

Instructions for Oral Presenters

As the tandemPV Workshop 2025 approaches, we would like to provide you with some general information and instructions for oral presentations. Please read them carefully!

General Information

- The tandemPV Workshop 2025 will be held in a hybrid format. However, all presentations will take place on-site at the workshop venue in Hasselt and will be streamed for online participants. Therefore, it is mandatory for all presenters to register for on-site participation. If you have not already done so, please make sure to complete your [registration](#) by **April 17**.
- The official language of the event is English, so all presentations should be prepared and presented in English.

Structure of sessions and duration of presentations

- Oral presentations will be divided into sessions. Each session will last 1-2 hours and include 3-5 presentations. Please refer to the [workshop program](#) for your assigned session, the time, date, and location of your presentation. Please note that the program is subject to change. We therefore strongly recommend you to double check the time of your presentation a day or two before the workshop begins.
- Each oral presentation will be allotted **15 minutes**, followed by **3 minutes for questions and answers**. The session chair will advise you when a certain amount of time remains for your presentation. Any presentation that exceeds the allotted time will be interrupted, so please plan your presentation effectively.
- As the presentation schedule is tight, it is of utmost importance that all presenters are ready and on time for their presentations. Therefore, we kindly ask you to be in the room **10 minutes** prior to the start of your session on the day you are scheduled to present. Please use this time meet with your session chair so they know you are present.

Formatting Instructions

- Please note the following when preparing your presentation:
 - Supported file formats are:
 - .ppt with embedded fonts
 - .pptx with embedded fonts
 - .pdf

Instructions for embedding fonts: <https://support.microsoft.com/en-us/office/embed-fonts-in-documents-or-presentations-cb3982aa-ea76-4323-b008-86670f222dbc>.

- Presentations should be prepared in a widescreen format, with a 16:9 ratio.

Instructions for resizing slides: <https://support.microsoft.com/en-us/office/change-the-size-of-your-slides-040a811c-be43-40b9-8d04-0de5ed79987e>

- If you want to add videos or other types of interactive materials, please include them in the presentation (do not access them through Internet, as this may not work to your satisfaction) and make sure that they work properly.
- If you prepared your presentation on a non-Windows operating system (e.g. MacOs or Linus), please test it on a Windows PC to ensure that it displays correctly.

Submitting presentations

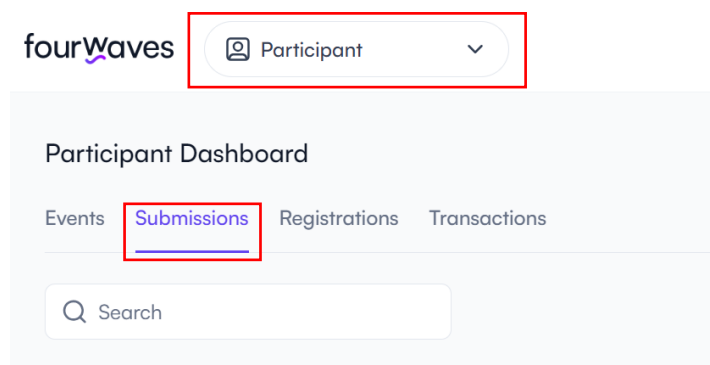
You will not be able to play your presentation directly from your laptop. Therefore, there are three ways to submit your presentation:

1. Upload to Fourwaves

You can upload your presentation to the Fourwaves platform by **May 9**.

To upload,

- [Log in to Fourwaves](#).
- In your dashboard, select the **Participant** role from the top menu and go to the **Submissions** tab.



- Click on your submission.
- From the side menu on the right, click **Edit Submission**. You will be redirected to your submission form.
- In the submission form you can upload your presentation in the section **Presentation Upload**.
- After uploading, save the form.

2. By e-mail

You may also submit your presentation by e-mail to info@tandempv-workshop.com also by **May 9, 2025**. Please include a short bio / introductory text about yourself (2-3 sentences) that the session chair can use for your introduction.

3. On-site

As an alternative to uploading and submitting by e-mail, you may also submit your presentation on-site at the Media Upload Desk. We strongly recommend that you submit your presentation at least **two hours** prior to the start of your session to avoid queues and potential setbacks.

Note: You will likely have your presentation on a USB drive. Please ensure that this USB device is free of malware.

Important: Presenters are invited to upload a PDF version of their presentation, which will be available to registered workshop participants in the password-protected internal area. An upload section for the Internal Area is also available in the submission form. By uploading, you agree to its publication in the Internal Area. For submissions by e-mail or on-site, we will take care of the upload ourselves. **Please be sure to indicate whether or not you agree to publication in the Internal Area.**

Thank you for your valuable contribution to the tandemPV Workshop 2025.

We are looking forward to your presentation.

With kind regards,

The tandemPV Workshop Organizing Team