

Site:

Direction/Service: Communication

Date: 06/09/2009

Sender: Thierry Roux

Réf. 2009\_06\_09\_Paris Air Show

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**Addressee(s):** Paris Airshow participants

Copies: \_\_\_\_\_

Subject: Paris Airshow A&D booth rules

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In order to display the best Corporate image of our company during the Paris Air Show, and at the request of our General Management, **it is recommended to avoid grouping together in the Aubert & Duval booth.**

We thus advise you to spend the least time as possible at the A&D booth when not on clients' appointments, and to give particular attention and a warm welcome to every visitor.

We suggest you, when not on any appointment, to take the opportunity to visit clients' and competitors' booths, contributing in the same time to feed our competitors' data base.

As a reminder, you can get a whole overview of our product offer, through A&D's Sales and Corporate leaflets available to download on the intranet Tatou (Type "Tatou" in your IE browser when connected to the Eramet Network, then go to section [Tout sur AD/Films et Documentations/Documentations](#)).

Regarding offices booking on the A&D Booth, please keep in mind to comply with scheduled appointment times, in order to respect your colleagues' appointments coming after you.

Furthermore, we expect from you to **apply all the basic security rules against industrial espionage all along the show, as this kind of event is classified high-risk :**

- Beware of information to be released to « unknown » visitors, whatever their status (including foreign state official representatives). Make sure the information can be considered as "official external information" by Aubert & Duval (no figure/detailed information on our production, R&D issues, process, capacity, our economic or sales conditions, etc.);
- Make sure your PC is safely stored when you are not using it;
- Do not accept, whatever the reason, to connect any USB Flash Drive (clé USB), to your PC (it can in an instant extract every single information even passwords from your PC hard drive);
- At the same time, if you do have to transfer a file, use a specific « virgin » USB Flash drive;
- Limit the use of your Bluetooth device to the strict minimum, and switch it off when not using it;
- Do not let "unknown" people take close focused photos of the products displayed on the Booth.

And in case of any suspect behaviour, please make a report to the DCRI (Direction Centrale du Renseignement Intérieur : French Head Office to the Intelligence Services), at the local offices at the Paris Air Show (phone : 01 77 92 32 34).

Thank you in advance.

Thierry Roux  
Communication Manager