



Instructions for Poster Presenters

Thank you very much for participating as a poster presenter at the PVinMotion 2021 online conference! In the following, we would like to give you some guidelines and information to support you in the course of the event.

Content

Technical Instructions for Poster Presenters	1
Conference Platform SCOOCs / Poster Booth Setup	2
Procedure: What Happens during the Poster Session?	4
Zoom: Access & Functions	4
Icons in Zoom	5
Other Useful Hints and Tips	6
General Information	7

Technical Instructions for Poster Presenters

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&A and accessed via SCOOCs.

Before your meeting, please make sure to meet the following technical requirements:

- We highly recommend using Chrome or Firefox as your browser, as other browsers may not work properly.
- In addition, we recommend opening Zoom and SCOOCs in two different browsers or two different browser windows. That way it is generally easier to switch between them if needed. If you are using two screens, it is best to have Zoom on one screen and SCOOCs on the other one. If possible, please make sure to open SCOOCs in Chrome!
- Make sure that your WIFI signal is sufficiently strong, or even better, connect your computer to the network by cable.
- For good audio quality, consider using a headset or an external microphone.
- Close all tabs and programs you will not need during the presentations.
- Please open your PowerPoint presentation beforehand so you are ready to share your screen and hold the presentation when called upon.



Conference Platform SCOOCs / Poster Booth Setup

At the PVinMotion 2021, posters will be presented in their own booth in the poster area.

The screenshot shows a virtual booth interface. At the top, it says 'Virtual Booths' with navigation buttons for 'EVENT', 'VIRTUAL BOOTH', 'OWN BOOTH', and 'ABOUT US'. The main header area is titled 'Sample Booth' and features a background image of hands holding a business card with the 'conexio pse' logo. Below this, there is a 'POST DESCRIPTION' section with text about 'Promoting the Exchange of Scientific Knowledge...' and 'Renewable energy primary solar...'. To the right of the description is a 'Waiting for other participants' section with a 'LEAVE' button. Below the description is a 'Link a Video here' section with a video player showing a plant. At the bottom right, there is a 'SOLAR WORLD CONGRESS - VIRTUAL CONFERENCE' banner for 25-29 OCTOBER 2021. The footer includes 'Terms of Service' and 'Privacy Policy' links.



- To set up a virtual booth, please login to the PVinMotion 2021 virtual conference platform.
 - **First step: Check-in**
 - Once you have registered for the conference, simply follow this link: <https://pvinmotion2021.scoocs.co/checkin> and use the email address with which you were registered for the conference to check in.
 - Once you are in, complete your profile and set a password.
 - **Subsequent log-in:**
 - For all future log-ins, simply go to the log-in page: <https://pvinmotion2021.scoocs.co/login>
 - Use your e-mail address and the password that you defined when you registered
 - If you do not remember your password, simply request a new password.
 - Once you are logged, click on "Poster Area" on the left in the menu. Then click on the "Create Poster" button at the top.
 - You can now enter your details, upload your poster and complete the booth content by adding text, additional pictures and embedding a video. Click [here](#) for a quick tutorial on how to add your poster PDF.
- IMPORTANT: Please make sure to adhere to the platform recommendations regarding the size of your uploaded content (simply hover over the respective info icon to see the ideal format).*
- You can also complete your social media network details as well as set a Networking Table by marking the box at the bottom and entering the time and date of your availability.
 - Once your booth is ready, you need only tick the "Active" box at the top right of the page to make it visible for attendees (see image below, highlighted in yellow):

New booth
☒ Active

TITLE

E-MAIL FOR NOTIFICATIONS

☐ Notify all representatives



- If you click on "Poster Area" on the left menu, you should be able to see the virtual booth you just created. You can edit your booth by clicking on "Edit Booth" at the top.

Procedure: What Happens during the Poster Session?

The procedure is as follows:

- **Technology check:** Please make sure you test your audio and camera feed before attending your poster session. If there are any problems during the session, a technical assistant will be available to help. **Please be on time.**
- At the beginning, the session chair will open the session with some introductory remarks and then hand over to the first speaker to begin their presentation.
- You as a poster presenter will give a short, 2-3 min presentation live in the Zoom meeting which you can access via the link that you have been sent from info@pvinmotion-conference.com. You can either prepare presentation slides based on your poster or simply share your poster while you present.
- After the poster presentations, you will be assigned to your own "breakout room" in Zoom, where you are expected to share your poster and answer questions from the audience.
- **Presence:** Please note that while the audience can freely move between the different breakout rooms, all poster presenters are expected to stay in their respective breakout rooms and be available to answer questions throughout the duration of the session.

Please check your session to see the exact schedule:

<https://www.pvinmotion-conference.org/daily-program>

Zoom: Access & Functions

Accessing the session:

- A few days before the conference start, you will receive a **link** for your **Zoom meeting**. Please follow the link at the time given in the email. The link will take you directly to your Zoom meeting.
- **Click join video, and then join audio.** Can you see yourself in the window? Great, your camera works! Now you should be able to see yourself and all the other panelists. **In case you do not see or hear anyone, check if your camera or microphone are turned off** in the Zoom controls at the bottom of your window. If you can see yourself, the others can see you, too.



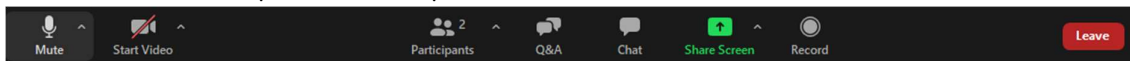
Sharing your screen:

- How to **share your screen**: At the bottom of your Zoom window, you can see various items in your controls including one reading "share screen". When selecting it, you will be asked to "select a window or an application that you want to share". Select it and click "share". If you have two screens, we recommend sharing the entire second screen, so that you can have the presenter view on your main screen and share the slide show on your second screen. Once you are done with your presentation, stop sharing the presentation by clicking on the red button at the top of your screen reading "stop share".

Icons in Zoom

Let us take a brief look at the **icons in the Zoom controls at the bottom** of your screen. Among other things, you can use them to mute yourself, turn off the camera, follow the Q&A chat, use private chat, and see how many attendees are in the room.

Items that chairs and speakers on the panel will see:



The Zoom toolbar will appear once you have launched the Zoom application. It consists of the following controls:

Mute: This allows you to silence yourself. Use this if someone else is talking and the system's natural echo cancellation is not working. The up-arrow next to "Mute" can be used to select your audio input (e.g. switch from your computer's microphone to a headset).

Start Video: This allows you to turn on your webcam. The up-arrow next to "Start Video" will also give you access to the "virtual background" feature.

Participants: This allows you to see the names of the people watching.

Q&A: Here, attendees and panelists can post questions. Please see "Q&A chat" below for further details.

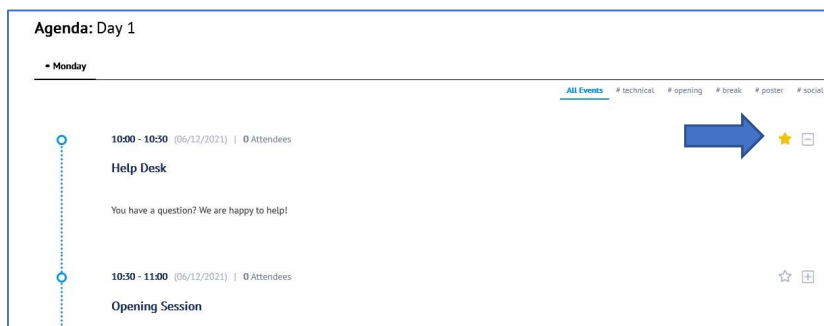
Share Screen: This allows you to share with viewers what is currently being displayed on your monitor. If you have dual monitors, you can select which monitor to display.

Record: This does not concern you as a participant. The organizers will record the whole session for on demand view for those not able to participate live.



Other Useful Hints and Tips

- Avoid background noise (e.g. by muting the landline phone, sitting quietly when audio is on etc.).
- Set your mobile phone to vibrate /mute and do not place them directly next to the laptop/PC, as that can cause interferences.
- Shut down e-mail clients and messengers on the computer, so that both acoustic and visual notifications can be avoided.
- If you are using a laptop, it should ideally be connected to a power supply (as opposed to running on battery).
- Set your camera at eye level. Often, this means propping up your laptop.
- Please make sure that you are well illuminated and do not place yourself in front of a window.
- If possible, avoid jackets/blouses with small print patterns, as these can create a moiré effect (flickering) in the camera image.
- Try to have a plain, light-colored background or use the virtual PVinMotion 2021 background (which you can download [here](#)). In order to manage your background, click on the tiny arrow in the upper right corner of the camera icon in your Zoom controls and then click "Choose virtual background".
- Ensure that you are not competing for bandwidth with others in your household – someone may have to take a break from gaming or video streaming.
- **Please check the exact day and time of your session once again and set a reminder in your calendar or smartphone!**
- Of course you can attend the other sessions of the conference as a participant using the SCOOCs platform. On there, you will see all sessions in the time zone of your device.
 - In SCOOCs, it is possible to **create a personal schedule** in addition to the overview and agenda in the Conference Lobby. Simply click on the star symbol in the upper right corner of your session details to add this session to your personal schedule:





- To access your personal schedule, click on "My Program" in the navigation bar on the left-hand side:



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 SCOOCs at the times specified in the program, or send an email to info@pvinmotion-conference.com.

Thank you very much!

Your PVinMotion Organizing Team