



General Instructions for Speakers

Thank you very much for participating as a speaker 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.

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Technical Instructions for Speakers

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

- SCOCS – 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 SCOCS.

Before any webinar, 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 SCOCS 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 SCOCS on the other one. If possible, please make sure to open SCOCS 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.

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".

Procedure: What Happens during a Session?

In general, the procedure is as follows:

- Technology check: On the conference day, chairs, speakers (in Zoom they are called panelists) and a technical assistant will **meet 20 minutes prior to the start of their session** in the Zoom webinar to test audio, camera and screen sharing. The technical assistant will be available to answer last questions concerning the proceedings. **Please be on time.**
- When the session starts, the session chair will open the session with their introductory remarks and then hand over to the first speaker to begin their presentation.
- You as a speaker will give your presentation live in the Zoom webinar which you can access via the link that you have been sent from info@pvinmotion-conference.com. Please note that regular presentations should not exceed 12 minutes.
- After your presentation, you are expected to answer questions from the audience during a 3-minute Q&A section.
- The procedure during the Q&A will be:
 - The chairs will read questions from the audience to you.
 - You answer the questions. Please make sure that your camera and microphone are running while you are talking.
 - To ensure a clear and understandable audio feed for the audience, it is important that only one person is speaking at a time.
- **Presence:** Please note that speakers are expected to be present for the entirety of their session's Zoom webinar and must be available for questions from the audience during the Q&A section. You are also encouraged to ask your fellow presenters questions on-air. However, please refrain from answering any of the questions posted in the Zoom Q&A in writing; all questions should be answered live so that all attendees can hear the answer.



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

Please check your respective session to see the exact schedule:

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

Important: As long as you are unmuted and your video is on, everyone who is still in the webinar can hear and see you. That is why we encourage you to turn off your microphone and camera during all presentations and Q&A sections except for your own and turn them back on just before your own presentation starts. The person who speaks is visible in the center of the video screen and, when sharing their screen, minimized in the attendees window.

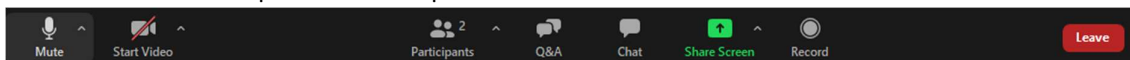
Zoom: Access & Functions

Accessing the session: A few days before the conference start, you will receive a **link** for your **Zoom webinar** as well as regular reminders one day and one hour before the session starts. Please follow the link 20 minutes before the start of the session. The link will take you to your Zoom webinar. **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.

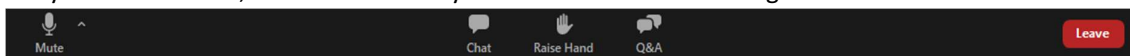
Icons in Zoom

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:



For your information, attendees will only be able to see the following items:



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.

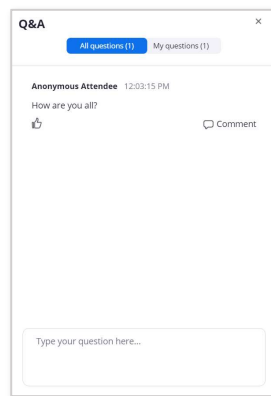
Record: This does not concern you as a participant. The organizers will record the whole session for on demand view for those not able to participate live.

Written Communication

For written communication, there are two options in Zoom: the **Q&A** chat and the private **chat**.

Q&A chat

- Here, attendees can post questions.
- Questions are public and visible to everyone. Attendees and panelists can upvote (👍) and comment.
- Chairs can mark questions as answered or dismiss them if they are not relevant.



Chair's view of the Q&A chat



Private Chat

- For **private communication** between chairs and speakers (or technical support).
- Only those chatting with each other can see this specific chat, meaning that chairpersons and speakers can **communicate silently**.

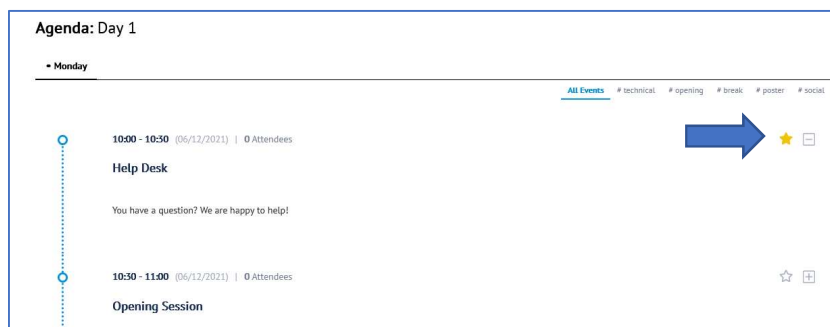
How: Choose who you want to receive your message, type your message and click "send". Remember that **you are always on stage**, and you **can always communicate** with the speaker/chair/technical support **by voice, if required**. If you do not want everyone to hear or do not want to interrupt the discussion, please send a private message.

Other Useful Hints and Tips

- Avoid background noise (e.g. by muting the landline phone, sitting quietly when audio is on etc.).
- Set mobile phones 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 as a participant as well using the SCOCS platform. There you will see all sessions in the time zone of your device.



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

Thank you very much!

Your PVinMotion Organizing Team