# NOTES FOR AUTHORS OF **KEYNOTES** PRESENTATIONS

**All speakers 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 Please note that your paper will not be published in the Conference Proceedings without having registered for the Conference nor without presenting your paper at the event. (www.eupvsec-proceedings.com).**

The EU PVSEC 2024 will offer the classic successful on-site approach combined with an online platform where all plenary and oral sessions will be recorded and made available for streaming on demand. The event organiser will take care of the recordings during the session and those will be made available in the online platform shortly after the session.

## General information for Presenters

Speakers and chairpersons will meet **in the auditorium 15 minutes prior** to their session to be briefed and to get acquainted with the audiovisual equipment.

Speakers in Keynotes presentations will be allotted **a time slot of 25 minutes for their presentation plus 5 minutes for questions and discussion**. Please note that the chairpersons of your session will have strict instructions to enforce this time limit, so time your lecture carefully.

In preparing your presentation please remember that you are addressing a plenary session of the conference. This means that the majority of your audience will not be experts in your specific field and will appreciate a readily understandable overview of the current or future state of play of this field.

Kindly note that advertising material is not allowed to be presented in this scientific Conference. Your presentation may include a maximum of two slides containing information about your organisation.

The presentations must be prepared and presented in ENGLISH, the official language of the Conference.

**Format of your presentation:**
- All presentations should be in PowerPoint format and PC compatible
- The projection format will be 16:9, please use this format when creating your slides
- PowerPoint 2019 and previous versions are accepted
- Save your file with a .pptx extension for a better compatibility
- Media elements:
  - -Use the 'Insert' function to integrate media elements, such as images and video
  - - Try to limit the size of your videos and sound to 1GB and use formats such as .mp4 and .wmv if possible
- If you work on a Mac try to avoid specific fonts in Mac OS and rather choose Windows compatible fonts

- You should bring a copy of your presentation, including a copy of your video file(s), on a USB flash drive or an external hard drive.
- There is NO option to load your presentation in the auditorium using a USB drive, or to connect a laptop. All presentations will be run from the PC provided in the auditorium.
- Your file should be saved as the respective number of your presentation (i.e. '3AP1_1.pptx' or '2BO.9_4.pptx'). If your presentation uses digital video or audio files (*.mpg, *.wav) check that they are saved in the same directory as your PowerPoint-file and adapt the link if needed.

## How to submit your presentation:

The computer driven presentations which will be used during your keynote presentation must be checked, sorted and handed to the technician **at the Presenters' Desk at least two hours prior to the beginning of the session** of your presentation. The presentation will then be transferred to the respective auditorium. No changes will be possible from 30 minutes before the beginning of a session.

The **Presenters' Desk** is located on the **Room 0.15** of the **ACV – Austria Centre Vienna, Austria.**

Opening hours are as follows:

| | | |
|---|---|---|
| Sunday | 22 September 2024 | 16:00 – 18:00 |
| Monday | 23 September 2024 | 07:30 – 18:30 |
| Tuesday | 24 September 2024 | 08:00 – 18:30 |
| Wednesday | 25 September 2024 | 08:00 – 18:30 |
| Thursday | 26 September 2024 | 08:00 – 18:30 |
| Friday | 27 September 2024 | 08:00 – 12:00 |

For the submission of **computer driven presentations onsite,** please prepare a USB memory stick with your Microsoft PowerPoint presentation. Do not compress (e.g. 'zip') or split your presentation on several media.

An additional computer will be available at the Presenters' Desk ("Authors' Area") to check the correct functionality of your presentation prior to the session.

All sessions will be recorded to be offered in the event platform as video on demand to all delegates. As well, audio, video-records and photos will be produced within this event and during your presentation. With your participation you agree that such video recordings/photos will be available to the public.

## Full Paper and Slides to be published in the Conference Proceedings:

- Kindly note that <u>delivering your presentation in the conference does not imply publishing the slides in the Conference Proceedings.</u> If you wish your original paper or presentation to be published in the Conference Proceedings, it has to be submitted online between **16 - 26 September 2024** through the **corresponding author´s user area at:** EU PVSEC User Area **(userarea.eupvsec.org)** (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 website.
- From Sunday, 22 September to Thursday, 26 September 2024 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 Vienna.

Dr. Robert Kenny
EU PVSEC Technical Programme Chair