



Instructions for Attendees

Content

| | |
|---|---|
| Technical Requirements..... | 1 |
| How to Join the Conference Sessions: Step-by-Step | 1 |
| Other Platform Features: The Navigation Bar | 3 |
| General Information | 4 |

Technical Requirements

For PVinMotion 2021, we are using two different online tools:

- SCOOCs – The online conference platform through which all presentations will be accessed and on which you will be able to network and visit the poster and sponsors booths;
- Zoom – A tool for webinars and meetings, used for all presentations and Q&As and accessed via SCOOCs.

Before you enter the virtual conference platform SCOOCs, please make sure you meet the following technical requirements:

- **We recommend** using the latest version of **Google Chrome** for the platform; other browsers or versions may not work properly.
- Make sure that your **WiFi** signal is sufficiently strong, or even better, connect your computer to the network by cable.
- Connect your device to a **power supply**.

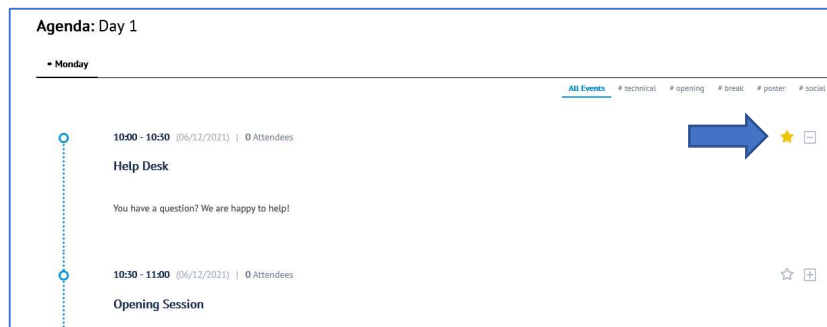
Be on time – you might need a few minutes to log in and get going and we want to make sure that you are not missing anything!

How to Join the Conference Sessions: Step-by-Step

1. A few days before the start of the conference, you will receive your **login link** and login instructions for the virtual conference platform via e-mail. (If you cannot find this email, please check your spam folder. The emails come from info@pvinmotion-conference.com.)
2. Open the link in your browser and log in using:
 - the email address which you used to register for the conference
 - a password of your choosing
3. Once you have joined our virtual conference, you are in the **Conference Lobby**. You can see and access all sessions from here.



It is also possible to **create a personalized schedule**: Click on the star symbol in the upper right corner of your session details to add this session to your personal schedule:



Your personal schedule can be viewed in the navigation bar on the left under "My Program":



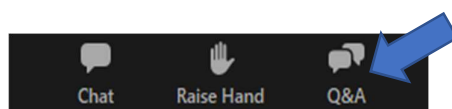
In order to quickly find specific sessions, you can also use the **search bar** in the top right corner of the Conference Lobby. There, you can enter session tags (such as "plenary" or "poster") or session details (like individual speakers or key words) to quickly list the corresponding sessions:



All sessions should start on time. Please refer to the schedule overview and details under Conference Lobby.



4. After your login, you can take part in the session that is currently live by clicking on the respective session in the program overview in the Conference Lobby, and then clicking the **"Join" button** in the session details. You can also click on the "Join" button of the respective session listed under "Agenda". This will again direct you to the session details where you can click to join the **Zoom Webinar** in which your session will take place.
5. **Session procedure:** After a short introduction by the session chair, there will usually be **4 - 6 presentations á 12 min each in a session**, which will be followed by a short **Q&A**. In the **Zoom Webinar**, please ask your question to the author via the **Q&A feature**.



Please use the "chat" option only to chat with other attendees, but not for Q&A or your questions might get lost.

6. **Conference format:** Please note that this year's format includes **open discussion** sessions during the break **right after every session**. In these discussions, speakers, chairs and attendees can discuss the presentations in an open forum. The discussions will take place in separate Zoom meetings, the links to which will be provided on the conference platform SCOCS and in the webinar chat at the end of each session.

Please note:

You are free to switch between sessions whenever you like. It does not matter if the session is already in progress - you can leave and join at any time.

Do not worry if you missed a session! All sessions will be available as streaming-on-demand after the conference. Simply come back later and watch the presentations at any time!

Other Platform Features: The Navigation Bar

Your Profile (i.e. the top-most icon in the navigation bar that displays your name): Here you can add a picture, contact details, a short bio or whatever else you want to let other participants know about you.

Conference Lobby: Here you can find the event overview including the schedule, a search bar and direct links to sponsor booths.

Sponsor Area: Visit our sponsors and organizers in the virtual sponsor area! You can find information on their activities and latest developments and engage in live chats to find out even more.

Poster Area: In the Poster Area you will find all poster booths.



Participants: Let's connect! Use the Participants tab to see a complete list of all attendees. At the top right corner of the list is a search field and tag filter to find specific people. To send a message to an individual, there are a couple of options:



- a) Search for them in the list of participants and click on the speech bubble on the right to send a private message or engage in a 1-on-1 video call.
- b) You can also initiate a chat with someone by clicking their icon in the Event Chat.
- c) Received messages can be accessed the same way: By opening the chat with any participant in the list under "Participants", or by clicking their icon in the Event Chat in the Conference Lobby.

Please note that there is currently no notification system in place. This is currently being addressed by the SCOCS development team but for the time being, it is advisable to actively check your chats to see if you received a message.

General Information

The program overview and the detailed daily program can be found on our conference website: <https://www.pvinmotion-conference.com/program>

If you have any questions, check out the "Help" section on the website (<https://www.pvinmotion-conference.com/help>), enter the Help Desk on SCOCS at the times specified in the program, or send an email to info@pvinmotion-conference.com.