



EU PVSEC 2020 *online*

37th European
Photovoltaic Solar Energy
Conference and Exhibition

07 - 11
September
2020

Guidelines for Speakers

EU PVSEC 2020



EU PVSEC 2020 *online*

37th European
Photovoltaic Solar Energy
Conference and Exhibition

07 - 11
September
2020

Welcome to our Webinar **“How to use the presentation platform of the EU PVSEC 2020 online”**

Today we will show you how to use the different platforms and successfully give your speech.
Enjoy the presentation!



This Webinar does not let you test the platform yourself and is no substitute for the **technical checks** later this month.

We strongly recommend taking advantage of the **technical checks** that will be held from

24 August - 28 August

31 August - 04 September

You can select a time slot in which you can try the **Streamyard broadcasting platform** yourself, guided by an operator.

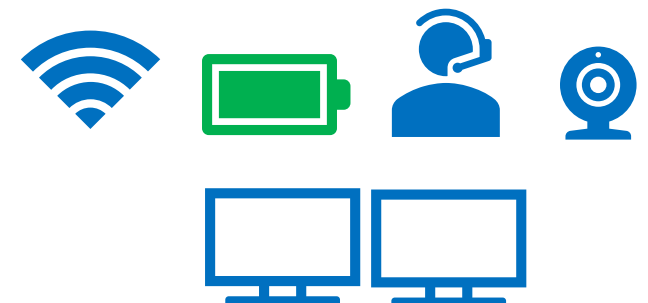
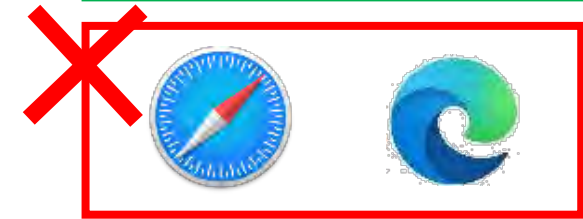
Information about the registration for the **technical checks** will follow soon via e-mail and on our website.

Please keep in mind that in order to access the EUPVSEC online you must be registered for the conference.



Before you enter the **broadcasting** platform please make sure to meet the following technical requirements:

- Use **FIREFOX** or **CHROME** browser (SAFARI and EDGE currently do not support the platforms)
- Use a 16:9 powerpoint format for your presentation
- Make sure that the WiFi signal is sufficiently strong, or even better, connect your computer to the network by cable.
- For good audio quality, a headset or external microphone should be used. Often wired headsets provide better audio quality than Bluetooth connected headsets.
- Restart your PC 15 minutes before your presentation.
- If possible, use two monitors which allows you to see also the chats.
- Find more hints in the [Instructions / Notes for Authors](#) on the EU PVSEC website





EU PVSEC 2020 *online*

37th European
Photovoltaic Solar Energy
Conference and Exhibition

07 - 11
September
2020

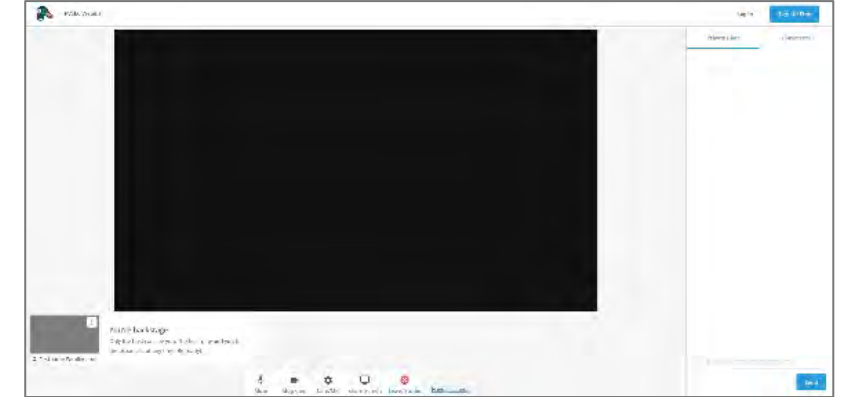
First of all, we need to distinguish between **3 platforms**.



Your **USER AREA**, which you can log in from the EU PVSEC website.



The main **EVENT PLATFORM**, which you can enter from your user area. This is where you can watch all presentations, the exhibition takes place and the networking happens.



-And the **STREAMYARD BROADCASTING PLATFORM**, which you will use to give your speech.



EU PVSEC 2020 *online*

37th European
Photovoltaic Solar Energy
Conference and Exhibition

07 - 11
September
2020

So far, so good?

Great! Let's get started on how to use the Event and Broadcasting Platforms...



EU PVSEC 2020 *online*

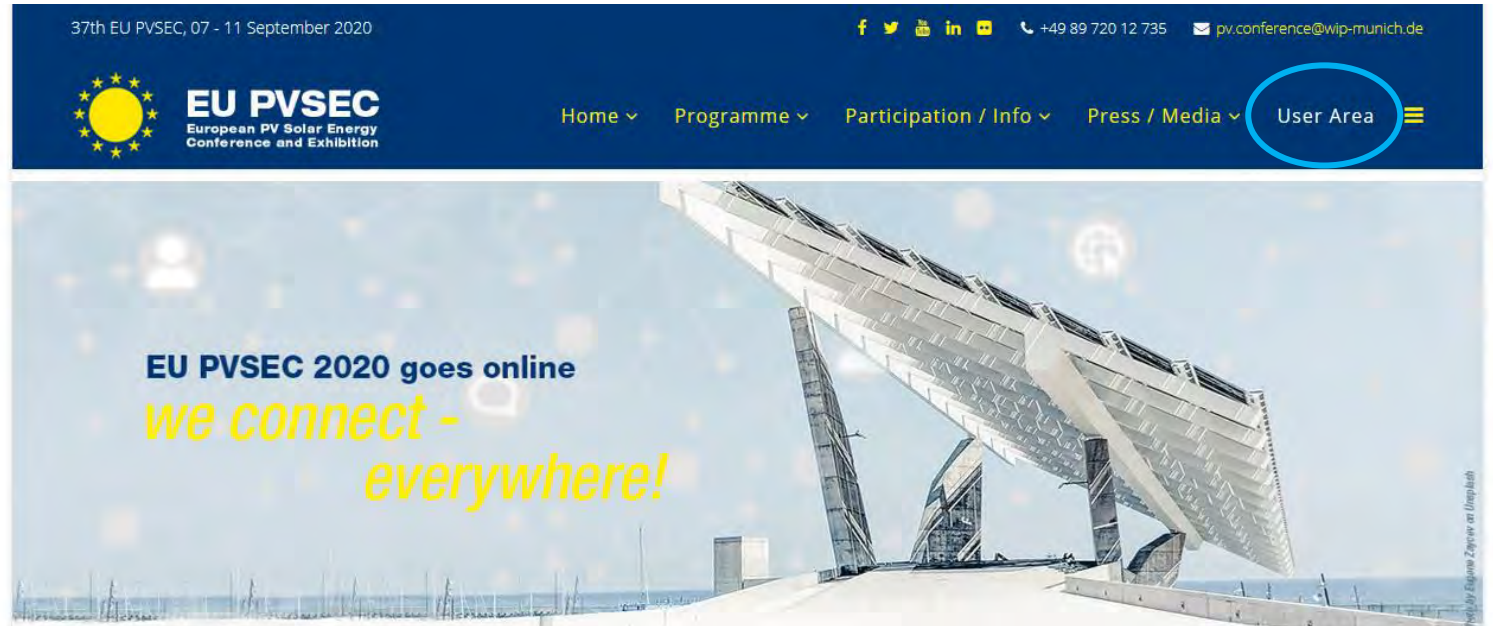
37th European
Photovoltaic Solar Energy
Conference and Exhibition

07 - 11
September
2020

After a successful registration to the EU PVSEC 2020 online, login to your **[USER AREA](#)**.

Here you will find access to the conference platform. There you will find the distinct links to your presentation(s).

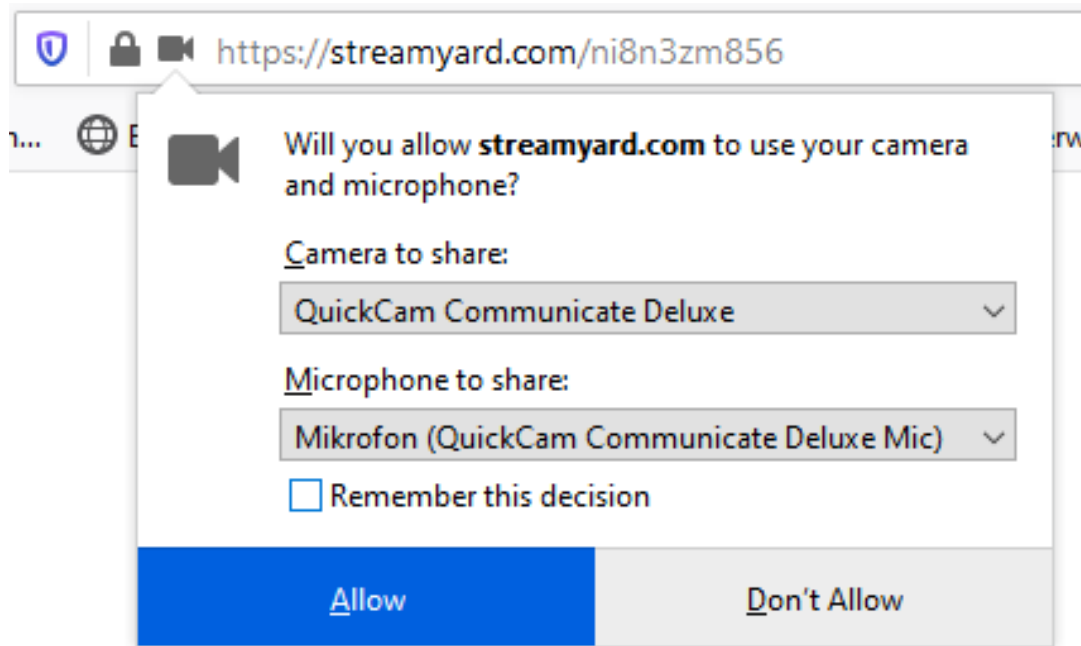
<https://userarea.photovoltaic-conference.com>





Follow the link to your presentation and you will be redirected to the Streamyard broadcasting platform.
Please make sure to click this link **15 minutes prior to the start of the session.**

In your browser, allow Streamyard to access your camera and microphone.





Let's do a quick check:

StreamYard

Let's check your camera and mic

Step 2 **CAMERA:** See yourself in this window? Great, your cam works!

Step 3 **MICROPHONE:** This bar is moving? Great, your mic works!

Step 1 **WHO ARE YOU?** Enter your name here: It will be shown below your camera image

Step 4 **SETTINGS:** Mute/unmute your mic, show/hide your cam. You can change cam and mic settings by clicking on the settings wheel.

Firstname Familyname

Mute Stop Cam Cam/Mic

Display Name

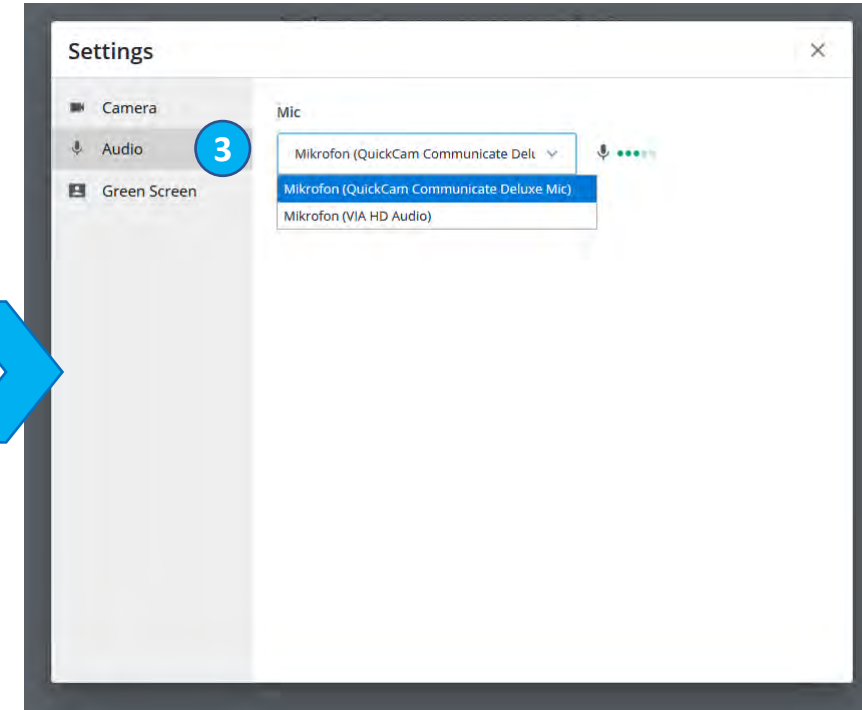
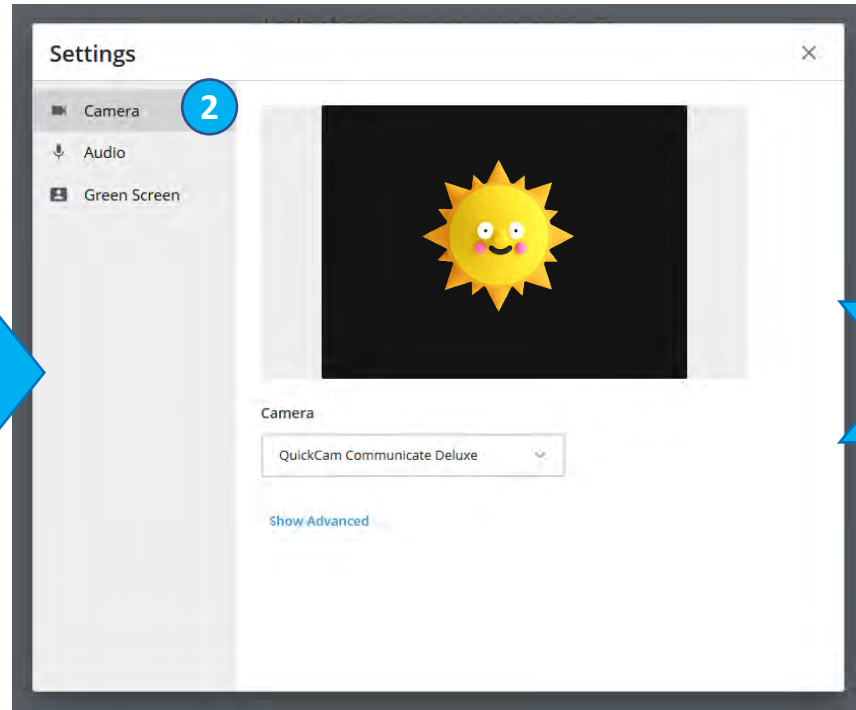
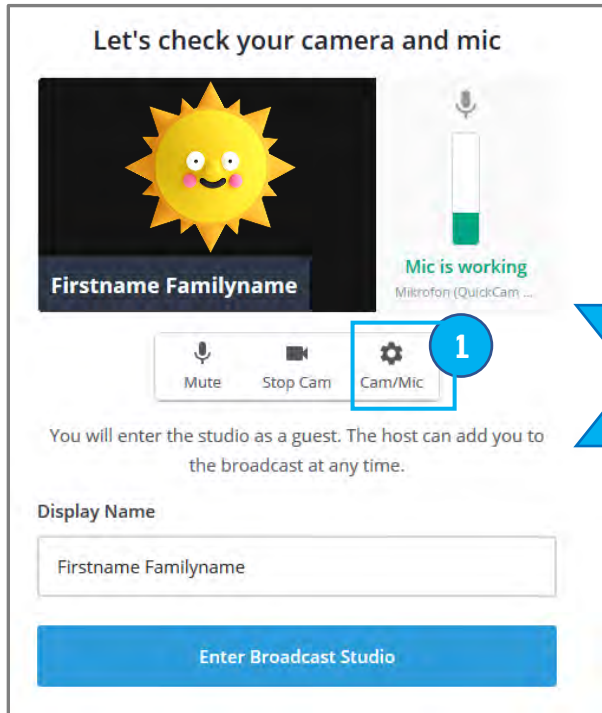
Firstname Familyname

Enter Broadcast Studio

You will enter the studio as a guest. The host can add you to the broadcast at any time.

Mic is working

Mikrofon (QuickCam ...)



1

By clicking on the settings wheel you can choose your camera and audio tools.

2

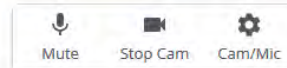
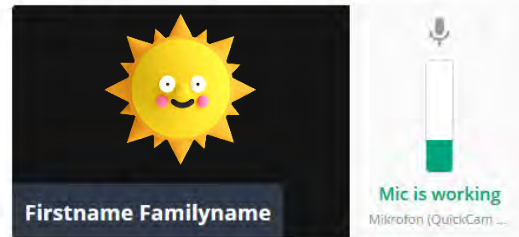
Here you can choose between your front or back camera. You can see yourself? Means, we will see you, too.

3

Choose your microphone and check the little green dots. They are moving while you speak? Means, we will hear you.



Let's check your camera and mic



You will enter the studio as a guest. The host can add you to the broadcast at any time.

Display Name

Firstname Familyname

ARE YOU READY? →

Enter Broadcast Studio

Enter the Broadcast Studio and wait backstage for the host to add you to the session.



Welcome to the Streamyard broadcasting, backstage: your virtual stage to present at the EU PVSEC 2020 online.

PVSEC Webinar

Log In [Sign Up Free](#)

Private Chat Comments

STAGE

You're backstage
Only the host can see you. The host may add you to the broadcast at any time. Be ready!

Firstname Familyname

Chairperson 1 Chairperson 2 Speaker 2 Speaker 3 Speaker 4 Speaker 5 Speaker 6 Host (operator)

Mute Stop Cam Cam/Mic Share Screen Leave Studio [Having Issues?](#)

with the host and other guests

Send

BACKSTAGE

A host (operator) will welcome you 15 minutes prior to the session and does a final check with all speakers and chairpersons of the session.

At this point you are not yet visible to the audience.



Three types of people are backstage: Host, chairpersons & speakers

PVSEC Webinar

STAGE

Firstname Familyname

Chairperson 1 Chairperson 2 Speaker 2 Speaker 3 Speaker 4 Speaker 5 Speaker 6 Host (operator)

Mute Stop Cam Cam/Mic Share Screen Leave Studio [Having Issues?](#)

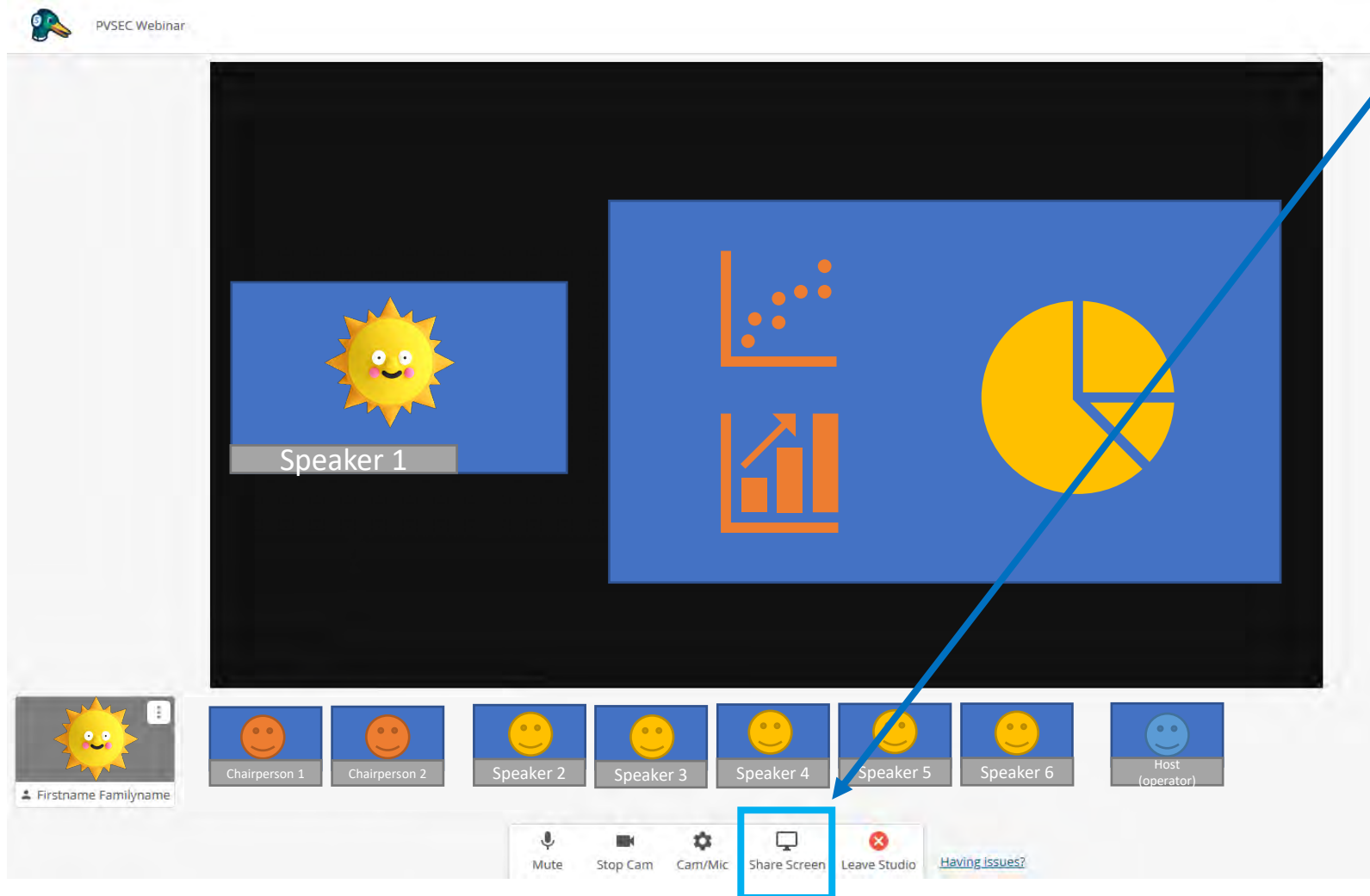
Two chairpersons will guide through the session.

During the whole session you have the option to adjust your audio and camera settings. Make sure your cam is running and your mic is on when it's your turn to present.

The host controls whether you are shown to the audience or hidden in backstage.

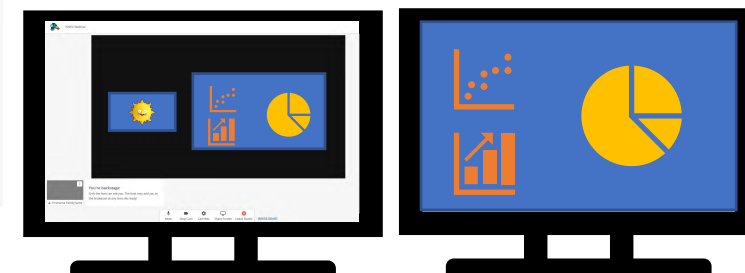


Share your screen



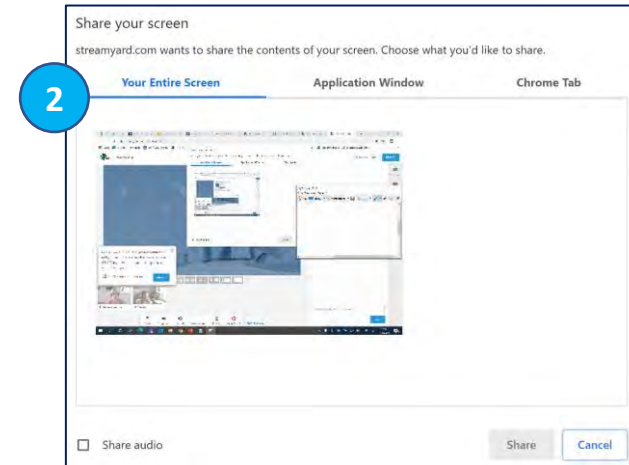
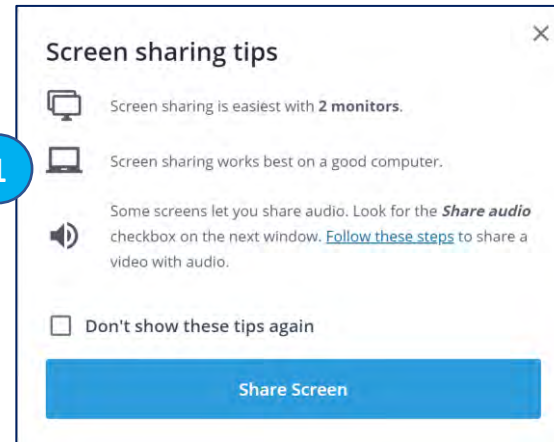
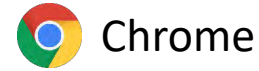
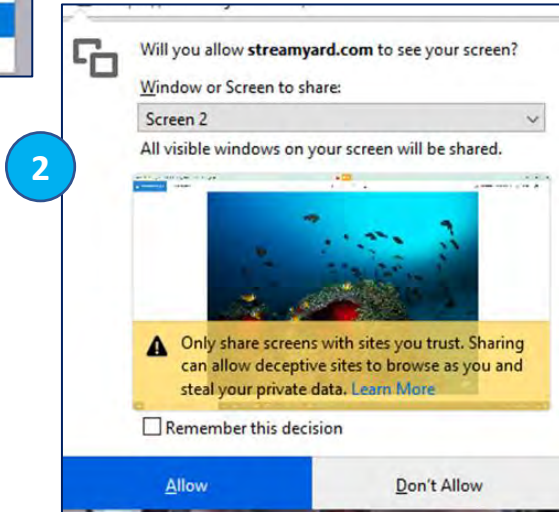
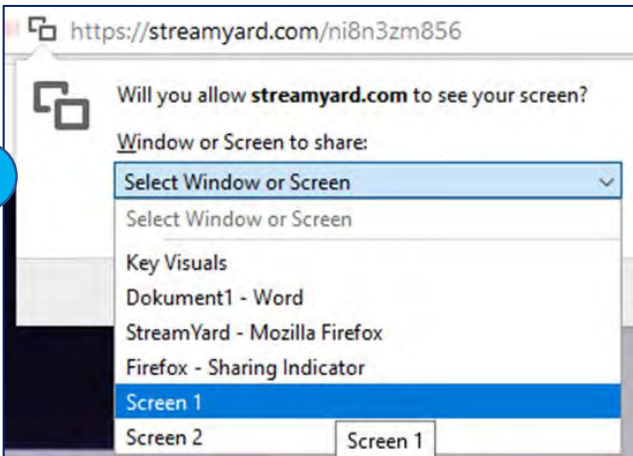
Use the button „**share screen**“ to show your presentation to the audience.

We recommend using an additional monitor which should then be configured as an extended display, not a cloned display of the main screen. This allows you to show your presentation full screen on one monitor and keep the Streamyard window with the admin chat open at the same time on the other monitor.



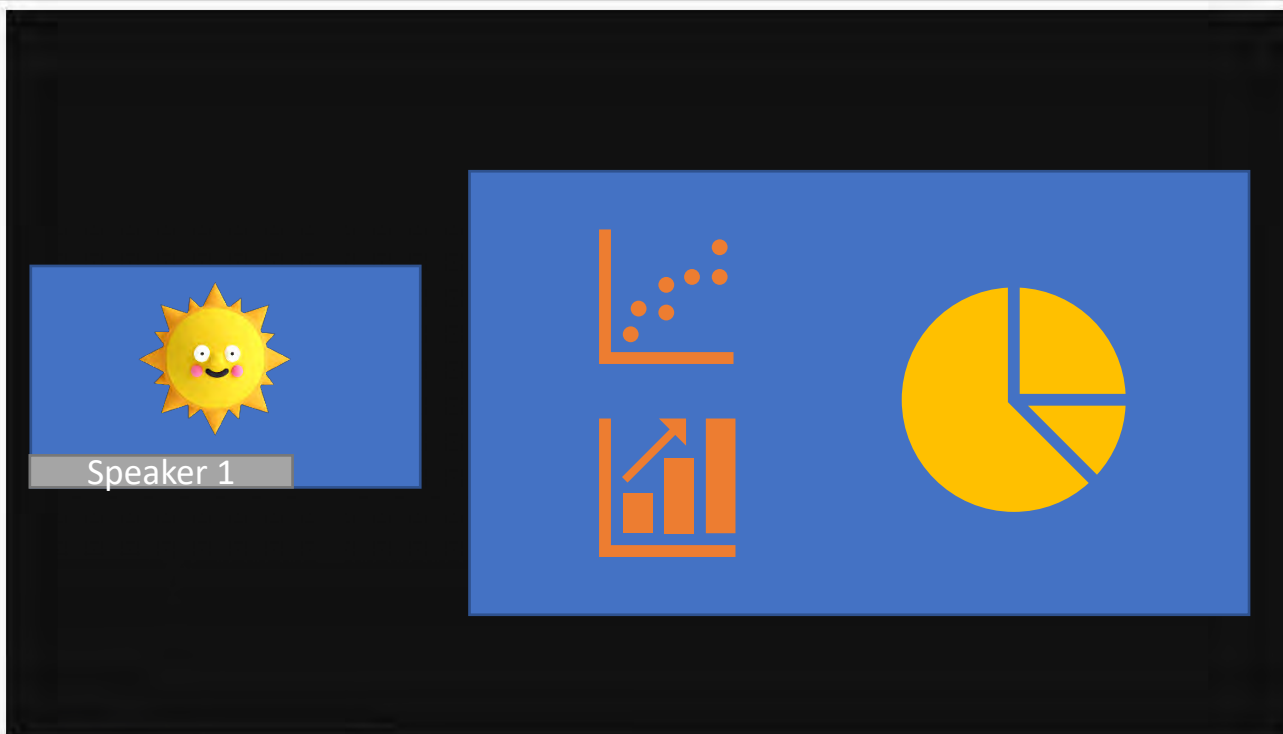


Share your screen: A pop up window will appear. Choose the screen or application you want to share and allow access. We recommend **sharing the whole screen**, not only an application window.





PVSEC Webinar



The chairpersons will announce your presentation, so be ready! The host will make you visible for the audience and you can start with your presentation.

Please keep in mind to finish within the timeframe of 12 minutes (Plenary 17 minutes).

When you're finished with your presentation, be prepared for questions from the audience. The Chairperson will ask them and you will be visible while answering.

You don't miss anything: All questions can be exported and later be sent to you.

After the Q&A part, your timeslot is over and the Chairpersons will announce the next speaker. You will be backstage again, and not visible to the audience.

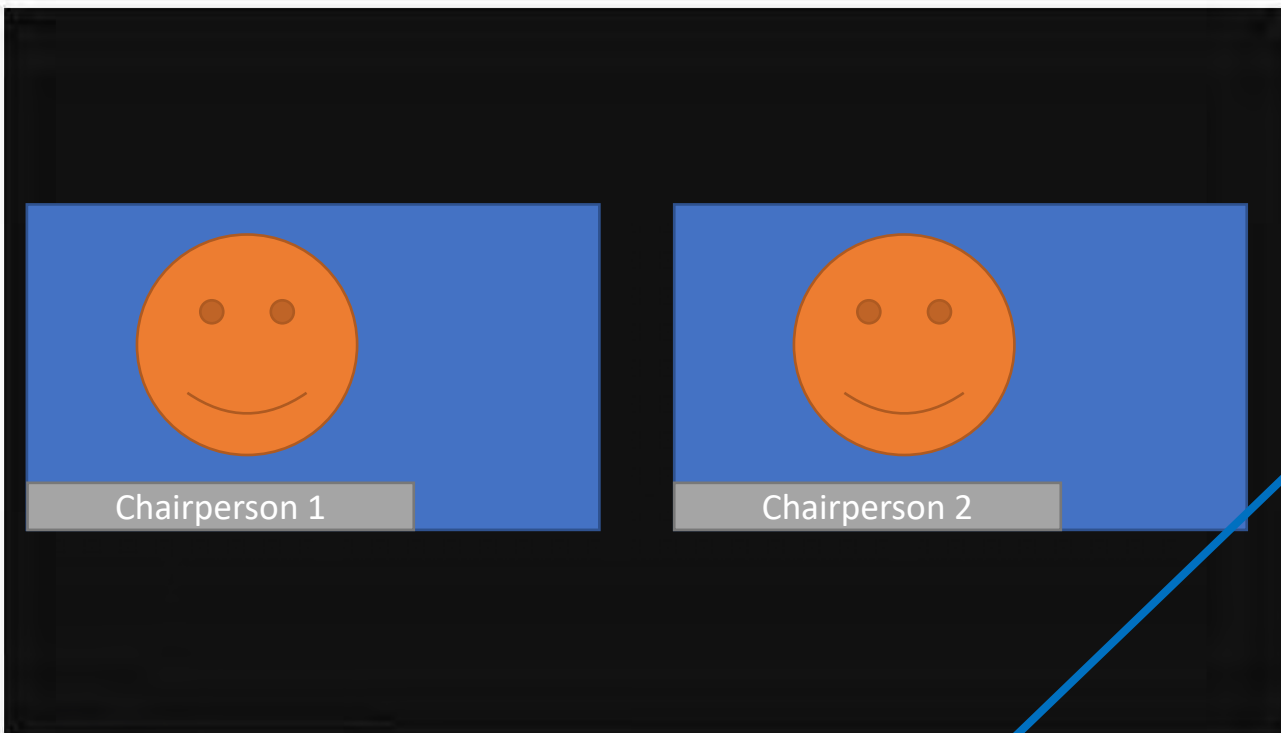


Silent communication between host, chairpersons and presenters.

The screenshot displays a Zoom webinar interface. At the top left, it says "PVSEC Webinar". In the top right corner, there are "Log In" and "Sign Up Free" buttons. The main content area is a large black rectangle with white text that reads: "Host, chairpersons and presenters can communicate silently via the private chat. Type a message and click on „send“. The audience can not see what is written." Below this, it says: "Write something in the chat or raise your hand to make the host operator aware that you want to say something." At the bottom of the main area, there is a row of participant icons: "Chairperson 1", "Chairperson 2", "Speaker 2", "Speaker 3", "Speaker 4", "Speaker 5", "Speaker 6", and "Host (operator)". Below the icons are controls for "Mute", "Stop Cam", "Cam/Mic", "Share Screen", "Leave Studio", and a link for "Having Issues?". On the right side, a "Private Chat" window is open, showing a message from the "Chairperson: 2 minutes left" and a response from the "Host: speaker No 2, you're next, please get ready". At the bottom of the chat window is a text input field with the placeholder "Chat with the host and other guests" and a "Send" button. A large blue arrow points from the main content area towards the chat window.



PVSEC Webinar



At the end of the session, the Chairpersons will close the session with some concluding remarks.

When the session is finished, you should leave the virtual stage by clicking on „leave studio“.



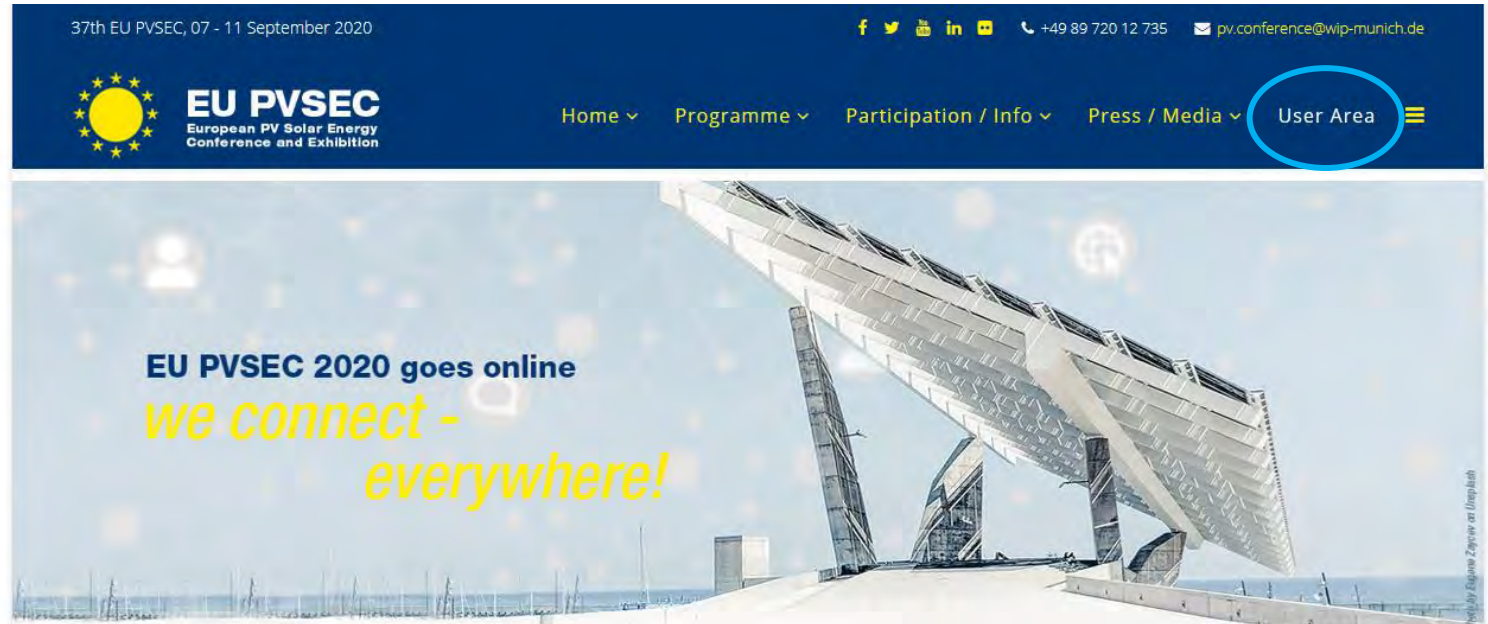


EU PVSEC 2020 *online*

37th European
Photovoltaic Solar Energy
Conference and Exhibition

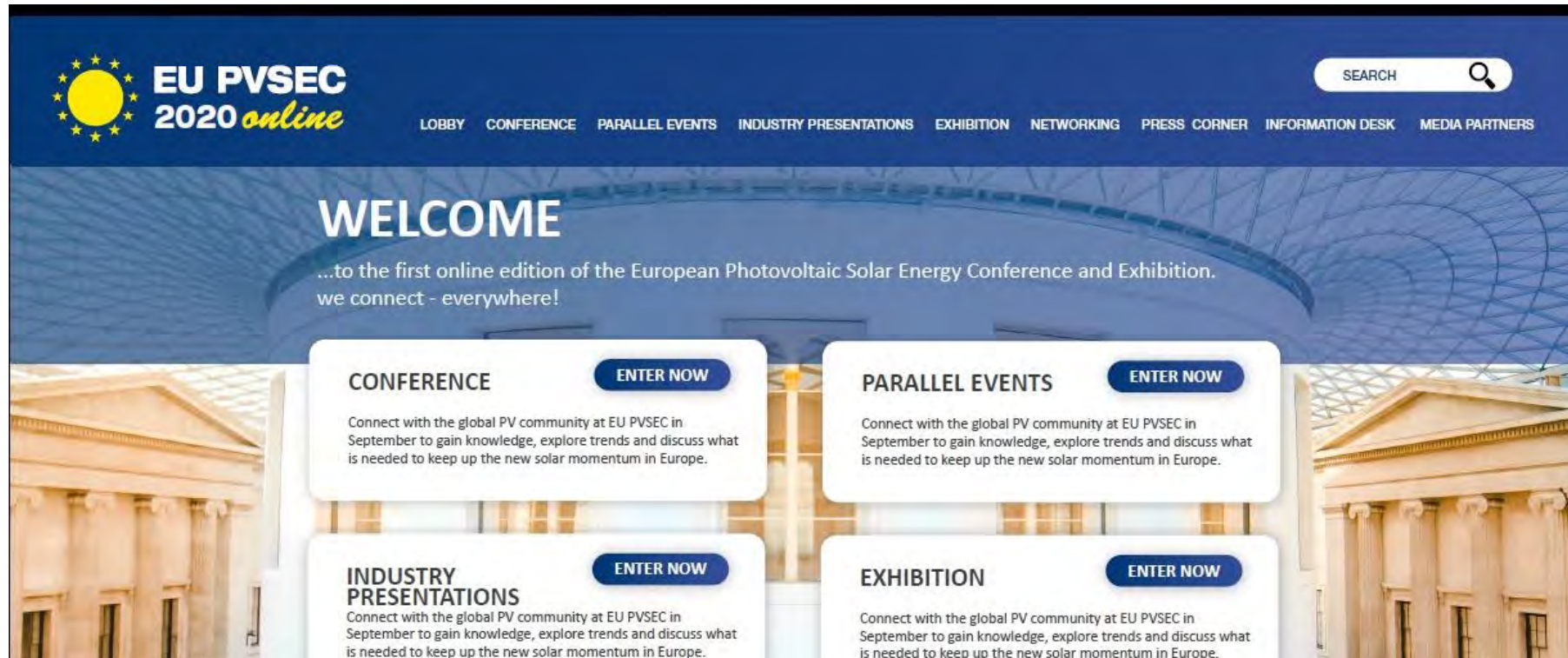
07 - 11
September
2020

If you are speaker or chairperson of another presentation, please go back to your **USER AREA** and follow the link to your next session.



If your task as chairperson or speaker is finished you can now enjoy the event platform, where you can watch other presentations, visit the exhibition and meet in the networking lounges.

We thank you for your contribution and hope you enjoy the rest of the EU PVSEC 2020 online!





Useful Hints&Tips

Very high-resolution displays should not be shared in full resolution, because the encoding and transmission can make the computer slow, and the slide change takes longer to appear on the screen.

The resolution on the shared presentation screen for the slide show should be less than 1920x1080 pixels before the screen is shared.

For smooth operation the upload rate should be 5 Mbit/s, although also lower speeds can be acceptable with reduced performance.

...technical

Permissions for screen sharing: These are stored in the System Settings under Security > Privacy > Screen Capture. There, the checkbox for the browser used must be activated.



Useful Hints&Tips

During Presentation, avoid background noise, by

- Muting the landline phone (if any) on your desk.
- Set mobile phones to vibration/mute and do not place them directly next to the laptop/PC as they can cause interferences. However, keep them still within reach in case we need to contact you.
- Shut down e-mail client and messenger on the computer, so that both acoustic and visual notifications are avoided.

... appearance

If you are using a laptop, it should be connected to the power supply (not only via battery), especially for longer lectures.

Please make sure that you are well illuminated and don't 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.

To make talks look consistent, you should try to have a plain, light-colored background



EU PVSEC 2020 *online*

37th European
Photovoltaic Solar Energy
Conference and Exhibition

07 - 11
September
2020

THANK YOU FOR YOUR TIME AND YOUR ATTENTION!