

Instructions for the poster presentation

At PVinMotion, we consider the poster presentation to be a cornerstone of any scientific conference. We offer two key benefits for poster presenters, recognizing the importance of your contribution to the academic community.

1. Free poster printing and displaying service, so you do not have to carry A0 posters to the airport.
2. Short oral presentations and QA sessions with rehearsal sessions – Poster preview sessions before your poster presentation.

How to utilize the free poster printing service

- ◆ Please reply “yes” to using the free printing service so that we can register your entry for the poster-printing project.
- ◆ Please send us an outlined PDF file (A3-size, portrait) by the end of February.
- ◆ We print your file on plain paper and in full color.
- ◆ We do not have an official template for the posters. You can design it according to your preference unless it is out of scientific content. You can include the commercial content, but it should not exceed 50% of the area or word numbers.
- ◆ Before sending your file, please complete on-site registration for the conference. The registration link is <https://va.apollon.nta.co.jp/pvinmotion2025/>
- ◆ If you use the early-bird discount, complete registration and payment before January 31.
- ◆ Online participants cannot use this service.
- ◆ Posters are to be displayed by organizers on Monday, March 10.
- ◆ Please check your poster by 15:00 (JST, Tokyo) on March 11, and inform us should you find any problems.
- ◆ The poster will be displayed by 15:10 (JST, Tokyo) on March 14 and removed by us. If you need your poster, please remove it before 15:10 (JST, Tokyo) on March 14.

If you do not use the free poster printing service

- ◆ You can also bring your posters, possibly because you prefer special paper rather than our full-color plain paper.
- ◆ We will prepare the poster stands and pins by March 11.
- ◆ In such cases, please respect the poster size (A0-size, portrait) and the poster display time. You are requested to display your poster by 18:00 on March 11 and keep displaying it at least by the end of the poster session. Still, we encourage you to keep displaying by the closing session (afternoon of March 14).
- ◆ Even though you do not use the free poster printing service, your poster will be removed on March 14.

Instructions for poster presentation

- ◆ Please stand by your poster before the poster presentation starts.
- ◆ You can choose your presentation style but do not disturb other poster presenters.

Poster preview (short oral presentation and QA session)

Please prepare a single slide for your presentation. You may include various objects such as a short video and animations. The slide must be created using Microsoft PowerPoint or PDF. Any submission with more than one page will be trimmed by the technicians without warning.

****Important Information:****

- The total presentation time is strictly limited to 3 minutes. This includes the time taken to walk to the microphone and the time required for extending your previous presenter's talk. It is crucial to adhere to this time limit to avoid taking away valuable time from the following speaker.
- The slide file must be uploaded by 08:50 on March 12.
- Technicians will operate the slide; you will not be able to control it, including using the pointer or starting the video. All embedded objects must start automatically, with timings set accordingly.
- Chairs will be provided on stage for poster preview presenters. As soon as your slide is displayed on the screen, please stand up and begin your short oral presentation. Ensure that you conclude your presentation within the 3-minute time slot to avoid disrupting subsequent presenters.
- You will not be called by the session chair before starting your presentation, so it is advisable to begin with your introduction.
- You may use your time freely. You can choose to present in a classical format (including your name, affiliation, acknowledgments, research background, problem identification, methods, and solutions) or focus on a key aspect of your research, supported by an automatically started video.
- Following each speaker's presentation, the chairperson will invite questions. Online participants can submit their questions via the chat function of the meeting platform. Priority will be given to questions from online participants, which the chairperson will read.
- If there are questions that cannot be answered during the session, you are encouraged to respond on the meeting platform during the conference.
- The poster preview session can be somewhat challenging, and we encourage you to attend the rehearsal on March 12 from 08:50 to 09:50 JST (Tokyo).
- If you do not wish to participate in this preview opportunity, please inform us in advance before the conference week begins.
- Please note that online participation for the poster presentation is not expected.

Distribution of Your Work

- We offer two options for distributing your work:

1. Peer-Reviewed Journal Publication (Recommended for Presenters): Elsevier Solar Energy Materials and Solar Cells (SOLMAT) Impact Factor: 6.3, Cite Score: 12.6,

<https://www.sciencedirect.com/journal/solar-energy-materials-and-solar-cells>

2. Conference Proceedings: These will be distributed only to registered conference participants.

- We also encourage the sharing of private preprints of your presentation.

Important Guidelines for distribution:

- Do not submit to the proceedings if you are recommended for SOLMAT publication. If you decide to submit your manuscript to SOLMAT, it is essential to avoid duplication of publication.
- Recommendations for SOLMAT publication are made based on submitted abstracts. We do not discriminate between regular and late submissions.
- We offer distribution options for both oral and poster presentations. The distinction between oral and poster presentations does not affect recommendations for journal publication; we maintain a fair review process.
- A significant number of poster presentations will be selected for SOLMAT publication, while many oral presentations may not be. Further instructions regarding the paper and proceedings publication will be provided after the SOLMAT recommendation decisions are made.
- Please remember that a recommendation to SOLMAT does not guarantee publication. You are required to prepare your manuscript according to the journal's guidelines and undergo peer review as outlined by the publisher. The conference's recommendation does not influence each reviewer's peer review process.
- Our policy is "no presentation, no publication." If, for any reason, you do not present your work, your recommendation for SOLMAT publication and proceedings publication will be discarded.

Note on Recording Files

- Poster preview presentations will be recorded and distributed to online attendees. Please refrain from including any sensitive technical or business information in your presentation. You will be required to consent to the distribution of the recorded file to online attendees.

[Further details to be provided if applicable.]