Thank you for your interest in the 9th edition of the European Geothermal Workshop.

The upcoming EGW 2021 event is programmed on the SCOOCS virtual online event platform. It allows to visit the posters and to communicate with the authors using a live chat function. For all attendees who will be presenting a poster, please read thoroughly the following instructions.

Should you encounter any problems feel free to reach out to us anytime at egw2021@agw.kit.edu.

GETTING READY FOR EGW 2021:
- The EGW 2021 program is available online on the program schedule website or on the event website. The Program might be adjusted, so you should check the status of your session again ahead of the session.
- This year, EGW will be organized on the SCOOCS platform.
  - **NO supplementary registration is needed:** To attend the event, a SCOOCS login will be created for you based on **the email addresses used for registration to the event**.
  - **NO specific installation is required to access SCOOCS**
- When you are joining a SCOOCS based conference **for the 1st time.**
  - A pre-created profile will be created for you in Scoocs until the **3rd of September,** based on contact details entered during the registration to the event.
  - All attendees will receive an email by the **3rd of September** to log in into Scoocs, using the following link : https://geokarlsruhe2021.scoocs.co/checkin.
  - After completing your profile and choosing your own password, you will be redirected to the conference foyer. Here a short guided tour will show you around the platform and its most important features (first login only). We recommend taking your time to look around and explore everything so that you are familiar with the platform **before the conference starts**.
- To join a SCOOCS based conference **subsequently**, use the following link: https://geokarlsruhe2021.scoocs.co/login
- If you are unable to connect, send us an email at egw2021@agw.kit.edu

GETTING READY FOR YOUR POSTER PRESENTATION
PREPARING YOUR POSTER:
To guarantee the best possible visibility of the posters, templates (either in landscape or portrait format) are available for download the the following link:

https://bwsyncandshare.kit.edu/s/d6nMDqeSPnYERg2

PREPARING YOUR POSTER BOOTH:
⚠ Poster booths need to be completed and activated (thus visible to all participants) **between the 3rd and the 12th of September** (though minor changes and corrections can be done later). Make sure to keep that deadline.

When entering the conference platform as a poster author you will automatically be assigned the right to create your own poster booth. To facilitate preparations also on our side please only create **1** booth for **1** poster.
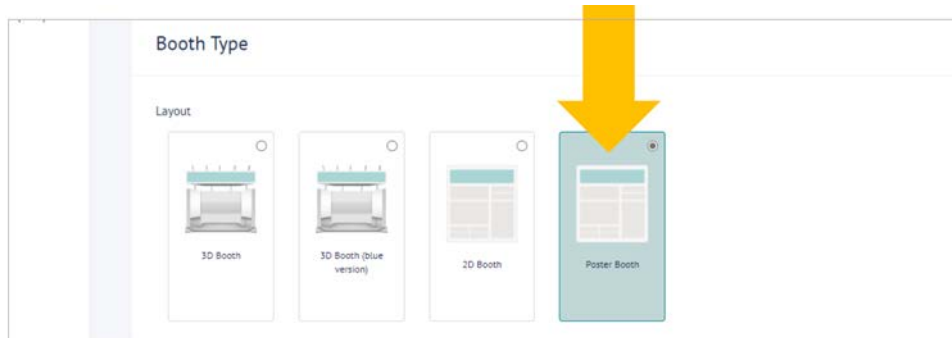- To **create** or **edit** your poster booth, log into the SCOOCS environment and click Poster Booths in the left menu bar, then CREATE BOOTH at the top of the window. By clicking the **CREATE BOOTH** button, a new environment for creating your poster will appear.

- Here, enter the poster title. As soon as you click the "**Active**" button in the upper right corner, the poster will be visible for all registered participants of the EGW2021. **All posters must be visible by 12 September at the latest**.

  You may also enter your E-mail for notifications. By doing so, once the poster is visible you will receive an automatic notification email as soon as another participant visits your poster. In case you do not want to receive any more notifications, simply remove your email from this field.

- Then, select **Poster Booth** (never choose any of the other options!).

- The content of the poster is created via the "**Booth Content**" field. First, enter a good title (e. g. either your poster title again or its subtitle). Second, you may want to enter a short descriptive text, your (short abstract) etc. in the box where it says "lorem ipsum". A simple text editor lets you edit the text. You can edit this content as often as you wish.

- You may add **social media** profiles should you wish to

- **Booth banners** should be added to add a logo or photo from the poster project group or a project partner. The necessary format size can be found by hovering with your mouse over the small "i". Here, also the URL to a project website or similar can be added.
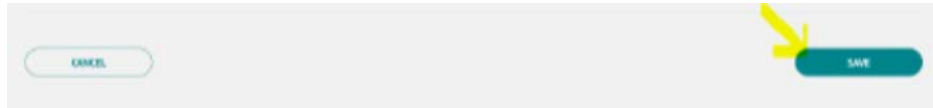

- Should you wish or need to **upload a video**, you may do so here. Videos must be hosted on Vimeo or Youtube though, no direct upload is possible.

- Finally, the Booth networking table at the bottom of the page will be used to assign the time for the poster session once the EGW2021 programme is ready. **This will be done by the congress organisation team, so no need for you to do anything here!**

⚠ Always make sure to click "**save**" at the bottom of the page. Changes will not be saved automatically! When you are doing some longer editing it sometimes helps to save now and then to be safe from any breakdowns etc.
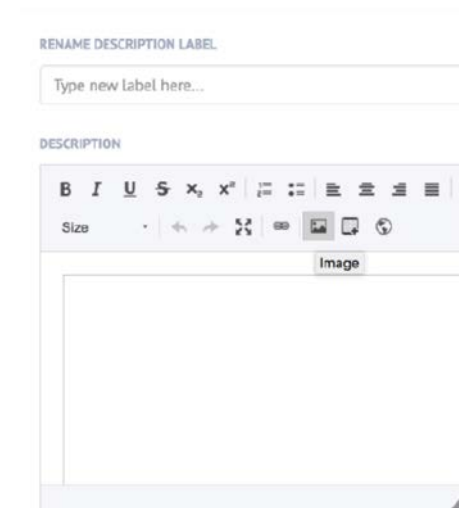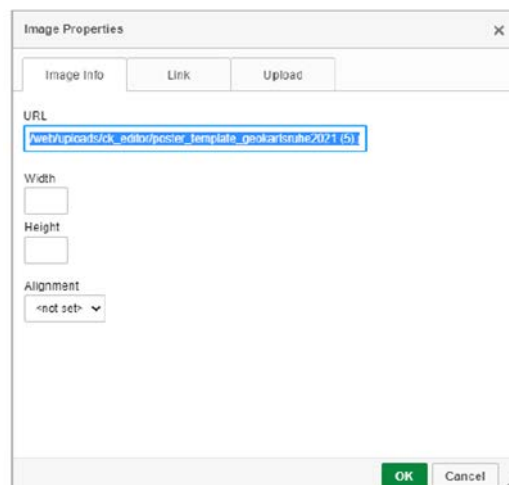
Again, use the editor below "**booth content**".

- Picture format (jpg, png, tiff) and pdf portrait or landscape format are allowed to upload. Click on "**image**", then "**upload**" and do not forget to "**send it to server**". Afterwards, width, height and alignment can be adjusted in "image info" if need be.
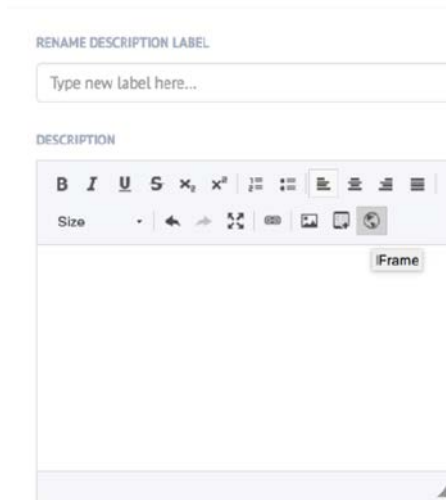

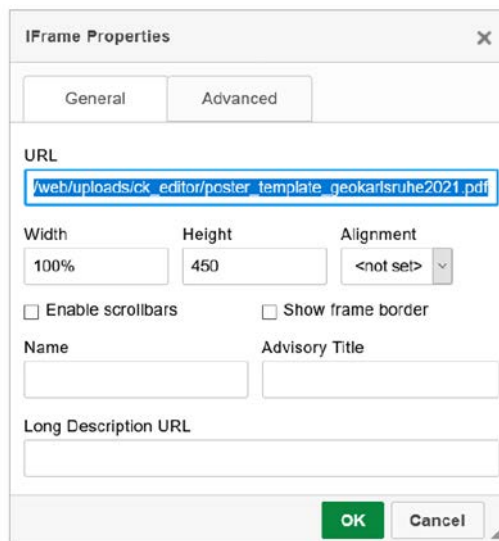- Now **copy the link** (URL) from the window that opens and click OK.

- Next click on "**Iframe**" in the "**Booth Content**" window. Paste the link (URL) in the Iframe properties window, insert width and height, and click **OK**.

- Make sure that the width is 100%. We suggest a height of 450 for landscape format and 900 for portrait format.

⚠ Please check carefully that the fonts are large enough to be readable on a standard computer screen. There is a zoom option like with a normal acrobat reader, but still, it is better to have the original poster fonts already large enough to spare people from the hassle of zooming and scrolling.

In case of questions or issues with upload/editing please contact the team responsible for poster booths at posters@geokarlsruhe2021.de

The poster booth and its content will be accessible during the whole period of the event.

Hovewer, specific timeslots ('**poster sessions**') are planned each day of EGW2021. Each poster has been affected to a given session. Please consult the program to see in which session your poster is assigned.

SCOOCS provides a chat function that can be used to provide feedbacks to the authors. During the **session to which your poster has been assigned**, a networking table (i.e. video meeting) will be created so that the presenter can freely discuss his poster with visitors.

As a presenter, please **join the networking table at the time of your assigned session**, and be available to discuss your poster with people who visit your poster booth.

Thanks for participating in the European Geothermal Workshop, and see you on the Scoocs platform!

The organizing committee of EGW2021 - egw2021@agw.kit.edu.