SOLAR WORLD CONGRESS VIRTUAL CONFERENCE 25-29 OCTOBER 2021

General Instructions for Speakers

Thank you very much for participating as a speaker at the SWC 2021 online conference! In the following, we would like to give you some guidelines and information to support you in the course of the event.

Content

Technical Instructions for Speakers

For SWC 2021 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 keynotes, plenaries, fourms, workshops etc., accessed via Scoocs.

Before any event, 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.
- Please open your PowerPoint presentation beforehand so you are ready to share your screen and hold the presentation when called upon.

How to **share your screen**: At the bottom of your Zoom window, you can see various items in your controls including one reading "share screen". When selecting it, you will be asked to "select a window or an application that you want to share". Select it and click "share". If you have two screens, we recommend sharing the entire second screen – so you can have the presenter view on your main screen and share the slide show on your second screen. Once you are finished, stop sharing the presentation (red button at the top of your screen saying "stop share").

Procedure: What Happens during a Session?

In general, the procedure is as follows:

- Technology check: On the conference day, chairs, speakers (in Zoom they are called panelists) and a technology host will **meet 20 minutes prior to the start of their session** in the Zoom webinar to test audio, camera and screen sharing. The technology host will be available to answer last questions concerning the proceedings. **Please be on time.**
- When the session starts, the session chair(s) will open the session with their introductory words and then hand over to the first speaker to begin the first presentation.
- You as a speaker will give your presentation live in the Zoom webinar which you can access via the online platform Scoocs.
- After your presentation, you are expected to answer questions from the audience during a Q&A section.
- The procedure during Q&A will be:
  - The chairs will pass questions from the audience on to you.
  - Make sure that your camera and microphone are running while you are talking.
  - To ensure a clear and understandable audio feed for the audience, it is important that only one person is speaking at a time.
- 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. You are also encouraged to ask your fellow presenters questions on-air. However, please refrain from answering any of the questions posted in the Zoom Q&A in writing; all questions should be answered live so that all attendees can hear the answer.

Please check your respective session to see the exact schedule:
https://www.solarpaces-conference.org/program

Important: As long as you are unmuted and your video is on, everyone who is still in the webinar can hear and see you. That is why we encourage you to turn off microphone and camera during all presentations and Q&As except for your own.

If you are a speaker for additional sessions, please log out after the session and follow the link you received for the next session at the time specified. If your task as a speaker has finished you are free to enjoy the event platform now, where you can watch other presentations, network and visit the posters and the sponsor booths.

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, and then join audio.** Can you see yourself in the window? That is great, your camera works! Now you are 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.
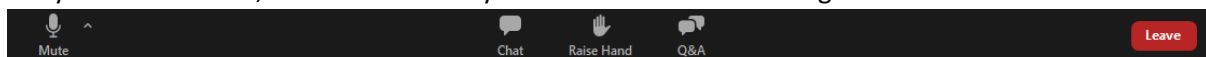
Icons in Zoom

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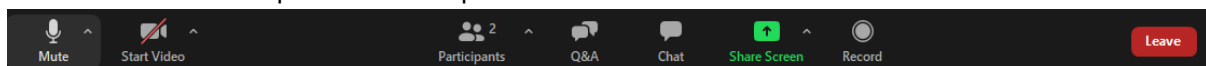
For your information, attendees will only be able to see the following items:

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.**

Q&A chat

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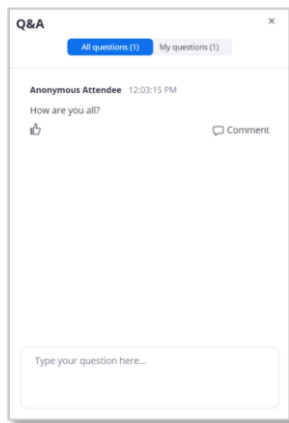
Private Chat

- 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/chair/technical support **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 and 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!**
- 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:
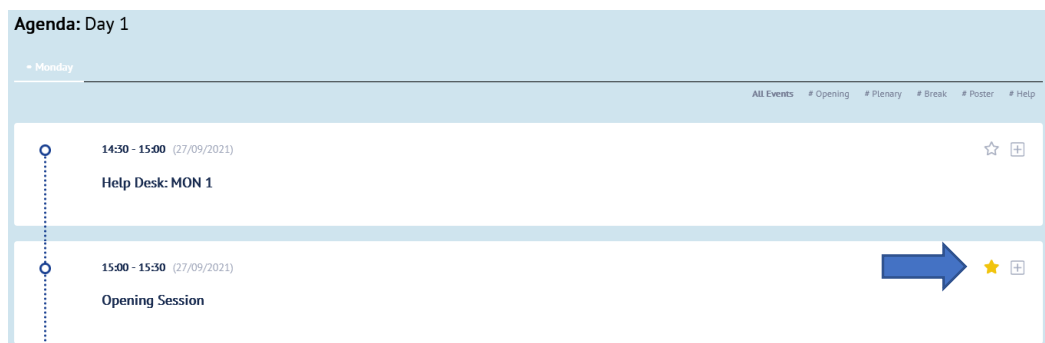
  - To access your personal schedule, click on "My Program" in the navigation bar on the left-hand side.

Thank you very much!

Your SWC 2021 Organizing Team