

26th International Photovoltaic Science and Engineering Conference
24-28 October 2016

Oral Presentation Guidelines

Oral Presentations provide authors the opportunity to present their papers at the conference with maximum visibility and exposure. Additionally, the oral presentation sessions at the conference serve as a forum for the entire conference community to discuss the latest research findings and get updates on each of the conference's topics.

To ensure a fruitful experience for all conference participants, some guidelines are detailed below to assist the presenters with their presentations.

1. Preparation of oral presentation:

- Oral presentations must be prepared and presented in **English**. No simultaneous translation will be provided at the conference.
- Please prepare your presentations (in English) with Microsoft PowerPoint (.ppt or .pptx).
- The conference computer used for the oral presentations will run on Windows 8 and Microsoft Office (version 2010). Please ensure that your presentation is compatible with these programs.
- Please inform the conference organisers before Tue 18th October (email to info@pvsec26.com) if (i) you wish to use your own laptop computer for your presentation and/or (ii) your presentation includes a video (or any other content) that requires special programs (like Adobe Flash).
- Please use a minimum font size of 20 pt in your slides to ensure that your content is well readable for everyone in the conference room. Please use Arial font.
- All text in graphs and images should also have a sufficiently large font size (at least 18 pt).
- Do not overload your slides with text and pictures – usually, less is more!

2. Submission of oral presentation slides:

- To facilitate the uploading of presentations onto the conference computers, please submit your PowerPoint or pdf file in advance (**latest by 21 Oct 2016**) to the PVSEC-26 webpage link:

<http://www.pvsec-26.com/presentation-slide-submission>. Rest assured that the public has no access to your file.

- Please bring your presentation file saved in a USB thumb drive on the day of your presentation to the conference venue, as a back-up and/or for uploading onto the conference computer.
- A Speaker Room will be set up in Rooms 3610 & 3710, Level 3, Marina Bay Sands Expo and Convention Centre (MBS), to allow speakers to preview and update their presentations prior to the start of their respective sessions.

The Speaker Room is open during the following hours:

8:30 – 18:00 hr on Wednesday, 26 October 2016

8:30 – 18:00 hr on Thursday, 27 October 2016

8:30 – 15:30 hr on Friday, 28 October 2016

3. Delivery of oral presentations:

- The length of the presentation material should be in accordance with your allocated time (15 minutes, including 3 minutes of Q&A). Please refer to the program in the Conference Booklet (or the conference website at <http://www.pvsec-26.com/detailed-programme>) for your actual presentation timeslot.
- Please be present at the conference session room at least 15 minutes before the start of your session and check that your presentation is working fine on the conference computer. This ensures that the session will run smoothly.

4. Sharing of presentation slides after the conference:

The conference organiser will share the oral presentation slides (pdf version; only those with author's consent given in the online abstract/slide submission system) with the PVSEC-26 conference delegates after the conference.