



NOTES FOR AUTHORS OF VISUAL PRESENTATIONS

Authors of posters (Visual Presentations) have to REGISTER for the Conference (all registration information is available at www.eupvsec.org). Please note that your paper will not be published in the Conference Proceedings without having registered for the Conference nor without presenting the Poster in its allotted Session during the Conference. (www.eupvsec-proceedings.com).

The EU PVSEC will offer the classic successful on-site approach combined with an online platform where all e-Posters, together with a 3 min audio will be displayed.

Visual presenters, apart from the print, display and presentation on site of the poster in the corresponding session, are requested to upload the e-Poster in the user area together with a 3 minutes explanatory audio.

General information for Presenters

An on-site Visual Presentation is a perfect medium for direct two-way communication with all interested delegates on specific topics, projects or programmes, and combined with the e-Poster and audio explanations in the platform, increases the visibility of your work. Do not miss the opportunity to use all the features offered.

Good design is essential if this important part of the Conference is to be a success. Authors are therefore urged to follow closely these instructions:

- The posters have to be presented in ENGLISH, the official language of the Conference.
- The Visual Presentation has to be headed by the title and the author(s) name(s). A good visual presentation concentrates on the outstanding features of a project, easily grasped by the viewer, with a minimum of text (less than 50 % of the total poster area) and readable at a distance of approx. 2 m (use letters at least 10 mm high).
- Advertising material is not allowed to be presented in this Scientific Conference. Please be aware that posters containing marketing or advertising material will be dismantled by the Organiser without giving prior notice.
- Please note that your paper will not be published in the Conference Proceedings without presenting the Poster on site in its allotted session during the Conference. The e-poster and explanatory audio are optional but strongly recommended.

Notes for your Poster on-site

- It is the authors' responsibility to have the poster printed ahead of time. A printing service is not available at the venue.
- Your Visual Presentation has a unique official session code as indicated in the Programme. This number will also appear on the panel which has been reserved for your poster presentation.



- The maximum display area on your panel is: 0.85 m wide and 1.20 m high. This allows for posters of up to A0 format (841 mm x 1189 mm, upright format). The boards will be arranged in topic groups and numbered according to the Conference Programme. Double-side adhesive tape will be available to attach your poster on the poster panels. We kindly ask you to use them and not any other kind of adhesive tape as they might cause damage to the walls.
- An envelope will be available on each poster panel to provide space for communication with other participants (exchange of business cards).

Set Up of your Poster

You have the unique opportunity to present your Visual Presentation for 4 days from Monday through Thursday in the Poster Area, which is fully integrated in the Conference Area. Thus, your work and results will receive a very high visibility.

The authors of all Visual Presentations are requested to bring their posters with them and to set them up on the allotted boards during registration hours on Sunday (17 September), or the latest by Monday morning (18 September) and to take them down on Thursday (21 September) after the last Session at 18:30.

Schedule of Interactive Visual Presentations

Authors of Visual Presentations are requested to present at their posters personally at least during the times indicated below. Times of presentations can be found as well in the Conference Programme at www.eupvsec.org. This will give all Conference delegates the opportunity for questions and discussion, thus fostering information exchange, which is the major objective of this event.

Visual Presentation	3AV.1	Monday, 18 September	13:30 – 15:00
Visual Presentation	3AV.2	Monday, 18 September	15:15 – 16:45
Visual Presentation	3AV.3	Monday, 18 September	17:00 – 18:30
Visual Presentation	2BV.1	Tuesday, 19 September	08:30 – 10:00
Visual Presentation	2BV.2	Tuesday, 19 September	10:30 – 12:00
Visual Presentation	4BV.3	Tuesday, 19 September	13:30 – 15:00
Visual Presentation	4BV.4	Tuesday, 19 September	15:15 – 16:45
Visual Presentation	1BV.5	Tuesday, 19 September	17:00 – 18:30
Visual Presentation	4CV.1	Wednesday, 20 September	13:30 – 15:00
Visual Presentation	2CV.2	Wednesday, 20 September	15:15 – 16:45
Visual Presentation	1CV.3	Wednesday, 20 September	17:00 – 18:30



Visual Presentation	2DV.1	Thursday, 21 September	08:30 – 10:00
Visual Presentation	5DV.2	Thursday, 21 September	10:30 – 12:00
Visual Presentation	5DV.3	Thursday, 21 September	13:30 – 15:00
Visual Presentation	4DV.4	Thursday, 21 September	15:15 – 16:45

Audio- and video-records and photos may be produced within this event and during your presentation. With your participation you agree that such recordings/photos may be made available to the public.

Notes for your e-Poster and explanatory audio

- Your e-Poster file must be created on one single page and saved in PDF format.
- We suggest creating it from the print version of your A0 poster.
- The duration of your recorded poster audio should not exceed 3 minutes and must be saved in MP3 format.
- See instructions as follows on how to prepare your e-Poster (PDF) and your explanatory audio (MP3) and upload your two files on the dedicated submission platform.
- Presenters **upload the PDF and MP3 files in their EU PVSEC User Area (Your data – Submissions) by 17 September 2023** at the latest.

How to prepare your e-Poster and explanatory audio

Step 1: Your e-Poster format should be PDF format, on ONE single page.

We suggest to use the file of your printed Poster (A0, portrait / vertical format) to create your e-Poster (made with Power Point, Illustrator, Indesign, or any other software of your choice, provided it allows saving the file as PDF).

Please do not set password security on your PDF files. You may rest assured that we do not make any change in your presentation content.

The minimum resolution of the graphs should be 300 dpi (dots per inch) and use simple color (standard + RGB). The file type of the illustration inside the presentation should be .jpg, or .gif.

The charts generated by excel shall be inserted as a picture (.jpg, .png, or .gif format) without linking to excel data. Please use simple contrasting colors (Standard + RGB) instead of fill patterns in your charts.



EU PVSEC 2023

40th European Photovoltaic Solar Energy
Conference and Exhibition

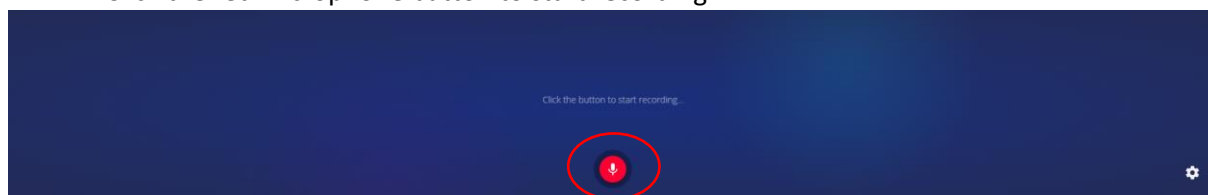
Step 2: Record your explanatory audio in MP3 format

You can use any recording audio tool available for PC or mobile devices.

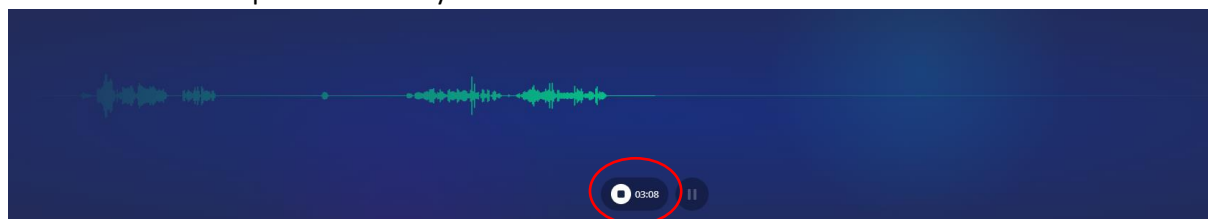
Due to its simplicity and versatility, we can recommend using this free online tool and following these steps:

[Online Voice Recorder - Record Voice from the Microphone \(online-voice-recorder.com\)](https://online-voice-recorder.com)

- Click the red microphone button to start recording



- Click the Stop button when you are done



- Click the Play button to check your audio recording > If the recording is fine press **Save** to download the MP3 file on your computer



Step 3: Presenters upload the PDF and MP3 files by 11 September 2023

Login to the [EU PVSEC User Area \(photovoltaic-conference.com\)](https://photovoltaic-conference.com) and upload your PDF and MP3 files by 11 September 2023 at the latest. Please note that only the presenter can upload the respective files in their user area.

Poster Awards

In recognition of the effort which you and your co-authors have devoted to the technical work reported in your Visual Presentation and to the preparation of the poster itself, the most outstanding Visual Presentations will be awarded. The awards will be based on the quality of the technical work reported and of the presentation of that work.

The ceremony of the annual awards for the most outstanding Visual Presentations will take place during the Closing Session on Friday, 22 September 2023 but the winner of each session will be decided at the end of each session. The awards aim to encourage and to give additional recognition to high



quality contributions that combine novelty and excellence in scientific content in their presentation. A total of 15 presenters will be awarded, one from each visual session.

Aiming to increase the visibility of poster awards winners and as a recognition to the quality of their presentation, the 15 winners will have the opportunity to perform a 5 minutes presentation to the poster area audience during the **closing visual session on Thursday 21 September from 17:00 to 18:30**. Winning posters will be moved to the “Winners Wall” in the poster area and the presentations will take place there.

The judges will use the following criteria for assessing the poster presentations:

Content: Do the scientific/technical results reflect an innovative approach and a comprehensive study of high quality?

Presentation: Does the graphical and written material clearly explain the purpose, approach, results and conclusion? Does the poster exhibit good graphical composition, use of colour, legibility and structure?

The assessment by the jury will take place during each visual session. As well as the evaluation described above, we remind you that your poster will only be eligible for a Poster Award if:

- you perform your presentation during the scheduled session AND;
- you or one of your co-authors are available for performing a presentation during the closing visual session on Thursday, 21 September AND;
- you or one of your co-authors attend the poster awards ceremony on Friday, 22 September.

In case of shortlisting for nomination, evaluators will approach you during the session to ask you to verify if these presences are guaranteed, and to explain further steps as appropriate.

Full Paper and Poster to be published in the Conference Proceedings:

- Kindly note that delivering your presentation in the conference and uploading your poster in the online platform does not imply publishing the poster in the conference proceedings. If you wish your original paper or poster to be published in the Conference Proceedings, it has to be submitted online between **11 - 21 September 2023** to the **corresponding author's user area at: [EU PVSEC User Area \(photovoltaic-conference.com\)](https://photovoltaic-conference.com)** (Corresponding authors will be duly informed when the submission platform is open). The layout of your paper should be exactly the same as the master document "Instructions for Preparation of Papers". For further details on how to prepare the manuscripts please see the **Instructions for the Preparation of Papers** on the EU PVSEC 2023 website.
- From Sunday, 17 September to Thursday, 21 September 2023 there will be an “Authors' Area” on-site with additional computers and organisers technical support for the **online Delivery of Manuscripts** to be published in the Conference Proceedings.

We look forward to your presentation and to meeting you in Lisbon.

Dr. Robert Kenny
EU PVSEC 2023 Technical Programme Chair