

## Instructions for attendees

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### Preparations

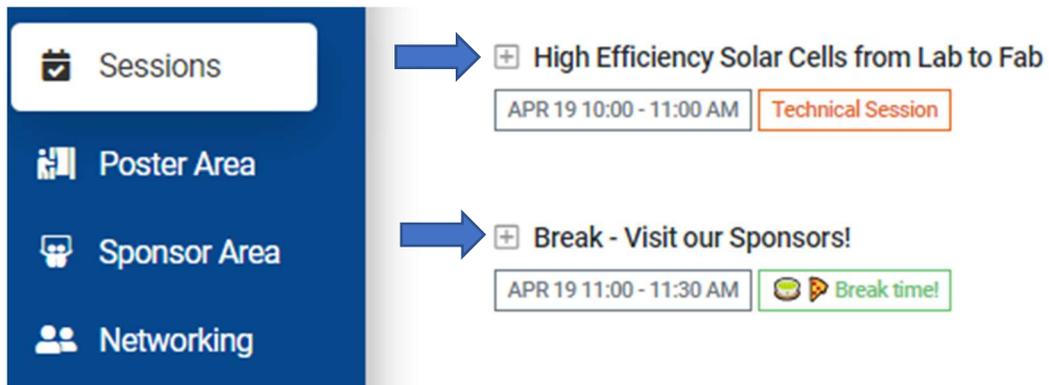
Before you enter the Virtual Conference Platform please make sure you meet the following technical requirements:

- **We strongly recommend using the CHROME browser** (latest version, if possible) or the **new Edge browser** for the platform as other browsers may not work properly!
- 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.
- Connect your device to the power supply.

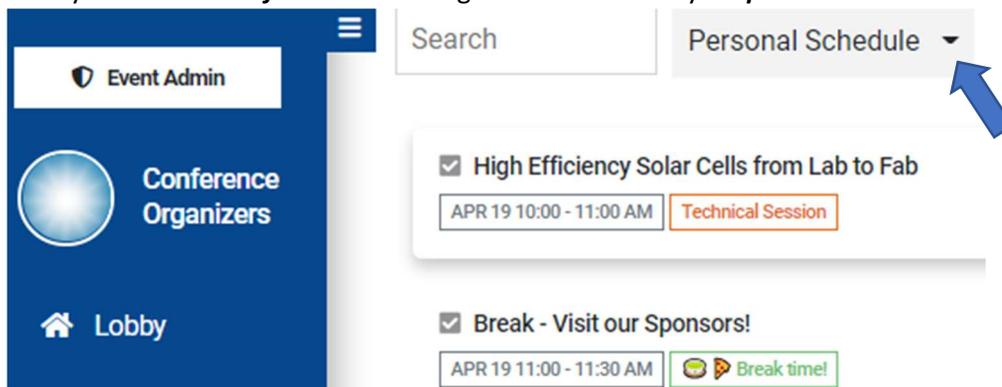
Be on time – you might need a few minutes to log in and get going.

### How to join the conference sessions step-by-step

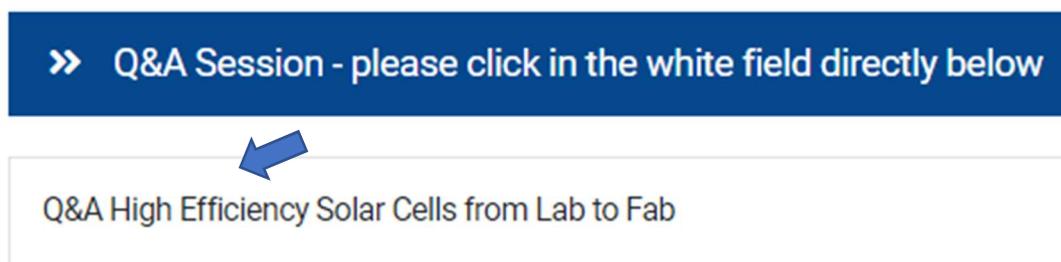
1. A few days before the start of the conference, you have been sent your individual **link** and login for the virtual conference platform via e-mail. Log in using the username and password in this welcome email. Open the link in your **Chrome** browser and log in. If you cannot find this email, please check your spam folder. The email was sent from the email address [no-reply@pheedloop.com](mailto:no-reply@pheedloop.com)
2. Now you have joined our virtual conference. On the left-hand side, you will see the **menu** items. Currently you are in the **lobby**. Click **sessions** and choose the session you want to join.
3. To simplify your search for the sessions you are interested in, you can use the **filter** or the **search** feature. This way you can look for specific sessions, authors or speakers; or you can filter the entire program so only single days, tracks or a certain format are displayed.
4. It is also possible to **create a personal schedule**: click on the plus (on the upper left corner of your session details) to add this session to your personal schedule.



5. Now you can use the **filter** feature to get an overview of your **personal schedule**.



6. All sessions should start on time. After your login you can watch and listen to presentations. Usually there will be given **four presentation in a row**, followed by **Q&A**. For the Q&A, you **must change the room**: After the last presentation has finished you will see a slide: **Please visit the additional session below for Q&A**. Click on the link below in "Q&A Session" to get to the new virtual room.



Here you can listen to the discussion between chairs and speakers. If you have any questions, you're welcome to ask them via the Q&A feature.



Please use the "chat" possibility to chat with other attendees, but not for Q&A.

7. Usually a **Q&A** takes about **20 minutes or 4 min per given talk, respectively**. The chair will

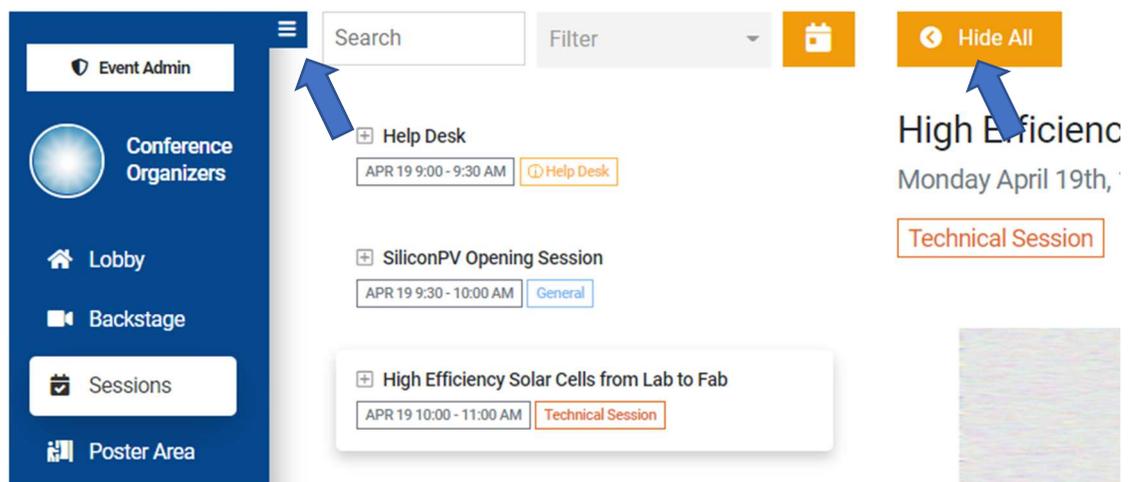
← High Efficiency Solar Cells from Lab to Fab

Q&A High Efficiency Solar Cel

continue.

finish the discussion and you can go back to your session. To get back, click the button on top leading to the previous screen. Now you are back in the conference room and the presentations will

8. Listen to the following presentations in a row. Afterwards you're welcome to **attend the Q&A again. It is the same procedure**.
9. To increase the area used for the presentations, you may collapse two parts of the windows or maximize the presentation window and view it in full screen mode (only possible when stream is running).



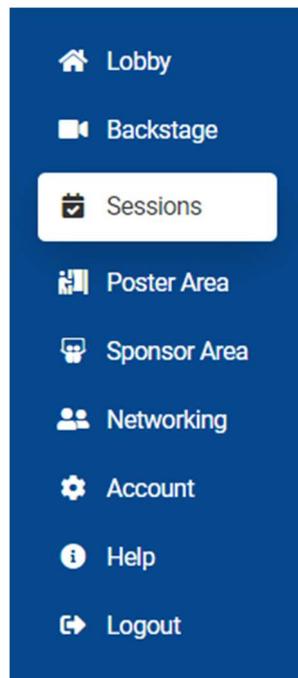
#### Note:

You can change between sessions whenever you like. It doesn't matter if the session has already started you can leave and join at all times.

And, even better:

Don't worry if you missed a session! All SiliconPV Conference presentations will be available as streaming even after the conference! So just come back later and watch the presentations at any time! (The nPV Workshops sessions will be held live only and not be available for streaming afterwards.)

Other features offered within the Online Conference Portal in the left-hand navigation



#### **Poster Area:**

In the poster area you will find the link to our virtual poster exhibition.

#### **Sponsor Area:**

Visit our sponsors and organizers in the virtual Sponsor Hall!

You will find interesting information on their activities and latest developments, you can start live chats, see their videos, etc.

The sponsors will be more than happy to get in touch with you!

#### **Networking:**

Let's connect! Use the networking link to see a complete list of all attendees, speakers, and sponsors. At the top of the list is a search field and tag filter to find specific people. To send a message to an individual, there are a couple of options:

1. Search for them in the Attendee list and click on their profile. You can then send a private message.
2. You can also initiate a chat with someone by clicking a message in a public chat (alongside a session or an exhibitor booth, for instance). Make

sure you click on the person's name, not the message itself, to make the chat pop up.

Please note: The recipient of the message does not receive a notification email. They will have to be logged into the PheedLoop portal to be notified, and notifications need to be enabled.

If you have enabled notifications, the notifications "bell" in the upper right of the screen will also show you the number of new messages you have not read. When you look at the messages in the notifications, uncheck the box to indicate that you have read the message. Unfortunately, you cannot reply directly from this notification area. You will need to navigate over to the Chats tab in the networking section or use one of the methods of sending a message to an individual listed above.

#### **My Profile:**

Here you can add a picture or a short cv... whatever you want to let others know about you.

#### **General information**

To get an overview on the program overview and the daily program, we recommend opening the conference website in a second browser window.

The program overview can be found here:

<https://www.SiliconPV.com/overview/>

The detailed program can be found here:

<https://cms2021.SiliconPV.com/program>

***If you have any questions, check out the "Help" on the website or get in touch with us at the info desk or send an email to [info@SiliconPV.com](mailto:info@SiliconPV.com)***