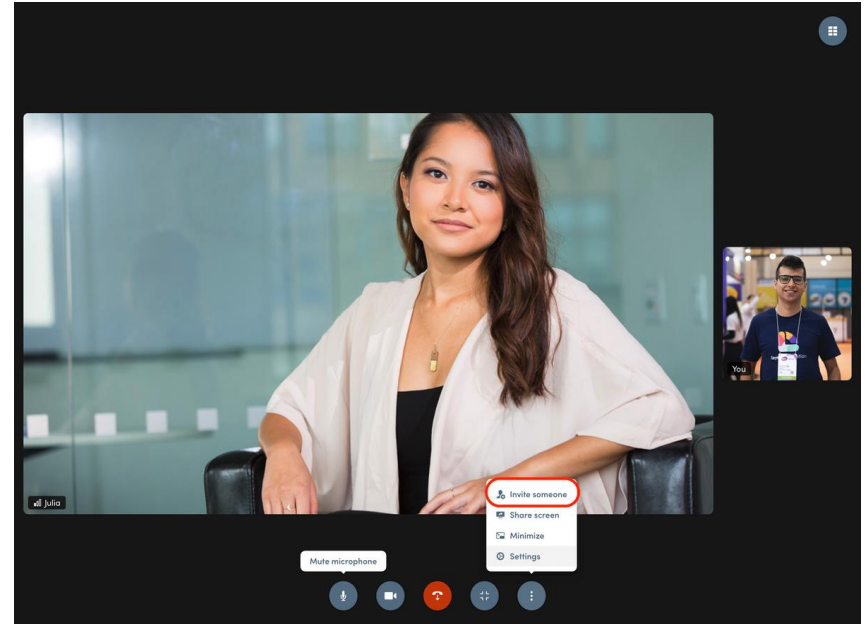
How to Invite Someone to a Meeting

When having a private video call, you can now invite someone else to join without leaving the call.

Clicking on the menu options button will let you choose one of your contacts to add to the video call.

In a 1:1 call, once the invite has been accepted, this will close the ongoing call and launch a call with the new group.

In a group call, the invited person will be added to the existing group call.



i Note: If you plan to meet virtually, select Online or Virtual Meeting when choosing the location.