



Practical Information for EU PVSEC Participants

ACCESS

Access to the Conference

You have to register and pay the registration fee to have access to the Conference. The Conference registration can be processed online. The EU PVSEC Dinner can additionally be booked in every registration category. Participants of certain countries may need a visa. For comprehensive information about the Conference registration and to get to the online registration area, please visit: [Conference Registration](#)
If you have already registered, you can pick-up your badge and your conference material on-site at the Conference Registration Desk in the Registration Hall at the glass entrance level -1.

Access to the Exhibition

As admittance to the Exhibition is included in the Conference registration, no separate visitor ticket for the Exhibition is needed for registered Conference participants. If you want to exclusively visit the Exhibition, please either register online with further printing of your ticket or get your ticket directly on-site at one of the ticket counters. The Visitor Ticketing counters can be found in the Registration Hall at the glass entrance level -1.

Visitors of certain countries may need a visa.

For comprehensive information about the Exhibition Visitor Ticketing please visit:

[Exhibition Visitor Ticketing](#)

Access to the EU PVSEC Parallel Events

You need to have registered for the Conference in order to have access to EU PVSEC Parallel Events.

For comprehensive information about EU PVSEC Parallel Events please visit:

[EU PVSEC Parallel Events](#)

Payment of Registration Fees / Tickets

Access to the Conference is only permitted after full and successful payment of the respective registration fee of the chosen category/period. You may pay via bank transfer or via credit card. Visa, MasterCard and American Express cards are accepted.

Access to the Exhibition is only permitted after either full and successful payment of the Conference registration fee (if you are also participating in the Conference) or obtaining an Exhibition visitor ticket. Visitor tickets can be received after online registration with further printing of your ticket or directly on-site at one of the ticket counters.



Credit Cards

WIP, the organiser of the EU PVSEC, accepts Visa, MasterCard or American Express credit cards for the payment of your participation fee.

Prices

Please find an overview on all EU PVSEC ticketing prices at a glance at:
[Registration categories, registration fees and registration benefits](#)

Exhibitors

Exhibitors are listed in the [List of Exhibitors](#) which is available online. All important information for Exhibitors can be found on the webpage at www.photovoltaic-exhibition.com.

Exhibitors will be provided with dedicated Exhibitor passes.

Exhibitors, who also would like to participate in the Conference have to register as a regular Conference delegate or designated person. Depending on the size of your stand your booking of exhibition space includes up to three conference participations at a preferential rate for designated persons.

More information about this exclusive service for exhibitors can be found in the Exhibitor' Manual which is available online via the [User Area](#) for Exhibitors.

Invitation Letters

For Conference Delegates

Conference Delegates must be an author of an accepted and confirmed paper or must have registered and paid the required registration fees before requesting an official letter of invitation for visa purposes.

Authors can download their invitation letter within the registration process in the [User Area](#), as soon as they received their official notification letter of abstract acceptance by the programme secretariat.

If you are not an author, you can download your invitation letter only after complete, successful registration including full payment of your registration fee.

For Exhibitors

The down payment for the exhibition space has to be made before applying for a letter of invitation for visa purpose. You can find the request form in the Exhibitors' Manual which is available online via the [User Area](#) for Exhibitors.



SERVICES

Networking and Catering

Coffee Breaks

Coffee Breaks are included in the Conference fee. They will be served in the Conference breaks in the Exhibition Area, Grand Hall on level -2.

Welcome Reception

On Monday, 24 September after the last session, the Welcome Reception will take place in the Exhibition Area, Grad Hall on level -2 and is free for all Conference and Exhibition participants. Come and meet your colleagues of the PV community and celebrate the 35th EU PVSEC 2018 as a major networking platform for the global PV Solar sector.

Networking Lunch

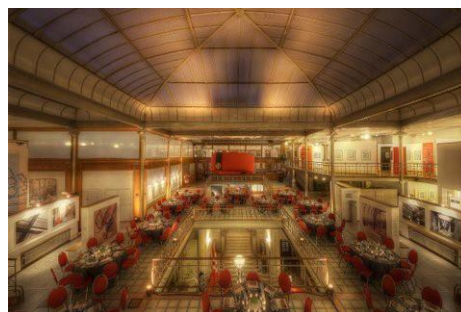
A networking lunch will be available for interested delegates from Monday to Thursday, 24 - 27 September, in a dedicated networking area in exclusive ambiance, directly in the SQUARE - Brussels Meeting Centre, Panoramic Hall on level +5. This avoids queueing up in lunch periods and provides a networking environment. The networking lunch will be served in buffet style and suits for vegetarians, as well as for meat lovers.

Tickets can be booked within your [online registration](#) process and need to be paid in advance. Tickets are limited and may become subject to availability! Tickets will not be sold on-site. Access to the networking lunch will be granted upon presentation of a lunch voucher which you will receive at the registration desk on-site along with your registration documents. Lost tickets will not be replaced. Take this occasion to meet your existing contacts and to establish new ones in a relaxed atmosphere!

EU PVSEC Dinner

Wednesday, 26 September 2018 from 19:30 – 23:00 at the Belgian Comic Strip Center

Dinner Location: Belgian Comic Strip Center
20 rue des Sables
B-1000 Brussels



The EU PVSEC Dinner will be a most captivating social event of the EU PVSEC week:

- Meet professionals from the PV world
- Savour excellent food
- Enjoy pleasant atmosphere to relax and network

Free Bus Shuttle starting at 18:45 at the SQUARE- Brussels Meeting Centre and going back at 22:00.

Interested Delegates and Exhibitors are welcome to take part in the EU PVSEC Dinner. Tickets for the EU PVSEC Dinner can be booked within your Conference registration process or on-site at the Conference Registration Desk (subject to availability). The price for one ticket is 95 Euros.



Restaurants

A special dedicated Networking Lunch could be booked prior to the event. Tickets are not available on-site. For those who did not include Networking Lunch tickets in their registration, there is a wide range of cafés and restaurants in and around SQUARE – Brussels Meeting Centre.

EU PVSEC Programme Online

This interactive Programme Online planning tool is available on www.eupvsec-planner.com. It provides a quick and detailed view about all events, sessions and presentations as well as exhibitors of the 35th EU PVSEC 2018. Create your personal agenda by browsing the EU PVSEC programme and benefit from a clearly laid out schedule. Save it, update it, print it - or check your results also on your smartphone under mobile.eupvsec-planner.com.

List of Exhibitors

A List of Exhibitors who already confirmed their participation is available on www.photovoltaiic-exhibition.com.

Jobs4PV

Recruiting new talents is crucial for the PV Industry. Jobs4PV is a service organized within the 35th EU PVSEC 2018 and is addressed to conference delegates, exhibitors and visitors in order to help potential employers and employees to meet and to exchange relevant information. You will find Jobs4PV represented at the Exhibition site, where job offers will be posted on the job wall. Please feel free to pin up your printed job offers onto the on-site Jobs4PV job wall.

Information Centre

Our organisation and registration team will be glad to assist you on-site for any information and help you might need during the event.

In addition, there will be information boards, situated close to the registration desks. A Programme / Info Board shows the Conference Programme for the entire week, including all last-minute changes. It also serves as reference for checking further details of the Conference and social programme.

We kindly ask you to check these boards on a regular basis.

Lost and Found

Lost and found items can be recovered at the registration desks located in the Registration Hall on level -1.

Wardrobes / Cloakroom and Luggage Facility

Wardrobes / cloakrooms are available close to the entrance area on level -1.



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WLAN / Internet

WLAN is available in the meeting centre. You can easily log-in with your WLAN compatible electronic device. Open your browser, choose the EU PVSEC WLAN and register online.

Network: EUPVSEC18
Password: eupvsec18!

Opening hours

Opening hours of Conference Registration Desk

Sunday	23 September 2018	16:00 – 18:00
Monday	24 September 2018	07:30 – 19:00
Tuesday	25 September 2018	08:00 – 19:00
Wednesday	26 September 2018	08:00 – 19:00
Thursday	27 September 2018	08:00 – 19:00
Friday	28 September 2018	08:00 – 09:30

Opening hours of Exhibition

Monday	24 September 2018	13:00 – 20:00
Tuesday	25 September 2018	09:00 – 18:00
Wednesday	26 September 2018	09:00 – 18:00
Thursday	27 September 2018	09:00 – 16:00

Opening hours of Presenters' Desk

Sunday	23 September 2018	16:00 – 18:00
Monday	24 September 2018	07:30 – 19:00
Tuesday	25 September 2018	08:00 – 19:00
Wednesday	26 September 2018	08:00 – 19:00
Thursday	27 September 2018	08:00 – 19:00
Friday	28 September 2018	08:00 – 12:00

Opening hours of the Authors' Area

Sunday	23 September 2018	16:00 – 18:00
Monday	24 September 2018	07:30 – 19:00
Tuesday	25 September 2018	08:00 – 19:00
Wednesday	26 September 2018	08:00 – 19:00
Thursday	27 September 2018	08:00 – 19:00



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VENUE

Addresses



Organiser of the EU PVSEC

WIP GmbH & Co. KG
Sylvensteinstr. 2
81369 Munich
Germany
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Fax: +49-(0)-89-720 12 791

Programme secretariat

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Exhibition service

Denis Schultz
 +49-(0)-89-720 12 738
 +49-(0)-89-720 12 777
 [pv.exhibition\[a\]wip-munich.de](mailto:pv.exhibition[a]wip-munich.de)




Address of the venue

SQUARE – Brussels Meeting Centre
Mont des Arts/Kunstberg
1000 Brussels
Belgium
Tel.: +32-(0)-2-515 13 00

Conference service

Anna Stenzel
 +49-(0)-89-720 12 773
 +49-(0)-89-720 12 791
 [pv.conference\[a\]wip-munich.de](mailto:pv.conference[a]wip-munich.de)

Exhibition accounting

Christine Paukner
 +49-89-720 12 729
 +49-89-720 12 777
 [exhibition-accounting\[a\]wip-munich.de](mailto:exhibition-accounting[a]wip-munich.de)

Address of the Airport

Brussels Airport – Zaventem

Leopoldlaan
1930 Zaventem
Belgium
www.brusselsairport.be



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Parking Facilities

Car Park Name: Interparking Albertina / SQUARE

Main entrance address: Place de la Justice 16, 1000 Brussels

Alternative entrance: Rue des Sols - Stuiversstraat Brussels

Total places: 714 / Places for disabled: 14 / Maximum height: 195cm

Car-Park Tariffs

Normal tariff excl. VAT

Evening tariff excl. VAT (19h - 5h)

<u>Time</u>	<u>Price</u>	<u>Time</u>	<u>Price</u>
1 hour	€ 2,50	1 hour	€ 2,50
2 hours	€ 5,00	From 2 to 10 hours	€ 5,00
3 hours	€ 7,50		
4 hours	€ 10,00		
5 hours	€ 12,50	Lost ticket per day	€20,00
From the 6th hour	€ 15,00		

Regular schedule

Entry hours

Exit hours

All days

07:00 - 01:00

00:00 - 24:00

Emergencies / First Aid

Inside the Conference / Exhibition

It is always recommended calling a hostess or informing the organising team at the registration desks in case of an emergency.

Outside the Conference/ Exhibition

Emergency Telephone Codes

European emergency call: 112

Police: 101

Belgium country code is +32.

In spite of due diligence, EU PVSEC cannot assume liability for accuracy of the information.

Insurance

The organisers do not accept liability for individual medical, travel or personal insurance and participants are strongly advised to make their own arrangements regarding health and travel insurance.



PROGRAMME

Opening Session

The Conference Opening will take place on Monday, 24 September from 08:30 – 12:30 in the Gold Hall. Four Keynote and Plenary speakers present their research work on New Materials and Concepts for Photovoltaic Devices.

Oral presentations

Orals are verbal presentations with a timeslot of 15 minutes presented in power point. More information can be found in the [EU PVSEC Conference Programme](#). Create your personal agenda with the [Programme Online](#) tool.

Plenary Presentations

Plenaries are also oral presentations but with a time slot of 20 minutes and no other session takes place at the same time. More information can be found in the [EU PVSEC Conference Programme](#). Create your personal agenda with the [Programme Online](#) tool.

Visual Presentations

Visuals are presentations in form of a poster. It should concentrate on the outstanding features of a project and should present data in a way easily grasped by the viewer, with a minimum of text. It will be visible to the participants every day of the conference week and the speaker is free to present the work at any time. To guarantee maximum information exchange the author will present the poster during a specific time. More information can be found at the [EU PVSEC Conference Programme](#). Create your personal agenda with the [Programme Online](#) tool.

Closing Session

The Conference Closing will take place on Friday, 28 September at 11:30 in the Gold Hall. All EU PVSEC participants are invited to attend this session which encompasses the Conference Summaries, the EU PVSEC Student Awards, the Awards for Outstanding Visual Presentations and concluding presentations.

EU PVSEC Parallel Events

In addition to the Conference Programme and the PV Industry Exhibition, the EU PVSEC Parallel Events offer a deep insight into specific topics along the most recent technology, market and business trends and address to global decision makers from industry, research, finance and politics.

Please find here all EU PVSEC Parallel Events: [EU PVSEC Parallel Events at a glance](#)
Access to the Parallel Events is included in the Conference Fee on day(s) registered.



Language

The official language used throughout the Conference is English.

INFORMATION FOR AUTHORS

Notes for Authors / Instructions for Authors / Paper Submission

The Instructions below include important information on how to prepare and submit your manuscripts for publication in the EU PVSEC Proceedings.

Plenary / Oral Presentations

Speakers of Plenary and Oral presentations hand in their presentation/s at the Presenters' Desk. A technician will control the correct functionality and transfer the presentation to the respective auditorium. Further details regarding Plenary/Oral Presentations can be found in the [Notes for Authors](#).

Speakers and Chairpersons of Plenary and Oral sessions meet 15 minutes prior to the start of their session in the respective auditorium in order to be briefed and to become acquainted with audio-visual aid.

Visual / Poster Presentations

Authors of Visual presentations are requested to set up their posters on the allotted boards as early as possible on Monday morning, 24 September and to take them down on Thursday, 27 September, after the last session at 18:30. All Visual presentations should be presented through the full 4 days from Monday to Thursday in the Poster Area. The panel at your disposal will have a maximum display area measuring 0.85 m wide x 1.20 m high. This allows posters of up to A0 format (841 mm x 1189 mm, upright format). The boards will be numbered according to the Conference Programme. Please find all detailed guidelines in the [Notes for Authors](#) of Visual Presentations.

Authors of posters are requested to be in-situ at their posters at the session time indicated in the Programme Brochure, in order to present their paper to the audience and to create a Q&A session.

Publication in the EU PVSEC Proceedings

In order to be published in the 35th EU PVSEC 2018 Proceedings, corresponding authors of each presentation have to submit the original paper online between 17th-27th September 2018 in his/ her user area.

Only corresponding authors of each submission may upload final manuscripts. This means that the corresponding author is the only author from each paper that is able to complete the submission (as is the case for abstract submission). If the manuscript is not made available during this period, your paper cannot be published in the Conference Proceedings.

The document must be submitted in both Microsoft Word and Adobe Acrobat PDF formats.

To upload the paper, corresponding authors have just to follow the step-by-step procedures provided in the user area and complete the mandatory electronic Copyright Transfer Agreement as one of the steps of the online submission. The Copyright Transfer Agreement is compulsory and can only be carried out electronically. During the submission of your paper, you will be taken



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automatically to the EU PVSEC electronic copyright form. Your paper submission will not be complete and therefore cannot be published without the electronic copyright submission. The Instructions for Preparation of Papers are available for download on the EU PVSEC website.

You can find computers and technical support for the online submission of final manuscripts on site.

The 35th EU PVSEC 2018 Proceedings gather all scientific papers, which have been presented at the 35th EU PVSEC 2018 and have also been submitted for publication online. It constitutes a comprehensive source of state-of-the-art information and vital point of reference for researchers, technologists, decision-makers, entrepreneurs and all involved in the global PV sector. The EU PVSEC Proceedings will be available online from November 2018.

Prizes and Awards

European Becquerel Prize for Outstanding Merits in Photovoltaics

The European Becquerel Prize for Outstanding Merits in Photovoltaics was established by the European Commission in 1989 to mark the 150th anniversary of Alexandre-Edmond Becquerel's discovery of the photovoltaic effect in 1839, which laid the foundation of both, photovoltaics and photography.

Read more: [Becquerel Prize](#)

Awards for the best Visual Presentations 2018

Considered as one of the main features of the Conference the most outstanding visual presentations will be awarded. The award giving procedures were based on the quality of the contents reported and on the quality of the presentation.

EU PVSEC Student Awards 2018

To encourage high-quality work among young researchers, the EU PVSEC Student Awards are delivered in recognition of the most remarkable and outstanding research work in the field of PV on the occasion of the 35th EU PVSEC 2018.



TRAVEL INFORMATION / TOURIST INFORMATION

How to reach

SQUARE - Brussels Meeting Centre is located in the heart of Brussels, less than 500 m from the Historic City Center and the Grand Place. The Central train station is only 200 m from the SQUARE and it takes less than 30 minutes (by taxi) from Brussels Airport.



By rail

SQUARE is just across the Brussels Central railway station.

National trains: Get off at Bruxelles-Central / Brussel-Central and follow the exit signs to 'Mont des Arts – SQUARE'.

International trains (Eurostar, Thalys) arrive into Bruxelles-Midi / Brussel-Zuid. From there, it's a simple two-minute train journey to Brussels Central station. Just take any train heading north (free of charge: your ticket to Brussels includes commuting from and to any train station in Brussels), get off at the first stop (Bruxelles-Central / Brussel-Central) and follow exit signs to 'Mont des Arts – SQUARE'.



By air

After landing at Brussels International Airport (Zaventem), make your way from the main arrival hall to level -1. Take a direct train to the city centre. After 17 minutes, get off at the Brussels Central station, and follow the exit signs to 'Mont des Arts / Kunstberg – SQUARE'.



By road

There are 660 parking spaces right underneath SQUARE at the fee-paying car park named Parking Albertine / Albertina - SQUARE, level -2 (maximum height: 195 cm). You can get in via Place de la Justice – Gerechtsplein, 16 at 1000 Brussels, and then walk straight into the building. Please do not use the other entrance at rue des sols / stuiversstraat which is the loading and unloading street during build-up and dismantling periods.

Public Transportation System

The city centre of Brussels is easily accessible by public transport: train, tram, metro, bus and waterbus.

Inner-city Brussels public transport uses unified ticketing system, so you can use the same ticket for bus, metro, tram or a combination. Important is to validate your card to avoid a fine. Journey tickets (single fare, 10 journeys, return ticket, etc.) offer the possibility to change between lines. This means to pass from one vehicle or station to another. This possibility to connect lines is valid during 60 minutes from the moment of your first validation. If you validate your ticket again after 60 minutes, a new journey will be validated.



Types of public transport tickets

Brussels Intercommunal Transport Company (STIB) offers plenty of possibilities for occasional visitors and tourists, and the most convenient options are single fares and multiple journeys tickets which are available on a **MOBIB card**, that you can buy and load with “tickets” or **contactless tickets**, which are recommended to buy outside the vehicle.

1. You can buy **MOBIB** card for €5 in one of KIOSK, BOOTIK or via GO Easy. Then you can purchase a variety of tickets into it:
 - **Single fare Jump**: €2,10 (1 journey including connections during 60 minutes after the first validation)
 - **Return trip Jump**: €4,20 (2 journeys, the 2nd journey being made within a maximum of 24 hours from the first validation of the first journey)
 - **Jump 24h, 48h, 72h + Bus Airport**: €7,50, €14,00 or €18,00 (unlimited number of journeys over a 24, 48 or 72-hour period depending on the selected duration and starting from the first validation on the STIB network)
 - **Single fare & 10 journeys Bus Airport**: For 1 journey (purchased outside vehicle): €4,50; For 1 journey (purchased inside vehicle): €6,00; For 10 journeys: €32,00. You can purchase a ticket beforehand at the GO vending machine at the airport which is located on platform C of the bus station
2. **Contactless tickets**. STIB offers you several mobility solutions in the shape of contactless tickets. These are convenient if you only use public transport once in a while or if you have to go to the airport. They have to be validated on a MOBIB validating machine and can be bought at BOOTIK - KIOSK - GO vending machine; single fare can be also bought in the trams and buses and Airport Bus can also be purchased at busses of line 12 and 21 (only single fare tickets) or beforehand at the GO vending machine at the airport which is located on platform C of the bus station.
 - **STIB-MIVB Single fare**: 1 fare (purchased outside vehicle): €2,10; 1 fare (purchased inside vehicle) €2,50 (1 journey including connections during 60 minutes after the first validation.)
 - **STIB-MIVB 24 h**: €7,50 (an unlimited number of journeys can be made from the first validation for 24 hours.)
 - **Airport Bus**: For 1 journey (purchased outside vehicle): €4,50; For 1 journey (purchased inside vehicle): €6,00 (1 journey including connections during 60 minutes after the first validation.).

A detailed overview of ticket types and sales locations is available on the STIB-MIVB website.

Taxi

There is a Taxi point close to SQUARE – Brussels in Rue Ravenstein.

Other Taxis Services:

Taxi Verts

Tel.: +32-(0)2-349-49-49

Taxis Bleus

Tel.: +32-(0)2-268-00-00



Country Code / Telephone

The international access code for Belgium is +32. Phone cards can be purchased at kiosks and internet/phone shops. Mobile phones with GSM-standard do work without any problems in Belgium.

Electricity

The standard power supply in Belgium is 230 V AC as in most countries of Western Europe. A transformer and an adapter are necessary to use electrical appliances from various countries. Adapters are available in most hardware stores.

Time Zone

Belgium is in the Central European Time Zone. Central European Standard Time (CET) is 1 hour ahead of Greenwich Mean Time (GMT+1).

Opening times in Brussels / Shopping hours

Museum / Sightseeing

Brussels serves as an important landmark in the European history. Touring the city will give you wonderful insights into the culture and traditions of the people here. Visiting the museums in the city will give you a sense of belonging and will also help you to understand the city better. Museums like the Royal Museums of Fine Arts, Kunstberg, René Magritte Museum, etc., are the city's major tourist attractions.

The opening hours of the museums in Brussels vary greatly, the most popular galleries open from 9:30 to 17:00, nevertheless we recommend checking each museum you plan to visit individually. The information about museums, as well as all their greatest events and exhibitions you can find at Brussels Museums' official website.

Shops

Although Brussels is mainly known for its chocolate and beer, there is a great offer in antiques, tapestries, lace, fashion boutiques, etc.

Most shops in Brussels open from Monday to Friday, from 10:00 to 18:00, while the Grand-Place area stays open until approximately 20:00. On Saturday, the stores are usually open longer, closing at 19:00 or 20:00.

Some of the shops located on the city's high streets also open on Sunday and others close on Monday morning.

The 'regular' shopping street is called Rue Neuve, a pedestrian only street with a large selection of shops and a large shopping mall called City2.

Banks

Banks are generally open from 09:00 - 16:00/16:30 (Mon-Fri).

Post offices

Post offices are generally open from 08:30 – 17:45 (Mon-Fri) / 09:00 – 12:00 (Sat)



Restaurants

Restaurants are generally open between 10:00/12:00 – 22:00/24:00
There are literally hundreds of eateries within walking range of SQUARE.

Pharmacies

Most pharmacies are open during normal business hours – from 9:30 to 18:00 (Mon-Fri) and 9:30 – 14:00 on Saturday.



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