

Instructions for Oral Presentations

Detailed Instructions for speakers attending on-site in Delft

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 clips often cause problems. If you plan to use video clips, please check them on the computers at the Media Upload desk when handing in your presentation.

Presentation upload at the conference:

- If you have not uploaded your presentation to the Internal Area in advance, please hand in your presentation at least two hours before the beginning of your session.
- You will not be able to display your presentation directly from your laptop computer or memory stick.

Additional instructions

- Please make sure that your presentation and memory stick do not contain computer malware of any kind. If you hand in an infected memory stick, you will be asked to return with a malware-free stick.
- Please meet your session chairs inside the conference room at least 10 minutes prior to the beginning of your oral session and familiarize yourself with the technical equipment.
- Please send a short bio / introduction text (2-3 sentences) to the session chair at least one hour before the beginning of your session. We recommend using the messaging function / chat in SCOOCS to contact the session chair.
- At the end of your presentation, three minutes will be reserved for Q&A. Online attendees may post their questions in the digital platform, and on-site attendees may ask questions in person. The session chairs will be the link between online attendees and those who are on-site. The chairs will collect and sort the questions, and delegate them to you.
- We will offer online briefings explaining the Zoom platform on Monday, **April 3** and on Wednesday, **April 5** at **10:00 a.m. and 4:00 p.m. (CEST) for all speakers, and particularly those who are attending online**. We will do a test run for your presentation, explain how to share the screen in Zoom, check sound, and camera. All presenters will receive an invitation for the briefing in time. To ensure the quality of the session, we kindly ask all speakers to join the briefing. Without a briefing, we cannot guarantee that your online

presentation will run smoothly. The invitation to the briefing will be sent in a separate mail.

Detailed Instructions for speakers attending [online](#)

For the online component of conference we will be using two different tools:

- **SCOCS** – The online conference platform through which all presentations will be accessed by the online attendees, and on which you will also be able to network and visit the posters and sponsor booths.
- **Zoom** – A tool for webinars and meetings, used for your presentation and Q&A. The Zoom webinar will be streamed and will be visible on a screen for on-site participants as well.

You require **Zoom** to hold your presentation. As an online presenter, you will receive a personal Zoom invitation several days before the conference starts. We recommend adding the invitation to your personal calendar. The invitation link will bring you to your scheduled webinar session. All webinars start 15 minutes prior the actual session start to give ample time for a technical check.

In case you have not received the invitation **by April 11**, please contact us via [e-mail](#).

Please make sure to meet the following technical requirements:

- Please use Chrome, Firefox, or Edge as your browser, as other browsers may not work properly.
- Make sure that your WiFi signal is sufficiently strong, and that your connection is stable. For ideal stability, we recommend connecting your computer to the network using a LAN cable.
- Please use a headset or an external microphone to ensure good audio quality.
- Close all tabs and programs you do 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.

The general procedure is as follows:

- Please login to the webinar **15 minutes prior to your session** to check audio, camera and screen sharing. The technical host will answer last questions concerning the procedure.
- Please **stay in the Zoom webinar** during the whole session. You will be able to follow the whole conference session here.
- Please send a short bio / introduction text (2-3 sentences) to the session chair at least one hour before the beginning of your session. We recommend using the messaging function / chat in SCOCS to contact the session chair.
- You are asked to hold your presentation live, and not using a pre-recorded video. Please have your PPTX presentation handy. You will be asked to share it via screen sharing during your talk.
(In exceptional cases, e.g. due to large time difference, a video of your talk may be

uploaded beforehand. The video will be shown during the session. Please let us know in advance if you want to upload a video.)

- After your presentation, 3 minutes will be reserved for Q&A. Online attendees will post their questions into the chat, and on-site attendees can ask the question in person. The session chairs will be the link between the online attendees and those on-site. The chair will collect and sort the questions and delegate them to you.

If you have any questions, don't hesitate to send an email to info@siliconpv.com.

We are looking forward to your presentation!

Kind regards,
SiliconPV and nPV Workshop Organizing Team