

Instructions for Poster Presenters

As the SiliconPV Conference & nPV Workshop 2023 is getting closer, we would like to provide you with guidance on how to prepare and submit your poster. The conference will be held in a hybrid format. This document contains important information for **both online and on-site** poster presenters. Please read these instructions carefully and follow them accordingly.

Registration is mandatory for all presenters. If an author (or co-author) is not registered, the presentation won't be included in the conference program and the paper isn't eligible for publication in the proceedings.

Presentations for Internal Area

All poster presenters are asked to upload their poster in PDF format to the Internal Area by March 27 at the latest. The Internal Area is a password secured area on the conference website, where all registered participants may access the PDF files of the presentations (subject to the author's approval). The poster must be uploaded in **DIN A3 format** with a good display quality. In addition, you are required to upload a short video presentation of your poster (up to 5 minutes).

An upload link for both the poster PDF as well as the video will be sent to you in a separate email.

General information

- **All poster authors must create a poster booth on the online platform SCOOCs.**
- **All posters will be displayed on-site** in Delft.
- Poster authors attending on-site are requested to bring the printed poster in DIN A0 format by themselves. It is not possible to print your poster at the venue.
- Please see the [detailed program](#) for the time of the on-site poster sessions. All times are shown in Central European Time (CET).
- Posters of online presenters will be printed and mounted by the organizing team in DIN A3 format.
- All posters will be displayed on the online conference platform SCOOCs. However, there will be no real-time online poster session. Instead, all poster presenters are required to **record a short presentation video of up to 5 minutes**. This video must be uploaded to the internal area on the conference website. The video will then be linked to your digital poster booth in SCOOCs.
- Both online and on-site attendees can contact and present questions to poster authors via the online platform SCOOCs.

Set up your poster in Scoocs:

Your online poster booth should be set up **no later than April 2**. We highly recommend opening SCOOCs in Chrome or Edge browser, as other browsers may not work properly. An invitation to the online platform will be sent in a separate mail.

Additional instructions for [online](#) poster presenters

All poster presenters must create an online poster booth. However, real-time poster presentations may only be held on-site. Both online and on-site attendees can contact and present questions to poster authors via the online platform SCOOCs.

- Poster authors / presenters attending online have the opportunity to upload a PDF file of their poster to the Internal Area **by Monday, March 27**. The conference organizers will then print your poster and mount it in the on-site poster area at the venue in Delft. Please note that posters that are not uploaded in time will not be printed.

The poster PDF will be printed in A3 format. The poster format should be upright / portrait style with a maximum size of **DIN A3 format**: width: max. 27.9 cm (11.0 inches), height: max. 42 cm (16.5 inches).

- All poster presenters are required to upload a short video presentation of their poster (up to 5 minutes). The video must be uploaded to the Internal Area on the conference website. The video will then be linked to your digital poster booth in SCOOCs.

The video must be uploaded in **mp4** file format, and must be recorded in one of the following resolutions:

- 480p (Standard Definition): 640 x 480 pixel size (4:3 aspect ratio)
- 720p (High Definition): 1280 x 720 pixel size, (16:9 aspect ratio)

A short summary:

1. Upload your poster in A3 format to the Internal Area.
2. Upload a video presentation of your poster (max. 5 minutes).
3. Set up your digital poster booth in SCOOCs.

Additional instructions for [on-site](#) poster presenters

All poster presenters must create an online poster booth. However, real-time poster presentations may only be held on-site. Both online and on-site attendees can contact and present questions to poster authors via the online platform SCOOCs.

We ask on-site presenters to take care of the following:

- You are responsible for printing your poster in advance and for putting it up at the conference. It is not possible to print your poster at the venue.
 - Your poster should be with a maximum size of DIN A0 format: width: max. 84 cm (33 inches), height: max. 119 cm (47 inches)
- Please make sure that letters are sufficiently large to be read from a distance of 1-3 m.
- Please mount your poster on Tuesday, April 11. Mounting material will be provided.
- In order to find the spot where your poster should be mounted, appropriate signs will be put up on each poster wall indicating the author's name, poster title, and poster number. Please consult the [detailed program](#) several days before the conference to find your poster number. If you have difficulties finding your assigned poster spot at the

conference site, please seek out one of our staff members and we will be happy to assist you.

- Please do not remove your poster before the conference ends. The posters are an integral part of the scientific program, and should be displayed the entire time.
- Please remove your poster directly after the closing session at the latest. Posters remaining after the conference has ended **will be discarded**.

All poster presenters are required to upload a short video presentation of their poster (up to 5 minutes). The video must be uploaded to the Internal Area on the conference website. The video will then be linked to your digital poster booth in SCOOCs. We strongly recommend uploading a video presentation, as this will allow online attendees to learn more about your poster.

The video must be uploaded in **mp4** file format, and must be recorded in one of the following resolutions:

- 480p (Standard Definition): 640 x 480 pixel size (4:3 aspect ratio)
- 720p (High Definition): 1280 x 720 pixel size, (16:9 aspect ratio)

A short summary:

- Upload your poster in A3 format for the internal area.
- Upload a video presentation of your poster (max. 5 minutes).
- Set up your poster booth in SCOOCs.
- Print, mount, and present your poster during the on-site poster session.

If you have any questions, please contact us on info@siliconpv.com.

We are looking forward to your presentation!

Kind regards,
SiliconPV and nPV Workshop Organizing Team