General Instructions for Speakers at PVinMotion 2023

Thank you very much for participating as a speaker at the PVinMotion 2023 hybrid conference! We would like to give you some guidelines and information to support you in the course of the event.

General Information

Check your presentation time and schedule:

- The detailed program showing the time of your session can be found on the conference website. All times are shown in Central European Summer Time (CET).

- **Oral presentations are 15 min including 3 minutes of discussion time** (12+3 min). Please make sure to strictly keep to this time limit. **Extended oral presentations are 25 min, including 3 minutes of discussion time** (22+3 min.)

- As this is a hybrid conference you can give your presentation live either on-site or online. **Please get in touch with organizing team if you planned to give your talk online.**

For PVinMotion 2023, we are using two online tools:

- <u>Hopin</u> – The online conference platform through which all presentations will be accessed and on which you will be able to network and visit the sponsors booths;
- Microsoft Teams – A meeting tool, which you need to access the stream for holding your presentation online.

Presentations for Internal Area
All presenters are asked to also upload their presentation as PDF file **until February 10** at the latest. The presentation will be available for download for all registered participants in a password secured area. You will receive an upload link in a separate e-mail.

Instructions for speakers who will attend <u>on-site</u> in 's-Hertogenbosch

Formatting instructions:

- Presentations in .ppt format, .pptx format and .pdf format will be accepted. If you have created your presentation in Apple .ppt, please test it on a Windows PC to ensure that it displays correctly.
- Avoid any external links in your presentation. The presentation computers do not have an internet connection.
- Non-standard fonts should be embedded.
- All pictures and graphs must be embedded without links.
- Experience shows that video films often cause problems. If you plan to use video films, please check them on the computers at the Media Upload Desk when handing in your presentation.

Presentation upload at the conference:

- All oral presentations must be handed in at the Media Upload Desk on site at the conference.
- Important: Please hand in and check your presentation well in advance and at least one hour before the start of your session.
- You will not be able to display your presentation directly from your laptop computer or memory stick.
- Please meet your session chair inside the conference room at least 10 minutes prior to the beginning of your oral session and familiarize yourself with the technical equipment.

Other important things:

- Please make sure that your presentation and memory stick do not contain computer viruses of any kind. If you hand in an infected memory stick, you will be asked to come again later with a virus-free stick.

- As a speaker on-site you will be on stage to give your talk (12 minutes or 22 minutes for extended orals), followed by 3 minutes for Q&A. Your presentation will be filmed and streamed to the conference platform Hopin for online participants.

- Questions: Online attendees will post their questions into the chat, and attendees on site will ask questions live. The session chair will be the link between the attendees online and those who are on-site and will collect and sort the questions and delegate them to you.

Technical Instructions for Speakers who will attend online

- Please get in touch with the organizing team if you would like to hold your presentation remotely via Teams. We will provide you with the link to the meeting room in which you will present.
- Please make sure you can access Microsoft Teams from your computer. Do not log in via tablet or mobile.
- On **February 13** you will receive an invitation to a teams meeting via email, please follow this link to hold your presentation on the day your presentation is scheduled.
- The meeting is scheduled 15 minutes before the beginning of the session, please be on time. A technical host is waiting for you and will test your video and microphone together with all other online speakers.
- 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.
- When your presentation start the technical team on site will give you a go and switch you live.
- In addition, we recommend to close Hopin during your talk, to avoid audio feedback. You can mute the tab, too.
- Your presentation will be shown on the Hopin platform as well as on-site on the screen.

How to access the stream of the online conference

- On **February 13**, each conference attendee will be sent the link to our online event platform Hopin. Everyone – on-site and remote – can follow the sessions via stream or get in touch with other attendees and speakers.
- We highly recommend using Chrome or Firefox as your browser, as other browsers may not work properly.