



SOLAR WORLD CONGRESS VIRTUAL CONFERENCE 25-29 OCTOBER 2021

General Instructions for Session Chairs

Thank you very much for agreeing to chair a session of the ISES Solar World Congress 2021 online conference! In the following, we would like to give you some guidelines and information to support you in this important role.

Content

General Instructions for Session Chairs	1
Technical Instructions for Session Chairs.....	1
Procedure: What Happens during a Session?.....	2
Zoom: Access & Functions	3
Icons in Zoom	4
Written Communication	4
Other Useful Hints and Tips.....	5

Technical Instructions for Session Chairs

For SWC 2021, we are using two different online tools:

- Scoocs – The online conference platform through which all events will be accessed and on which you will be able to network and visit the poster and sponsors booths;
- Zoom – A tool for webinars and meetings, used for all technical sessions, keynotes, plenaries, forums, workshops etc and accessed via Scoocs.

Before the start of your technical session, please make sure to meet the following technical requirements:

- We highly recommend using Chrome and/or the *new* Edge browser, as other browsers may not work properly.
- In addition, we recommend opening Zoom and Scoocs in two different browsers or two different browser windows. That way it is generally easier to switch between them if needed. If you are using two screens, it is best to have Zoom on one screen and Scoocs on the other one. If possible, please make sure to open Scoocs in Chrome!
- Make sure that your WIFI 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.
- Restart your computer 20 minutes before the session you are attending.
- Close all tabs and programs you will not need during the presentations.



SOLAR WORLD CONGRESS VIRTUAL CONFERENCE 25-29 OCTOBER 2021

Procedure: What Happens during a Technical Session?

Technical Sessions at SWC 2021: A new format

At SWC 2021, we are trialling a new set up for our technical sessions.

During the technical sessions, **both** oral and poster authors are asked to join the session and to only present a short recap (1 slide) summary of their work **not a full presentation**.

After these introductory round of short presentations by all authors, the session will have plenty of time for discussion and Q/A to interact with the congress attendees.

The congress attendees are asked prepare attending these sessions by familiarizing themselves with the work of both the oral and poster presenters by using the materials the authors have submitted to the congress platform before the start of the congress, i.e. a full 15 min pre-recorded video of all oral presentations as well as abstracts and posters.

These materials will be made available to the congress attendees starting one week before the official start of the congress – this way, they can prepare attending technical sessions they are interested in by pre-watching presentation videos, posters etc.

For you as the session chair this means: to familiarize yourself with the works that will be presented during your session (using the materials provided by the authors in the congress platform) guide the session from one authors short presentation to the next and to moderate the following discussion/ Q/A session. **Ideally, please prepare some questions ahead of time to get the discussions started!**

In general, the procedure of a session is as follows:

Technology check:

On the conference day, chairs and speakers (in Zoom they are called panelists) and a technical host will **meet 20 minutes prior to the start of their session** in the Zoom webinar to test audio and camera as well as screen sharing (only needed for speakers). **Please be on time.** The technical host will be available to answer last questions concerning the proceedings. The technical host will start the live webinar on time.

For more information on Zoom please see below.

When the webinar is live:

- **Opening remarks:**

Welcome all participants, shortly introduce yourself, ask all attendees to ask their questions via the Q&A function, and then hand over to the first speaker to begin the first short presentation.



SOLAR WORLD CONGRESS VIRTUAL CONFERENCE 25-29 OCTOBER 2021

- You can turn off microphone and camera during short presentations – but please do not forget to turn them back on for the Q&A.
- **Keep an eye on the time:** Each short presentation is expected to be no longer than 2min.
- **Moderating the Q&A:**
 - Invite all attendees to ask their questions via the Zoom Q&A function again; questions posted in the Zoom chat or the chat on Scoocs cannot be considered!
 - During the Q&A, click on the “Q&A” icon in your Zoom controls, select a question and ask it to the speaker. In order to ensure a clear audio feed for the audience, it is important that only one person is speaking at a time.
 - In the Zoom Q&A chat, participants can upvote (👍) and comment on questions. Please note that live votes from the audience will directly affect the order in which the questions are listed in Zoom; that is why questions may appear to jump up and down in the list. On top of the list, you will find the most-liked questions, consider choosing those first.
 - **If there are two session chairs**, it is best if the two chairs take turns: The first chair chooses a question and passes it on to the speaker. While the speaker is answering, the other chair chooses the next question to ask, and so forth.
- Please note that speakers are expected to be present for the entirety of their session's Zoom webinar and also be available for questions from the audience during the Q&A section.
- **Group Photo:** At the end of the session, please ask all speakers (including yourself) to turn on their cameras and our technical assistant will take a group photo/screenshot of the session.
- **Closing remarks:**

At the end, close the session and make the audience aware of the next session in the schedule; thank the sponsors and motivate the participants to visit the virtual sponsor booths.
- After you said goodbye, you are done and the technical assistant will end the session. Thank you!
- **If you are a speaker or chair for additional sessions**, please log out and follow the link you received for that session at the time specified. If your task as chairperson has finished you can now enjoy the conference platform, where you can watch other presentations, network or visit the sponsor booths.

Please check your respective session to see the exact schedule:

<https://www.swc2021.org/programme-0>

Zoom: Access & Functions

Accessing the session: A few days before the conference start, you receive a **link** for your **Zoom webinar** and reminders one day and one hour before the session starts. Please follow the link 20 minutes before the start of the session. Now you are in the Zoom video window. **Click join video**,



SOLAR WORLD CONGRESS VIRTUAL CONFERENCE 25-29 OCTOBER 2021

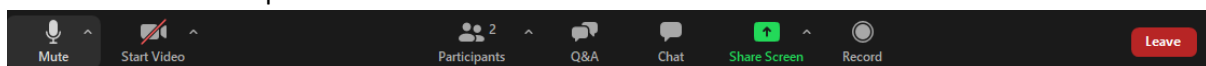
and then join audio. Can you see yourself in the window? That is great, your camera works! Now you be able to see **yourself and all the other panelists**. **In case you do not see or hear anyone, check if your camera or microphone are turned off** (at the bottom of your window). If you can see yourself, the others can see you, too.

Please keep in mind: As long as you are unmuted and your video is on, everyone who is in the webinar can hear and see you. The person who speaks is visible in the center of the video screen and, when sharing their screen, minimized in the attendees window. Please remember to turn off microphone and camera during the other presentations and Q&A and turn them back on just before your own presentation starts.

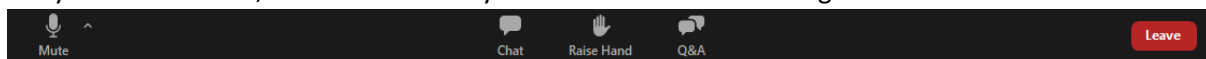
Icons in Zoom

Let us take a brief look at the **icons at the bottom** of your screen. Among other things, you can use them to mute yourself, turn off the camera, follow the Q&A chat, use private chat, and see how many attendees are in the room.

Items that chairs and panelists will see:



For your information, attendees will only be able to see the following items:



The Zoom toolbar will appear once you have launched the Zoom application. It consists of the following controls:

Mute: This allows you to silence yourself. Use this if someone else is talking and the system's natural echo cancellation is not working. The up-arrow next to "Mute" can be used to select your audio input (e.g. switch from your computer's microphone to a headset).

Start Video: This allows you to turn on your webcam. The up-arrow next to "Start Video" will also give you access to the "virtual background" feature.

Participants: This allows you to see the names of the people watching.

Q&A: Here attendees and panelists can post questions. Please see "Q&A chat" below for further details.

Share Screen: This allows you to share what is currently being displayed on your monitor with viewers. If you have dual monitors, you can select which monitor to display.

Record: This does not concern you as a participant. The organizers will record the whole session for on demand view for those not able to participate live.

Written Communication

For written communication, there are two options in Zoom: **Q&A** chat and private **chat**.



SOLAR WORLD CONGRESS VIRTUAL CONFERENCE 25-29 OCTOBER 2021

Q&A chat

- Here, attendees and panelists can post questions.
- Visible for everyone. Attendees and panelists can upvote 👍 and comment.
- Chairs can mark questions as answered or dismiss them if they are not relevant.

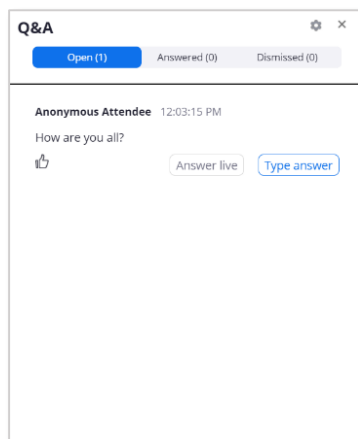
Private chat

- For **private communication** between chairs and speakers (or technical support).
- Only those chatting with each other can see this specific chat, meaning that chairpersons and speakers can **communicate silently** via the private **chat**.

How: Choose who you want to receive your message, type your message and click "send". Remember that **you are always on stage**, and you **can always communicate** with the speaker **by voice, if required**. If you do not want everyone to hear or do not want to interrupt the discussion, send a private message.

Other Useful Hints and Tips

- Avoid background noise (e.g. by muting the landline phone, sitting quietly when audio is on etc.).

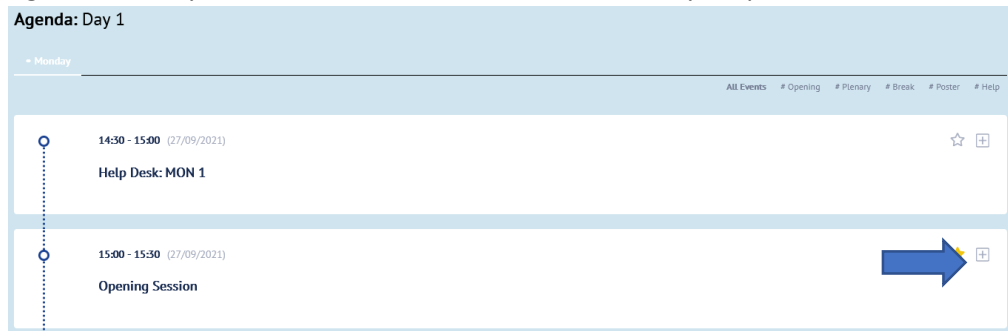


- Set mobile phones to vibrate /mute and do not place them directly next to the laptop/PC, as that can cause interferences.
- Shut down e-mail clients and messengers on the computer, so that both acoustic and visual notifications can be avoided.
- If you are using a laptop, it should ideally be connected to the power supply (as opposed to running on battery).
- Set your camera at eye level. Often, this means propping up a laptop.
- Please make sure that you are well illuminated; do not place yourself in front of a window.
- If possible, avoid jackets/blouses with small print patterns, as these can create a moiré effect (flickering) in the camera image.
- Try to have a plain, light-colored background or use the virtual SolarPACES 2021 background (which you can download [here](#)). In order to manage your background, click on the tiny arrow in the upper right corner of the camera icon in your Zoom controls and then click "Choose virtual background".
- Ensure that you are not competing for bandwidth with others in your household – someone may have to take a break from gaming or video streaming.
- **Please check the exact day and time of your session once again and set a reminder in your calendar or smartphone!**



SOLAR WORLD CONGRESS VIRTUAL CONFERENCE 25-29 OCTOBER 2021

- Of course, you can attend the other sessions as a participant as well, using the Scoocs platform. There you will see all sessions in the time zone of your device.
 - In Scoocs, it is possible to **create a personal schedule** in addition to the overview and agenda in the Conference Lobby. Simply click on the star symbol in the upper right corner of your session details to add this session to your personal schedule:



- To access your personal schedule, click on "My Program" in the navigation bar on the left-hand side.

Thank you very much!

Your SWC 2021 Organizing Team

