



NOTES FOR PRESENTERS OF **PLENARY PRESENTATIONS**

All Presenters are requested to REGISTER for the Conference (Information available on www.eubce.com). Please note that your Paper and Presentation will not be published in the Conference Proceedings without having registered for the Conference and presented your paper at the event.

Presentations must be prepared and presented in ENGLISH, the official language of the Conference.

Presentations are Livestreamed from speaker's computer: desktop broadcasting with screen sharing. It means that speakers have to perform live in the scheduled session and 'PPT' documents do not have to be uploaded or sent to the event organizer in advance.

1. Information for Presenters

The session will be organized as live Zoom webinar with real time interaction between presenters and audience. Technical details will follow soon.

Please prepare a Microsoft PowerPoint presentation for your contribution.
A PowerPoint template is available on EUBCE website (its use is optional).

Your file should be saved as the respective number of your presentation (i.e. 'BP.1.1.ppt' or 'CP.1.2.ppt'). If your presentation uses digital video or audio files (*.mpg, *.wav) check that they are saved in the same directory as your PowerPoint file and adapt the link if needed.

You are advised to have your file open on your computer and to be prepared to take over the screen for the presentation to be shown.

2. Interactive Plenary Presentation

Speakers, Session Chair and Session Moderator will meet **in the Zoom room webinar 10 minutes prior** to their session to be quickly briefed.

Speakers in Plenary Sessions will be allotted **a time slot of 15 minutes for their presentation plus 5 minutes for questions and discussion**. Please note that the Session Chair will introduce the speakers and strictly guide the timing, so time your lecture carefully. The Session Moderator will moderate questions and discussion.

Kindly note that advertising material is not allowed to be presented in this scientific Conference. Your presentation may include a maximum of two slides containing information about your organisation.

We strongly suggest preparing a pre-recorded version of your 15 minutes video presentation as backup emergency.



You may record by following these instructions:

<https://www.panopto.com/blog/the-best-way-to-record-a-powerpoint-presentation/>

or

<https://support.zoom.us/hc/en-us/articles/201362473-Local-recording>

Instructions for uploading the pre-recorded video presentation to your plenary session will be sent to you in due time.

3. Full Paper and slides to be published in the Conference Proceedings

If you wish to publish your paper and presentation in the Conference Proceedings, the corresponding Authors should please submit to the EUBCE user area at <https://ssl.conference-biomass.com/> (section Paper Delivery) between **15 March and 29 April 2021**.

The layout of your paper should be exactly the same as the master document "[Instructions for Preparation of Papers](#)". More details on how to prepare the Paper are available in the **Instructions for Preparation and Delivery of Papers** on the EUBCE website.

Audio, video-recordings photos and screenshots may be produced within this event and during your presentation. With your participation you agree that such recordings/photos may be made available to the public.

We look forward to your presentation and to meeting you online.

On behalf of Nicolae Scarlat, Technical Programme Chair.

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