



Instructions for Presentations

General Information

From June 15-17, the Agrivoltaics2022 will take place as the conference's first-ever hybrid event in Piacenza, Italy and online. We are excited to have you on board as a speaker and are looking forward to seeing you there! As the Agrivoltaics2022 is getting closer, we would now like to provide you with a guide on how to best prepare and submit your presentation.

The conference will be held in a hybrid format, so we need to distinguish between online presenters (oral and poster) and on-site presenters (oral). Please read these instructions carefully. Below, you will first find some general instructions that apply to both the online and on-site parts, followed by detailed information for online presentations and on-site presentations respectively.

Check your presentation time and schedule:

- The [detailed program](#) showing the time and date of your session can be found on the conference website. All times are shown in Central European Summer Time (CEST).
- Regular **oral presentations** are **15 min** including 3 minutes of discussion time (12+3 min). **Extended oral presentations** are **20 min** including 5 minutes of speaking time (15+5 min). Please make sure to stay within this time limit, as our session chairs will be instructed to interrupt your presentation after said time and move on to the next speaker if you exceed it.

(Presenters chosen for extended orals will be notified via email.)

Presentations for Internal Area

In addition to your live presentation, we also ask all presenters to upload their presentation as a PDF file to the internal area of our website before the conference. The presentation will be available for download for all registered participants in a password-secured area after the conference. You will receive an upload link for this in a separate e-mail.

(Please note that for poster presenters, this upload to our internal area is a step separate from setting up your online poster booth. The latter will have to be done by the poster presenters on our digital conference platform SCOCS.)



Instructions for On-Site Speakers in Piacenza

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, at least one hour before the start of your session.
- Please note that you will not be able to display your presentation directly from your laptop computer or memory stick. All presentations must be uploaded to the conference system in advance.
- 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.

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 is displayed 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.
- Our experience shows that video films and GIFs often cause problems. If you plan to use any moving images, please check them on the computers at the Media Upload Desk when handing in your presentation.

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.
- Online attendees will post their questions into the Zoom chat and attendees in Piacenza will be able to ask questions live.
The session chairs will be the link between the attendees online and those who are on-site - they will collect and sort the questions and delegate them to you.
- For your information: The poster presentations will **only** be accessible through our conference platform SCOOCs. You will receive a link for this platform, too, to be able to attend the poster sessions.



Instructions for Online Speakers and Poster Presenters

For the online conference we are using two different tools:

1. **SCOCS** – The online conference platform through which all presentations and posters will be accessed by the online attendees and on which you will also be able to network with online participants and visit the poster area.
2. **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.

Online Oral Presentations:

Speakers scheduled for an oral presentation **only** need Zoom. You will receive a personal Zoom invitation 3 days before the conference starts which you can add to your calendar. The invitation link will take you directly to your scheduled webinar session at the time specified in the program and invitation. Please note that for speakers, all webinars start 15 minutes prior the actual session start for a brief technical check.

In case you have not received the invitation by **June 13**, please contact us via e-mail.

Before the webinar, please make sure to meet the following technical requirements:

- We highly recommend using Chrome or Firefox as your browser, as other browsers may not work properly.
- Make sure that your Wi-Fi 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.
- Please open your PowerPoint presentation beforehand so you are ready to share your screen and hold the presentation when called upon.

On the day of your presentation, the general procedure for online speakers is as follows:

- Please login to the webinar **15 minutes prior to your session** to check audio, camera and screen sharing. The technology host will answer any last questions concerning the procedure.
- All oral speakers are asked to hold their presentation live, regardless of whether they attend online or on-site. Please have your .ppt presentation ready before logging into the



webinar, as you will be asked to share it via the screen-sharing button during your talk. *(In exceptional cases, e.g. due to significant time difference or emergencies, a video of your talk may be uploaded beforehand. The video will then be shown during the session. Please let us know in advance if you want to upload a video.)*

- Please **stay in the Zoom webinar** during the whole session. You will be able to follow the entire session there, ask live questions to your fellow speakers and participate in a general Q&A after all talks, provided there is time.
- Right after your presentation, there will be 3 minutes for a Q&A. Online attendees will post their questions into the chat, and attendees in Piacenza can ask their questions on-site. The session chairs will be the link between the attendees online and those who are on-site. They will collect and sort the questions and delegate them to you / the respective speaker.

Online Zoom Tutorials:

We will be offering **online tutorials** on Wednesday, June 8, at 10:00 and 16:00 CEST for online speakers in which we go through the basics of Zoom (audio and video settings, screen-sharing) with you and answer any questions about the conference that you may still have. All online presenters will receive an invitation for these meetings in due time. Attendance is recommended but not mandatory for those who feel confident with the technology.

Please note, however, that attendance of the tech check scheduled 15 minutes prior to each session at the conference is mandatory for all respective speakers and session chairs!

Invitations to our tutorials will follow in a separate email.

Online Poster Presentations:

For this year's conference, posters will be exclusively displayed via poster booths on our digital conference platform SCOOCS, where they will be accessible both during the conference and for an entire month after. In addition, all posters will be displayed in the password secured **Internal Area** on the conference website for registered participants for another year after the conference.

*Please note that you will have to both set up your poster booth on SCOOCS (see step **1** below) and upload your poster to our Internal Area (see step **2**) before the conference.*

Your poster session will take place at the time and date given in the [conference program](#). *(All times on the website are shown in CEST)*. During the poster session, you should be logged in to the conference platform and be available for questions and discussion with the conference participants via video call in the Live Poster Booth feature that we will activate on the day of the poster session.



For the Internal Area on the conference website we ask you to prepare your poster as a PDF and, optionally, also prepare a short video with explanations. The same PDF and video should also be uploaded to your poster booth on the conference platform. (Please note that the video is no substitute for your online presence during your session.)

1) Set up your online poster booth:

During the conference, your poster should be displayed in your poster booth on SCOCS.

Please make sure to set up your booth **until Thursday, June 9** at the latest. You will find detailed information on how to log in and on how to create a poster booth in SCOCS on the [help page of our conference website](#) that will be accessible in mid-May. We highly recommend opening SCOCS in the Chrome or Firefox browser, as other browsers may not work properly. Log-in details for the platform will follow in a separate email closer to the conference. Please note that only registered poster authors will be given access to the platform to set up their poster.

Poster format instructions:

- You are asked to prepare your poster as a **single page PDF file**. The ideal format for SCOCS is ca. 750 px width and 1000 px height.
- We recommend that you not include your email address in the PDF file to prevent unsolicited emails.
- Your poster presentation **video**:
 - The video should be in **mp4 format** and should not exceed **5 minutes**. Start the presentation with a slide / image of your poster and a short introduction of yourself.
 - We recommend making your short video by recording a number of ppt slides together with audio explanations, using PowerPoint (Microsoft Office) to record your speech. Additionally, you have the option to use your webcam and add a recording of yourself in the lower-right corner of your presentation. Please find an [Office tutorial here](#).
 - If you are more familiar with other video recording tools, you are of course welcome to use those to create the mp4 file.

2) Upload your poster to the Internal Area:

- All files (PDF and, if you wish, mp4) should be uploaded by **Thursday, June 9** at the latest.
- For this step, you will receive a personal upload link in a second email.
- Please note that consent for publication for both the video presentation and the poster PDF must be given during the upload process.



Conference registration

If you have not yet registered, we recommend [registering for the conference now](#).

*Please note that the **presenter** of your talk or poster can either be the main author or (one of) the co-author(s). However, whoever presents **must be registered** for the conference. Please inform the organizers if someone other than the main author will be presenting.*

Only registered persons will be given access to the SCOOCs to set up the poster and presenters still unregistered at the start of the conference will be removed from the conference program along with their presentations.

If you have any questions, check out the "Help" section on the [conference website](#) (available mid-May) or send us an email at info@agrivoltaics-conference.org.

We are looking forward to your presentation!

Kind regards,
the AgriVoltaics2022 Organizing Team