



A Conference of



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**25 - 29 September 2022 – Kassel Germany**

**ISES and IEA SHC International Conference on Solar Energy for Buildings and Industry**

[www.eurosun2022.org](http://www.eurosun2022.org)

### **Instructions for oral presentations**

#### **Presentation time and schedule:**

- The detailed program showing the time and place of your session will be published on the conference website.
- Regular oral presentations are 10 minutes. Please make sure to strictly keep this time limit. Additional 3 minutes of discussion time is foreseen for each presentation.

#### **Formatting instructions:**

- Presentations in .ppt format, pptx. format and .pdf format will be accepted. If you have created your presentation in Apple .ppt, please test it on a Windows PC to ensure that it displays correctly.
- Avoid any external links in your presentation. The presentation computers do not have an internet connection.
- Non-standard fonts should be embedded.
- All pictures and graphs must be embedded without links.
- Experience shows that video films often cause problems. If you plan to use video films, please check them when handing in your presentation.

#### **Presentation upload at the conference:**

- All oral presentations must be turned in at the Media Upload Desk on site at the conference.
- Please upload and check your presentation well in advance and at least one hour before your presentation.



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- You will not be able to display your presentation directly from your laptop computer or memory stick. All presentations must be uploaded to the conference system in advance.
- Please meet your session chairs inside the conference room at least 10 minutes prior to the beginning of your oral session and familiarize yourself with the technical equipment.

### **Other important things you should pay attention to:**

- Please make sure that your presentation and memory stick do not contain computer viruses of any kind. If you hand in an infected memory stick, you will be asked to come submit your presentation with a virus-free stick.

### **Conference Registration**

If you didn't register for EuroSun 2022 yet, please register as soon as possible. Only papers which have been presented as an oral presentation or a poster at the conference are eligible for publication in the proceedings

Kind regards,

EuroSun 2022 Organizing Team