APEC2025 March 16-20 ATLANTA, GA

APEC2025 Author Information Session

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Tuesday, November 12, 2024

APEC2025

APEC Content Management Team

- Nate Knauer
- Catalina DeMassi
- Katia McKennon
- Rebecca Armely

- For questions: **speakers@apec-conf.org**

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Agenda

- Final paper preparation
- Final paper submission
- Presentation/poster preparation
- Presentation/poster submission

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Paper Specifications

- MANDATORY: USE IEEE PDF EXPRESS to ensure your PDF is Xplore compliant.
- Paper Length: Maximum 8 pages, including figures, tables & references. Authors will be charged $100 per additional page over the 8 page limit.
- Paper Size: US Letter (8.5" x 11")
- Fonts: Embed ALL fonts in your PDF file. No Type 3 fonts allowed.
- File Format: Adobe PDF (.pdf)
- Allowed File Size: 5 MB
- Do NOT page number your paper
- Do NOT apply security settings to your PDF file.

Authors are strongly encouraged to limit their papers to six pages, including all figures and references.

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Excessive Self-Citation

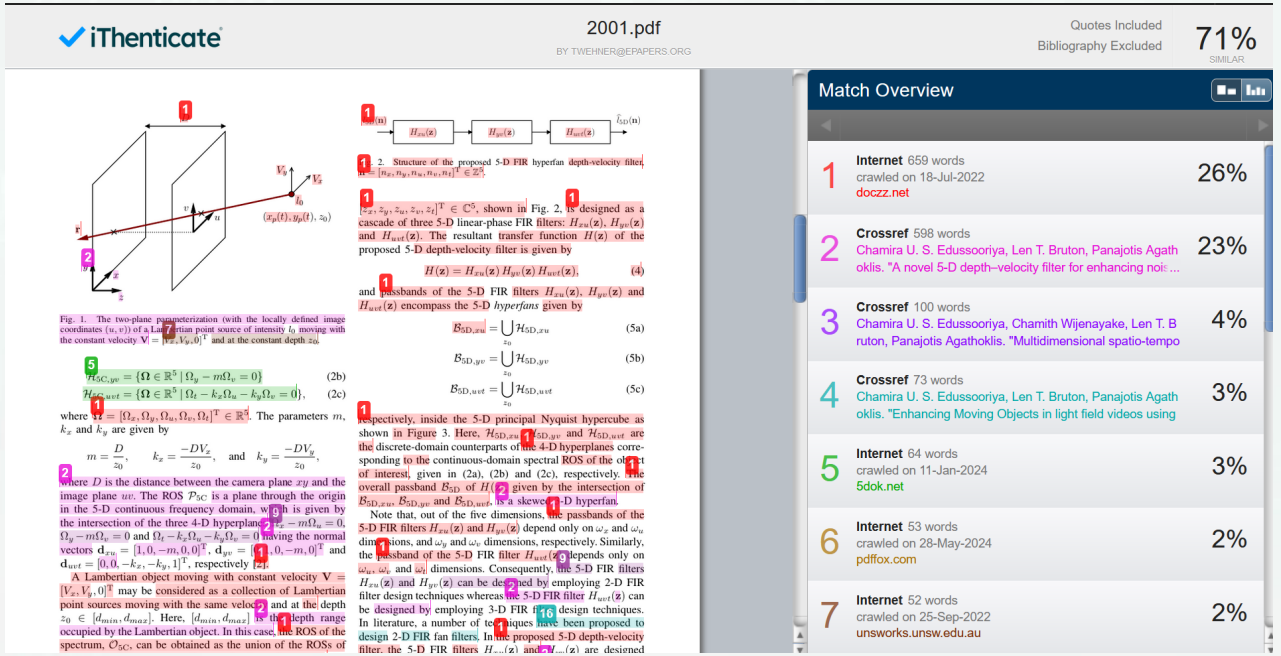
Self-citation occurs when authors excessively reference their own papers in their work. It can also arise when an author repeatedly cites the work of another author, which is known as redundant citation or repeated authors in the reference section.

APEC may reject the full paper or request revision if self-citation rate is higher than 30%.

Plagiarism Check

Epaper (final paper submission site) will generate **Cross Check** scores for all papers automatically.

Papers with high Cross Check scores will be asked to revise and resubmit. All authors will have one week to respond to the revise request.



Tips to avoid high Cross Check scores

- Do NOT copy and paste material from earlier publications including your own publications.
- Cite your own paper(s) if some of the material are from your earlier conference or journal papers.

Agenda

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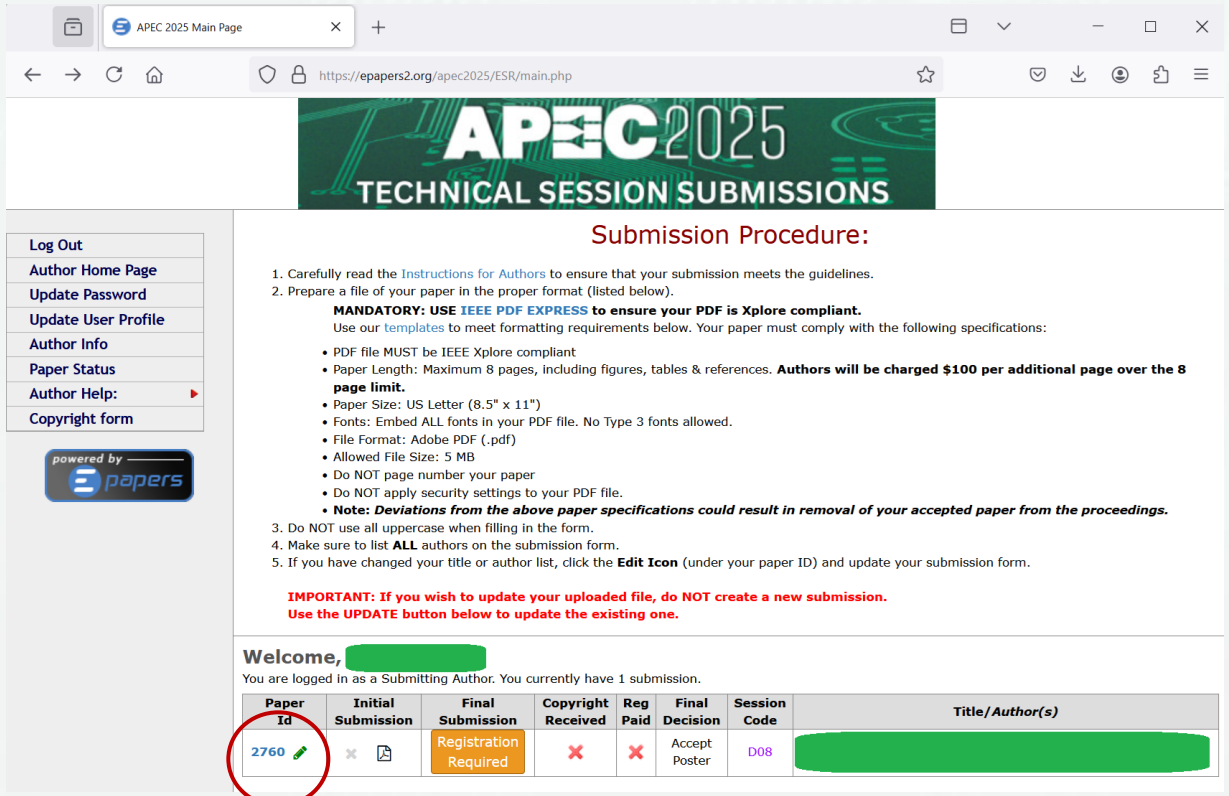
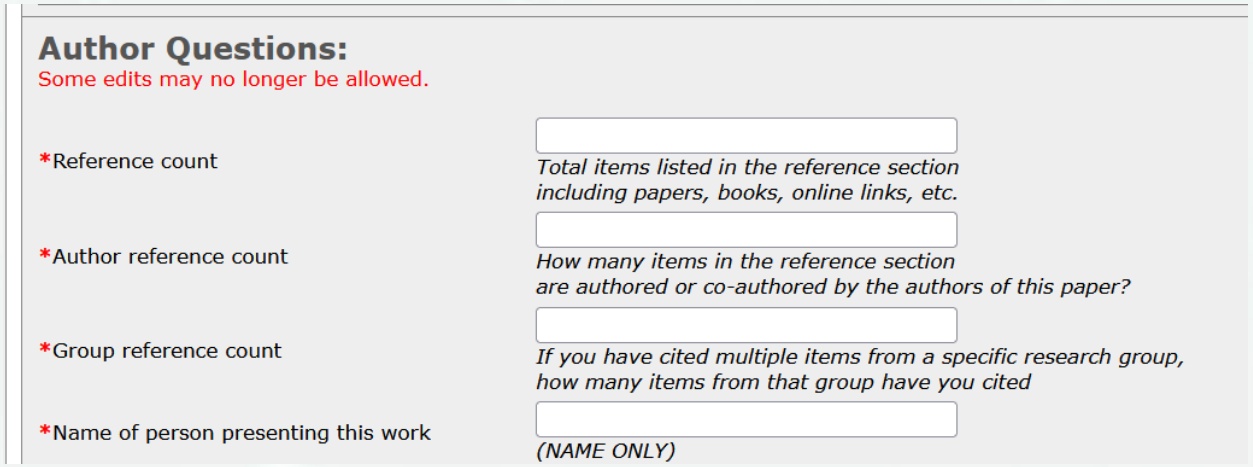
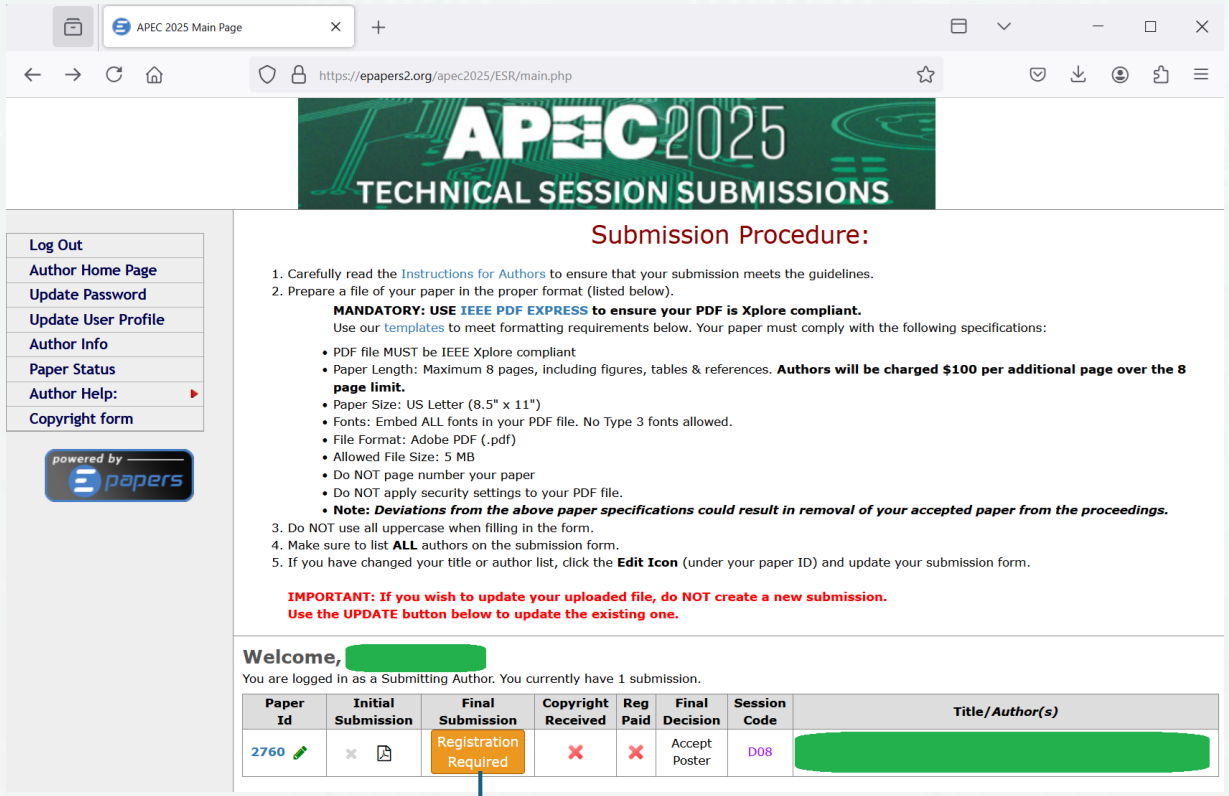
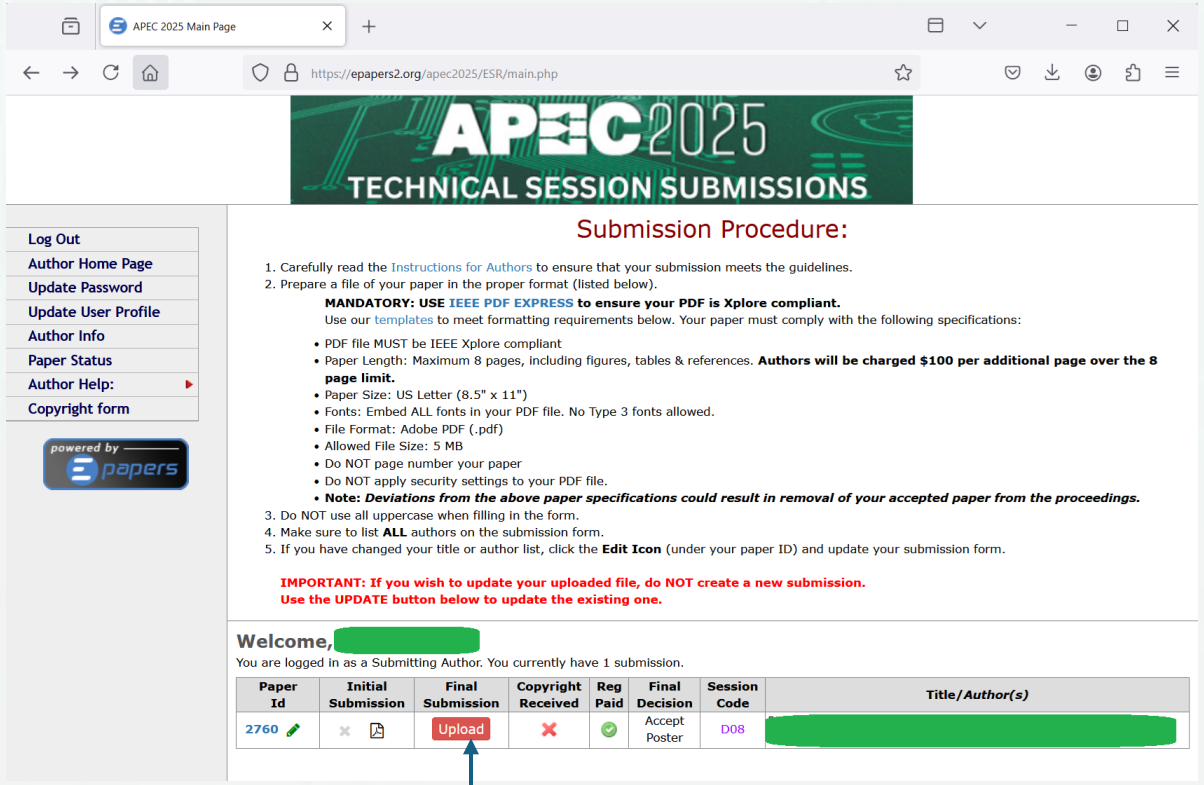
First Step: Fill the Paper Summary Form





Second Step: Registration





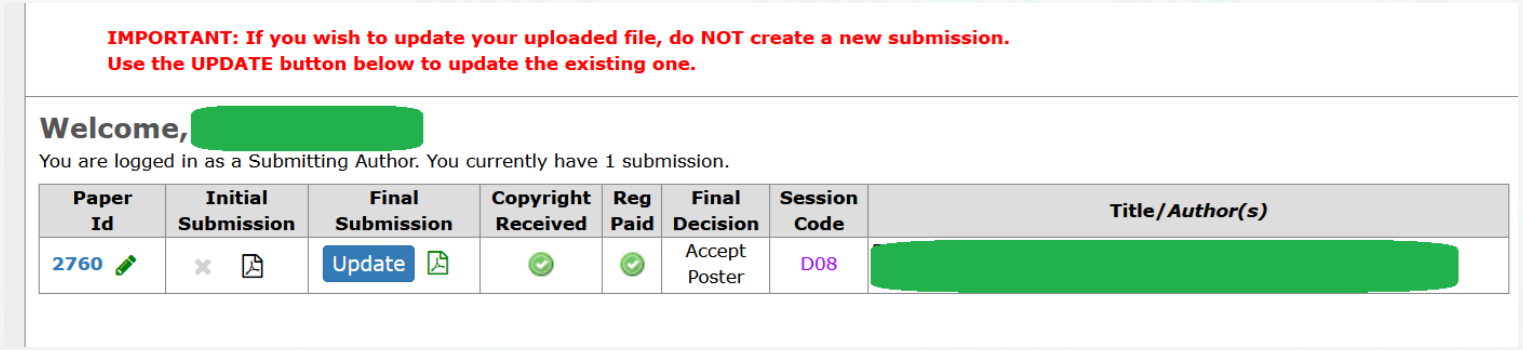
Enter the 4-digit upload code from the registration confirmation email.

Third Step

Upload the PDF version of the paper

Fourth Step

Sign the Copyright Form



IMPORTANT: If you wish to update your uploaded file, do NOT create a new submission.
Use the UPDATE button below to update the existing one.

Welcome, [redacted]

You are logged in as a Submitting Author. You currently have 1 submission.

Paper Id	Initial Submission	Final Submission	Copyright Received	Reg Paid	Final Decision	Session Code	Title/*Author(s)*
2760		Update			Accept Poster	D08	[redacted]

You can update the PDF file as many times as needed before the submission site closes.

Agenda

- Final paper preparation
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- Presentation/poster preparation
- Presentation/poster submission

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Title of Presentation

Authors' Names and Affiliations

(Optional: Contact Information)

Place your logo here

Presentation Guidelines

- Total duration of presentation is 20 minutes, 15 minutes for presentation and 5 minutes for Q&A.
- Limit your presentation to 20 slides and 20MB.
- There are no additional logos and borders allowed except for the title page.*
- The presentation must not have ‘Confidential’ or ‘Proprietary’ tags.

*Not mandatory

Presentation Guidelines: Format

- File format must be MS pptx or Adobe pdf for presentation and pdf only for downloadable proceedings.
  - Authors must submit an Adobe version of their presentation file which is verified for conversion accuracy (pptx → pdf).
- Slide size must be 16:9 and follow this pptx template.
- The footer on the:
  - title slide must include Presentation Number & Slide Number (#).
  - other slides must only include the slide #.

Presentation Guidelines: Color

- No background color or pattern may be used.
  All slides must have a white background.
- Schematics, graphs, illustrations or pictures may use color.
- Avoid using light colors that are not clear on a white background.
- All text should be in black*.

*Not mandatory

Presentation Guidelines: Font Sizes

Recommended minimum Arial font sizes

Titles: 32

Sub-Titles: 28

- Major Bullets: 24
  - Indented Bullets: 20

Text on graphs, figures,…: 18

Authors' Names and Affiliations

(Optional: Contact Information)

Poster Board and Poster(s)

- Display board is 4 feet high and 6 feet wide
- You can bring one single poster or multiple smaller posters. Possible configurations include:
  - one single large poster, 48 inch (wide or height) by 36 inch (wide or height)
  - one mid-size poster with multiple smaller posters
  - multiple small posters
- If multiple small posters are used for one paper, the minimum size of each small poster is 18 inches (wide or high) by 24 inches (high or wide)
- Do **NOT** just print out the paper in letter sizes and stick pages onto the poster board.

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Please Put Your Title Here (80pt Arial)

Place your logo here

There is Also Room for a Subtitle (60pt Arial)

Underlined Presenter, Author Two, and Author Three (54pt Arial)

Problem Statement (Heading 44pt Arial)

- Identify the problem being solved and provide the right context.
- Use at least 28pt Arial for this.
- All text should be in black. (Not mandatory)
- Please submit your poster as a PDF file and verify it for conversion accuracy (pptx → pdf**).**
- There must be No "Confidential" or "Proprietary" tags.
- You can modify the height of each section in the box as needed.
- You can also create subsections (size at least **36pt Arial, bold**) if needed.
- Use graphics (figures, tables, waveforms, block diagrams, schematics, flow charts, equations, algorithms etc.) extensively to convey your work – they are more likely to grab attention than words.
- When using words for description, bulleted or numbered lists are preferable to long paragraphs.
- Spell out acronyms, abbreviations, and symbols the first time they are used.

Previous Work (Heading 44pt Arial)

- Text describing the previous/existing approaches to solve the problem.
- Use at least 28pt Arial for this.

Rules for best images:

- Diagrams/schematics/waveforms should have a **WHITE** background.
- Annotation text should be clearly visible.
- Quality should be high (e.g. do not use snipping tool screen grabs, low quality JPEGs, etc.).
- Sensible use of color to enhance the information content, remember pale colors are difficult to see.

Your Solution (Heading 44pt Arial)

- Describe the novelty of your approach using graphics, equations and bullets as appropriate.
- Use at least 28pt Arial for this.

Results 1 (Heading 44pt Arial)

- These may be simulation/analytical results.
- Use at least 28pt Arial for this.

Results 2 (Heading 44pt Arial)

- These may be experimental or higher-level results (or a continuation of Results 1 section).
- Use at least 28pt Arial for this.

Summary/Next Steps/References (Heading 44pt Arial).

- Include key takeaways from your work.
- Include possible future research.
- Include a few key references. (These can be a subset of the references included in your paper).
- Use at least 28pt Arial for this.

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APEC2025

Roles – “Presenter” (Lecture or Dialogue)

Presenters are responsible to check/update their Personal information and upload the presentation file.

- Profile
- Biography
- Photo
- Upload Presentation Slides (Lecture)
- Upload PDF of Presentation (Lecture)
- Upload a PDF of the Poster (Dialogue)

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Roles – “Co-Author”

Co-Authors are responsible to check/update their Personal information

- Profile
- Biography
- Photo

If you think you have been assigned the wrong “role” – enter a change request using the Change Request Form in the Task List Page

Speaker Portal

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Speaker Portal

The Speaker Portal is different than the Technical Session Submission Portal

- Reviews occurred in the **Submission Portal**
- Final Manuscripts will be uploaded to the **Submission Portal (Nov 19)**
- Photos, Bios, and Profiles will be collected in the **Speaker Portal**
- Presentation slide decks will be uploaded to the **Speaker Portal**
- PDF of Dialogue Poster files will be uploaded to the **Speaker Portal**

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Submission Portal

- Platform: Epaper
- Digest Submissions
- Reviews
- Assignment to Sessions
- Final Paper Upload (Nov. 19)

Speaker Portal

- Platform: Cadmium
- Upload Photos, Bios, Profiles
- Upload Presentation Files
  - Slides
  - PDF version of Slides
  - PDF version of Dialogue Poster file

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Important Dates:

- Tuesday, November 12, 2024: Launch Speaker Portal Tasks
- Tuesday, November 19, 2024: Final Manuscript Due
- Friday, January 10, 2025: Profile, Biography, and Photo Tasks Due
- Monday, January 13, 2024: Early Bird Registration Closes
- Friday, February 14, 2025: Presentation Slides Due (PowerPoint)
- Friday, February 14, 2025: PDF of Presentation Slides Due
- Friday, February 14, 2025: Digital version of Poster Due (Dialogue)

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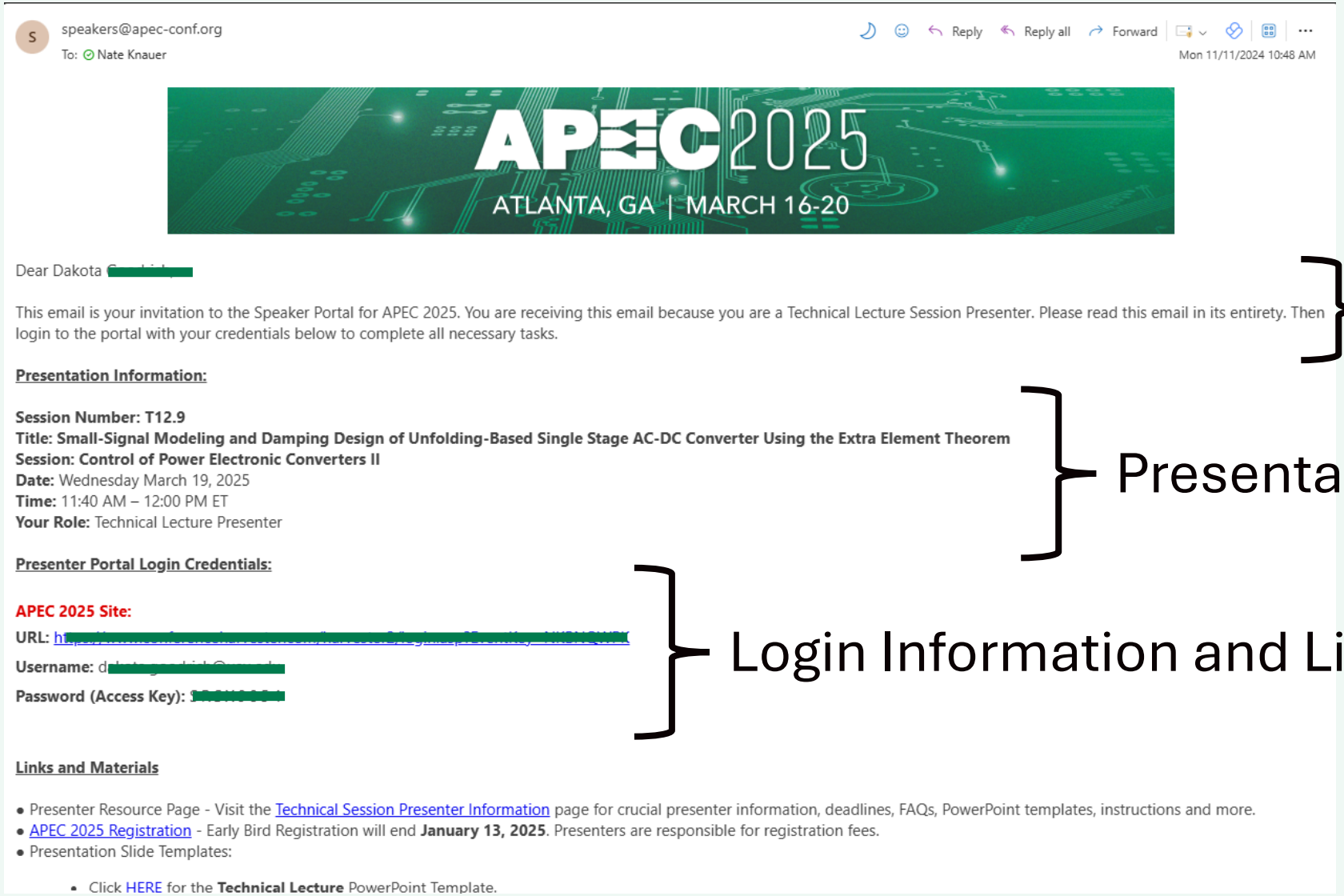
Invitation Email



speakers@apec-conf.org
To: Nate Knauer

Reply | Reply all | Forward
Mon 11/11/2024 10:48 AM

APEC 2025
ATLANTA, GA | MARCH 16-20

Dear Dakota [redacted]

This email is your invitation to the Speaker Portal for APEC 2025. You are receiving this email because you are a Technical Lecture Session Presenter. Please read this email in its entirety. Then login to the portal with your credentials below to complete all necessary tasks.

Presentation Information:

Session Number: T12.9
Title: Small-Signal Modeling and Damping Design of Unfolding-Based Single Stage AC-DC Converter Using the Extra Element Theorem
Session: Control of Power Electronic Converters II
Date: Wednesday March 19, 2025
Time: 11:40 AM – 12:00 PM ET
Your Role: Technical Lecture Presenter

Presenter Portal Login Credentials:

APEC 2025 Site:
URL: [redacted]
Username: [redacted]
Password (Access Key): [redacted]

Links and Materials

- Presenter Resource Page - Visit the Technical Session Presenter Information page for crucial presenter information, deadlines, FAQs, PowerPoint templates, instructions and more.
- APEC 2025 Registration - Early Bird Registration will end **January 13, 2025**. Presenters are responsible for registration fees.
- Presentation Slide Templates:
  - Click HERE for the **Technical Lecture** PowerPoint Template.

Name and Role

Presentation Information

Login Information and Link

APEC 2025

Invitation Email (cont'd)

Links and Materials

- Presenter Resource Page - Visit the Technical Session Presenter Information page for crucial presenter information, deadlines, FAQs, PowerPoint templates, instructions and more.
- APEC 2025 Registration - Early Bird Registration will end **January 13, 2025**. Presenters are responsible for registration fees.
- Presentation Slide Templates:
    - Click HERE for the **Technical Lecture** PowerPoint Template.
- APEC 2025 Facebook Page - Like/follow us on Facebook!
- APEC 2025 X Page - Follow us on X!
- APEC 2025 LinkedIn Page - Join our LinkedIn community!
- **#APEC2025** - Official event hashtag to use when sharing APEC 2025 with your colleagues on social media.

Resources

Important Dates

**If you have not already, please apply for a VISA as soon as possible subject to your travel requirements. More VISA information can be found here.*
**Presenters MUST be registered. Click here to register.*

November 12, 2024: Technical Session Presenter webinar - **Click Here for Webinar Zoom Link.**

November 19, 2024: Final paper manuscript due in the Technical Session Submission Portal.

January 10, 2025: Complete the Profile, Biography, and Photo tasks.

January 13, 2025: Early Bird registration ends

February 14, 2025: Upload your PowerPoint presentation (presenters).

February 14, 2025: Upload a PDF version of your final PowerPoint slides for the event proceedings.

It is critical for you to meet all stated deadlines. We look forward to seeing you at APEC 2025!

Dates

Sincerely,

APEC Education Team
https://apec-conf.org/ | speakers@apec-conf.org

Reply Forward

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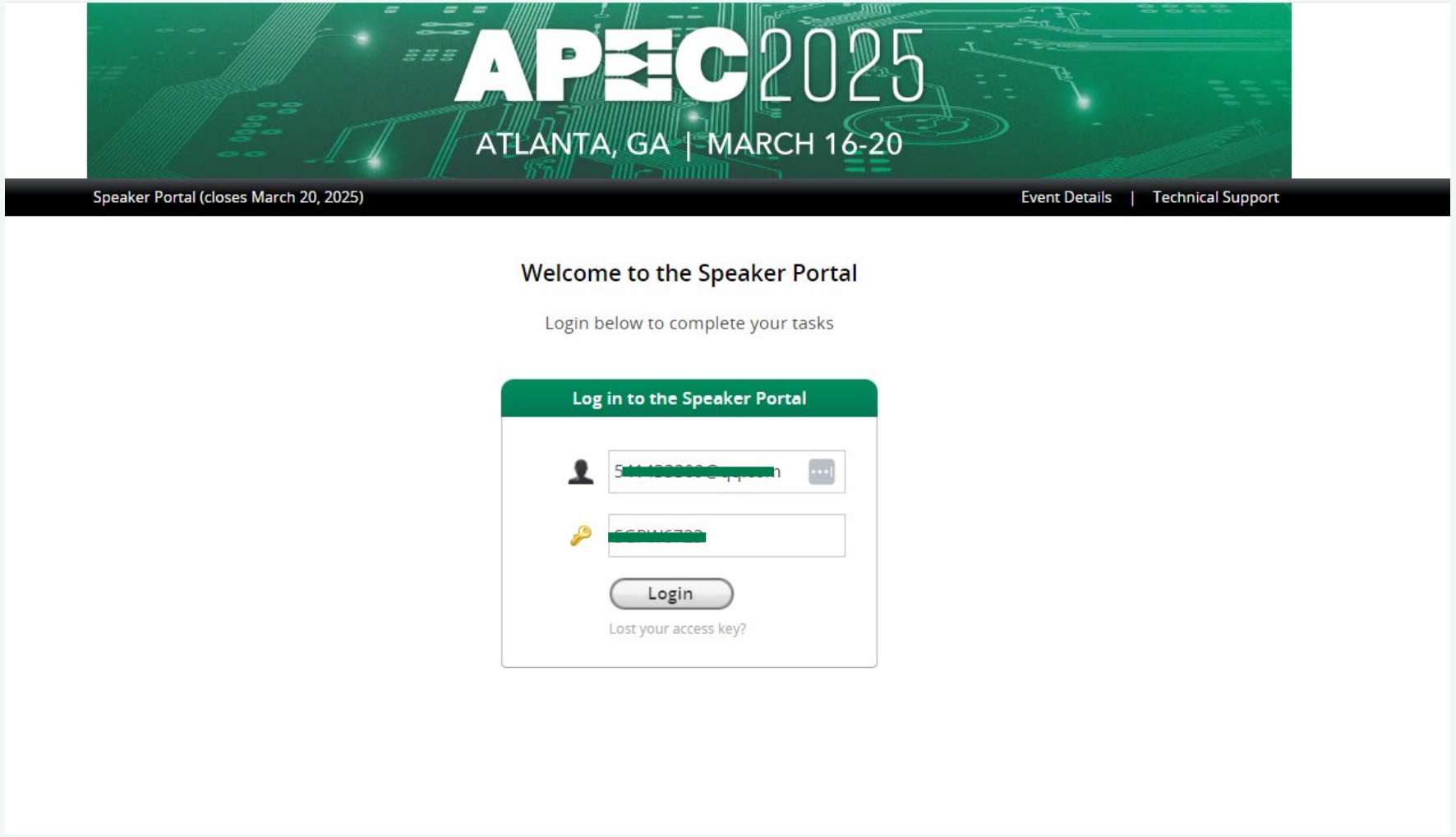
Speaker Portal Login Screen



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Privacy Notice

Privacy Notice

ADMIN MODE: You can continue without affecti
SPECIAL NOTE: Since you are an administrator, y

Please carefully read the text below and then indi

Summary

We are collecting your personal data on
submission, review, selection, and sched
platform. We may share your informatio
membership and 3rd party analytics rela

that you notify us that you no longer wish to receive this information.

5. What are your rights?

Should you believe that any personal data we hold on you is incorrect or incomplete, you have the ability to request to see this information, rectify it or have it deleted, by contacting the Controller.

Consent

☐ I have reviewed the privacy notice above and consent to the processing of my data. I am aware and I was informed that I may withdraw my consent at any time by contacting the Data Controller.

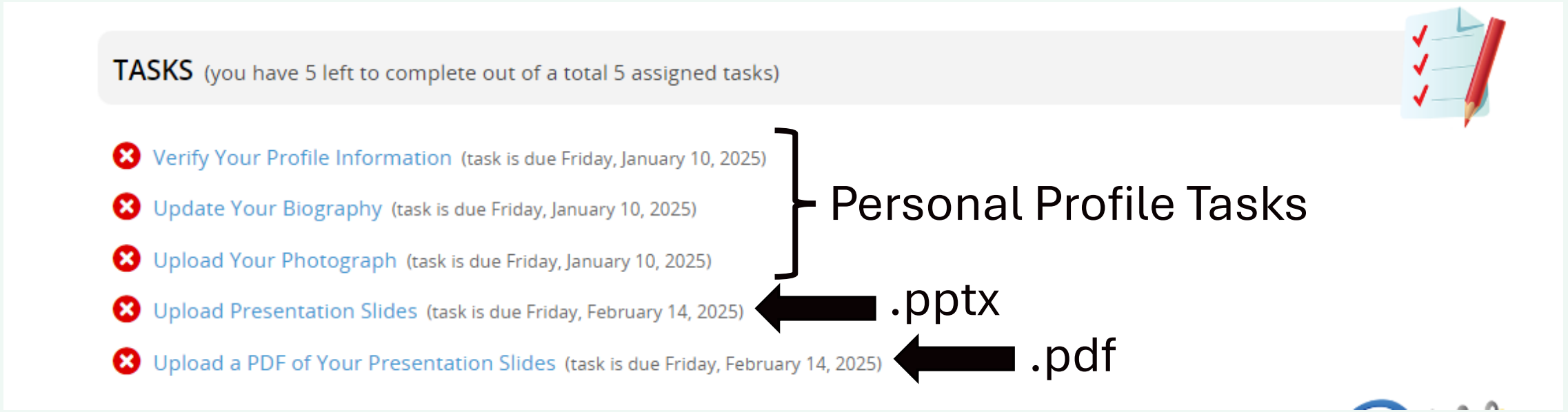
Enter your e-signature

Please type your full name on the line above.

Task List Page

APEC 2025

Technical Lecture Task List



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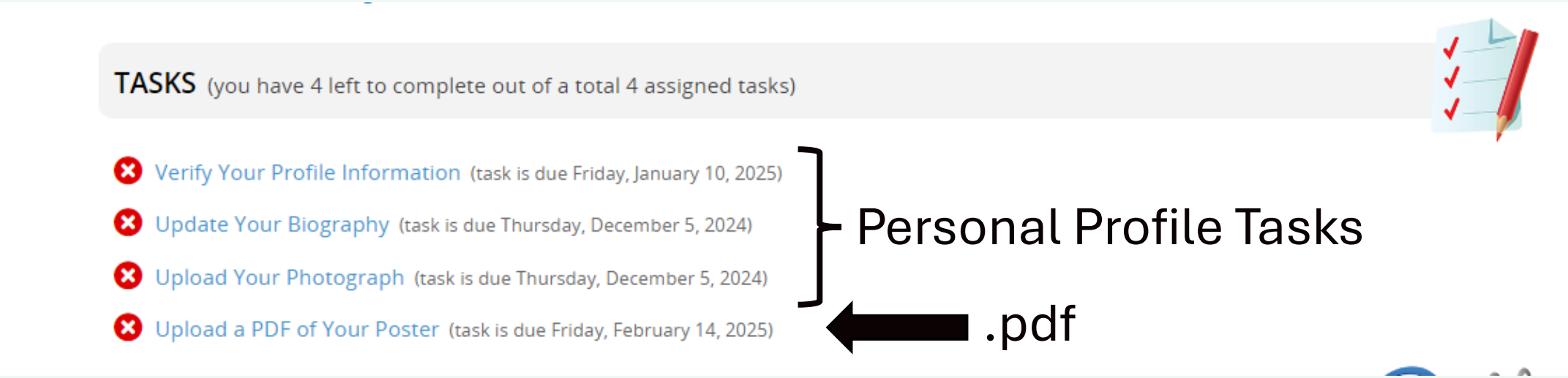
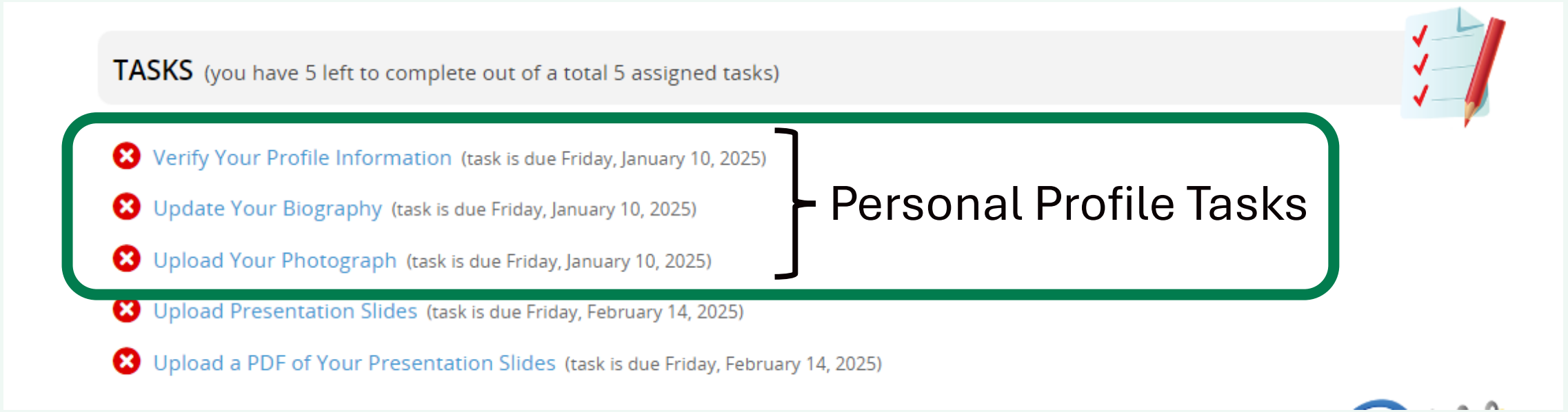
Technical Dialogue Task List



Technical Lecture Task List



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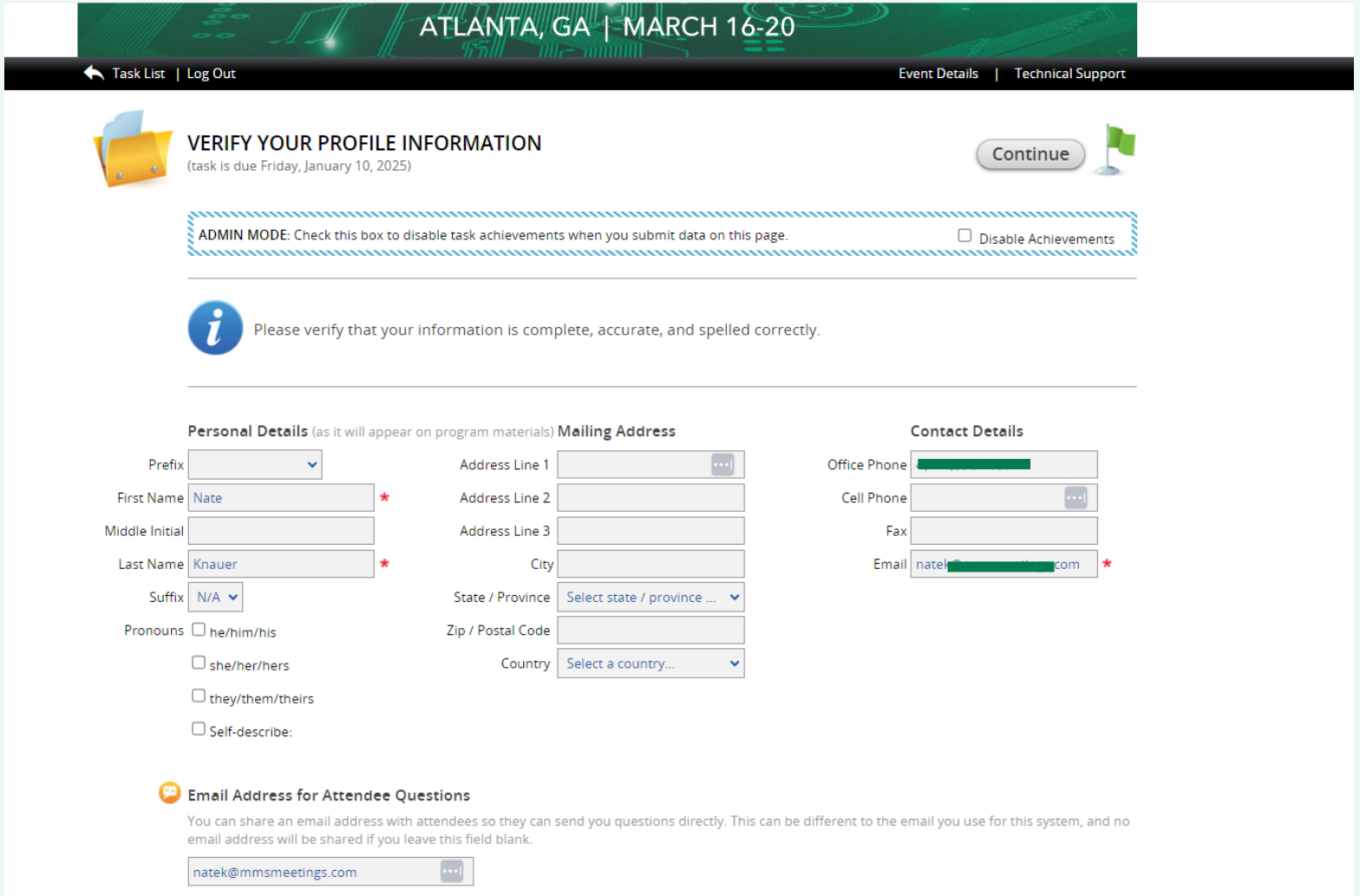
Profile Task



A red asterisk* indicates a required field

- First Name
- Last Name
- Email
- Position/Job Title
- Organization

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Biography Task (300 words maximum)

Please update your biography below. Include your name, credentials, title, and affiliation in the first sentence.

0 words (300 max)

0 characters

Continue

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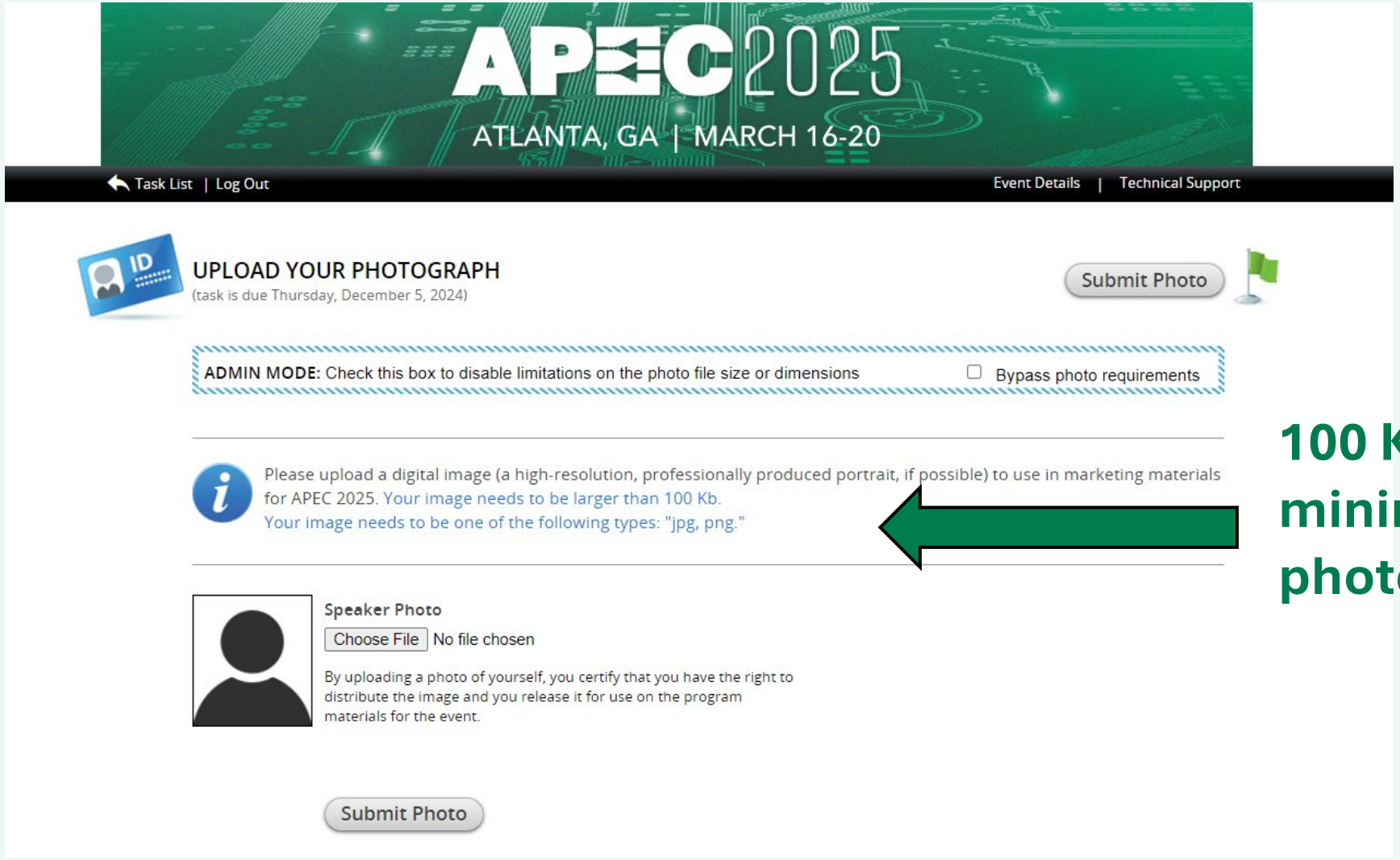
Upload Your Photograph



100 Kb file size minimum to ensure photo quality

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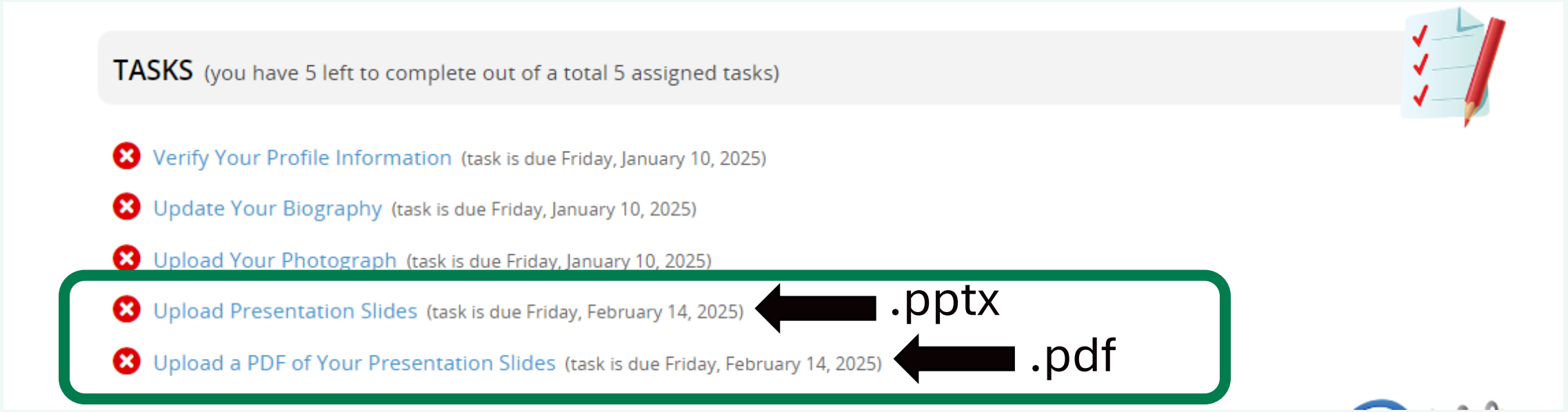
Technical Lecture Task List



The same slides are uploaded to <u>both</u> of these tasks

- **One file is a PowerPoint (.pptx)**
- **One file is a PDF (.pdf)**

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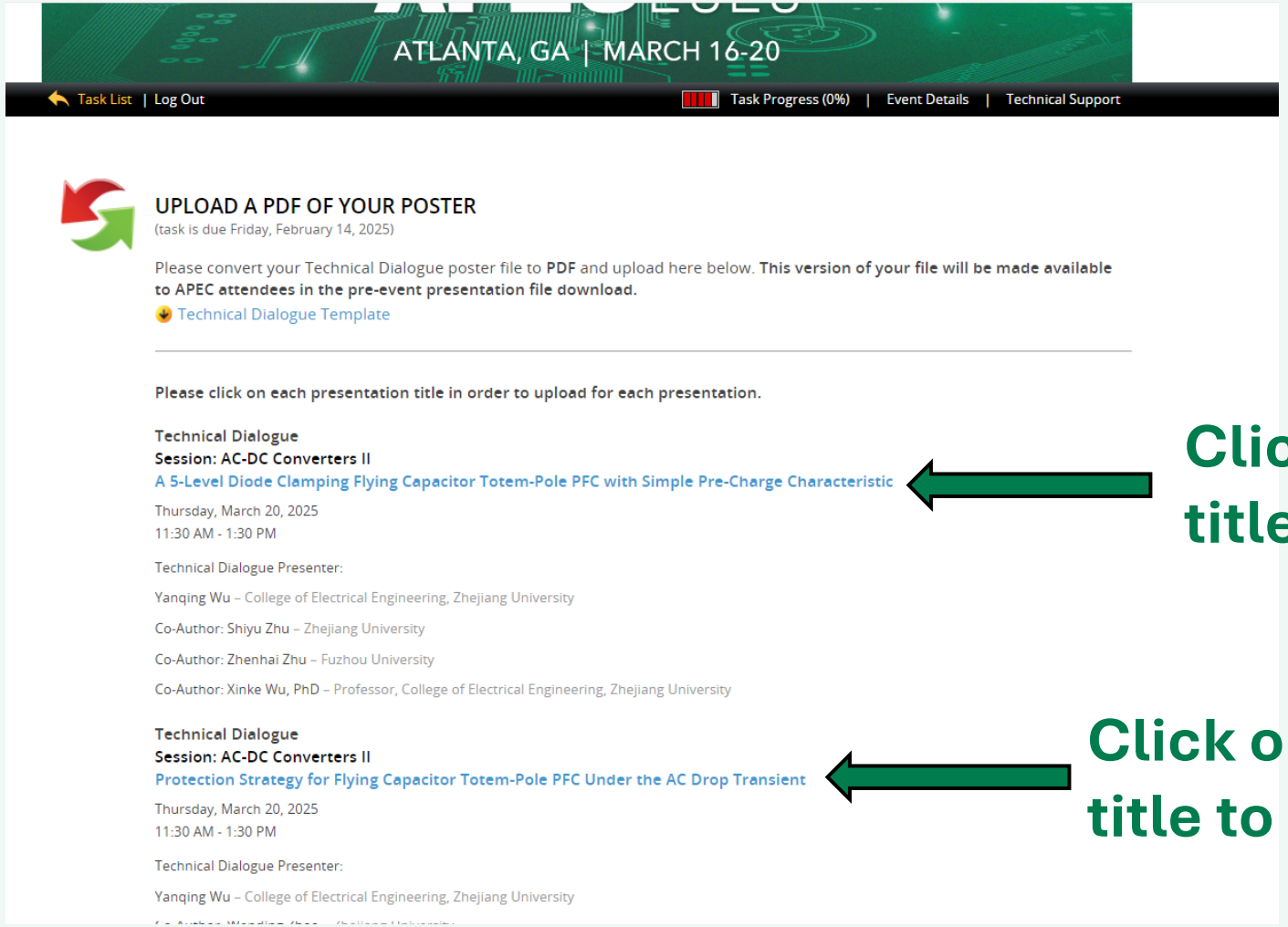
An Upload Required for Each Title



Click on each title to upload

Click on each title to upload

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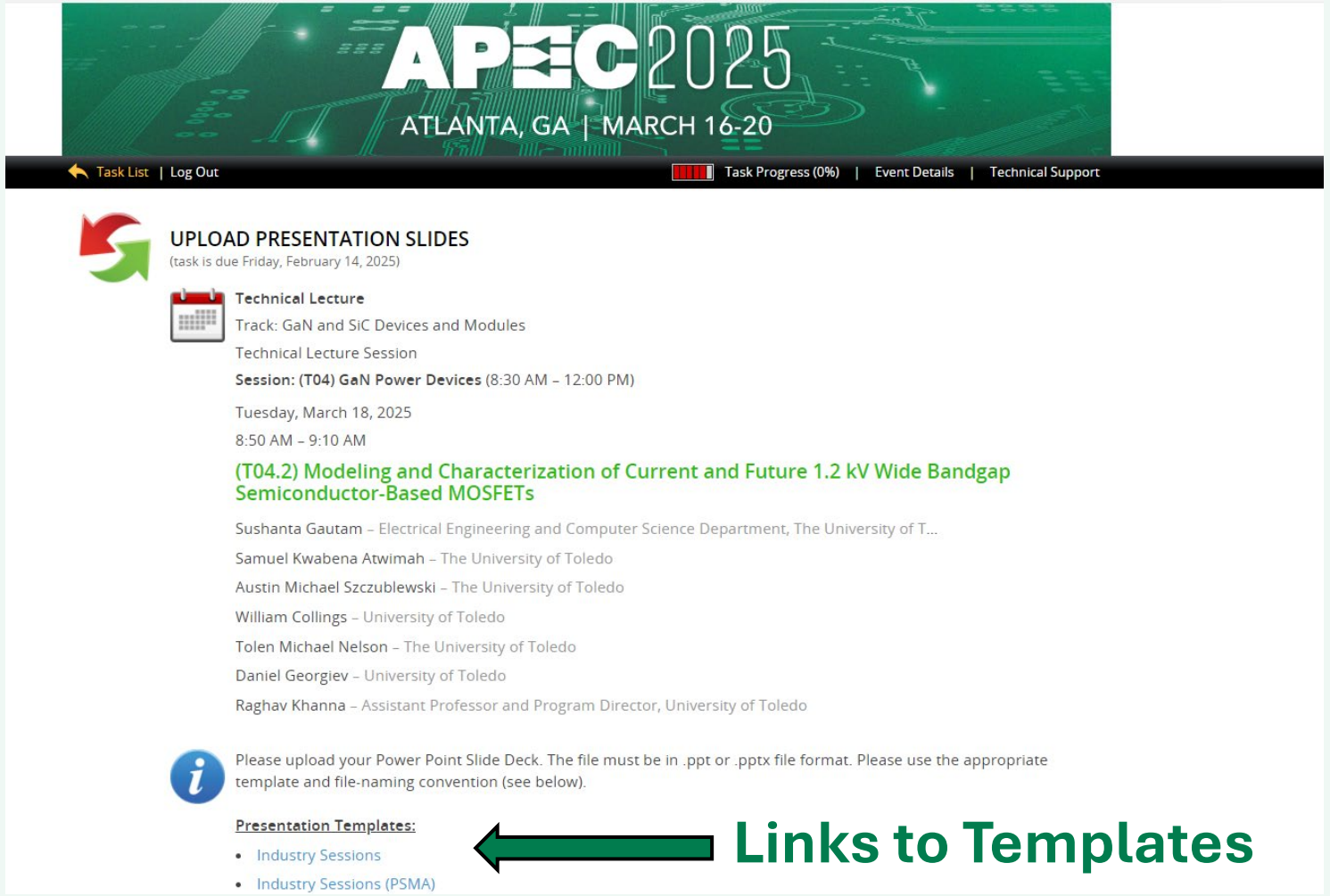
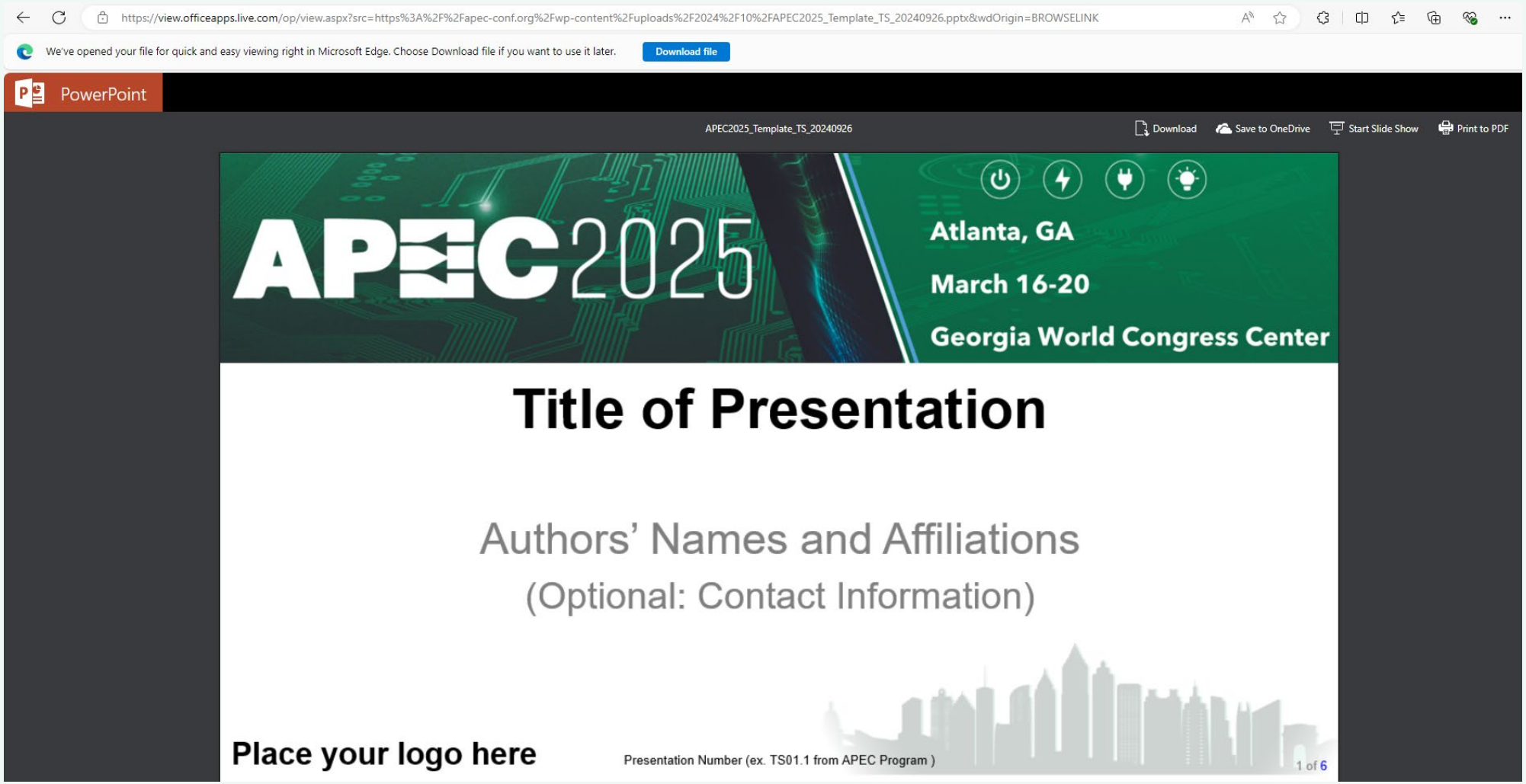
Upload Presentation Slides Task



Links to Templates

Technical Lecture Template



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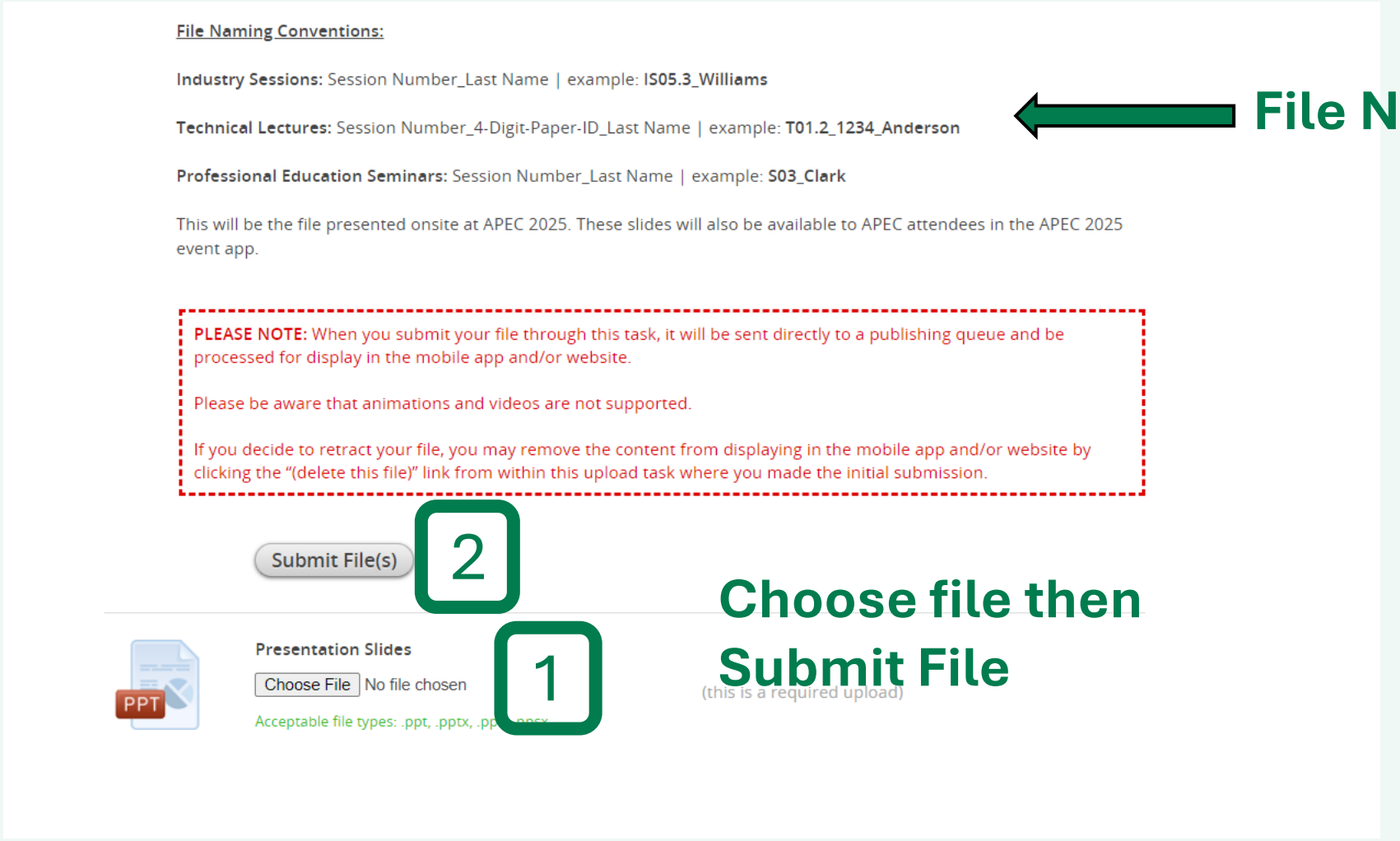
Upload Presentation Slides Task (cont'd)



File Name Conventions

Choose file then Submit File

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Upload PDF of Your Presentation Slides

Convert the final version of your presentation slides into PDF file format and upload below. This PDF will be published in the APEC 2025 proceedings.

IMPORTANT:

- If you are a Technical Lecture Presenter, please upload **a PDF of your slides**, *not* your previously submitted manuscript.
- If you are an Industry Session Presenter, make sure you have been approved by your Session Chair Reviewer before uploading a PDF of your slide deck.

Submit File(s)

PDF

Choose File No file chosen

(this is a required upload)

Acceptable file types: .pdf

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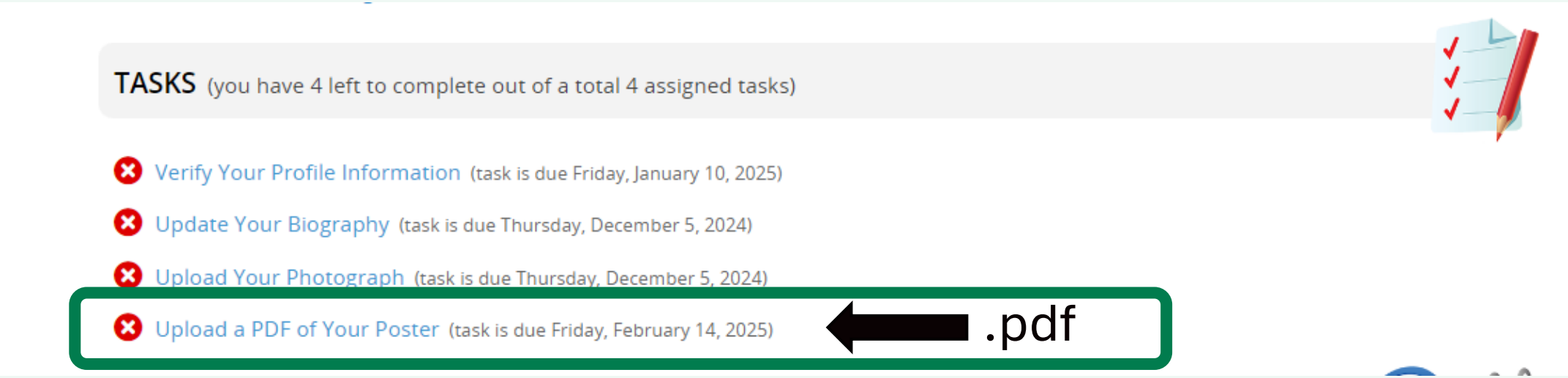
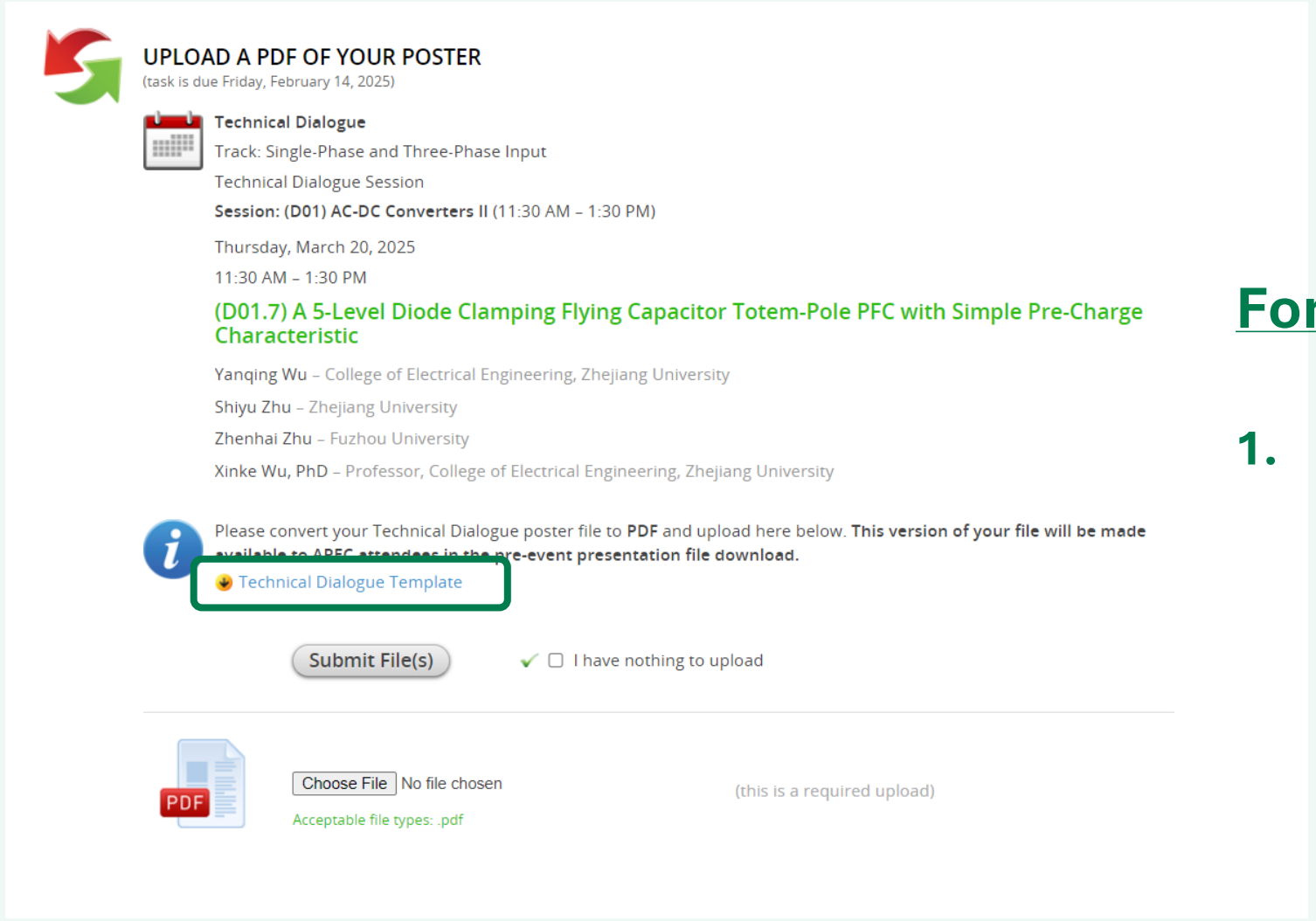
Technical Dialogue Task List



Upload Poster File (PDF)



For Dialogue Presenters

1. **Design your poster with the provided template**

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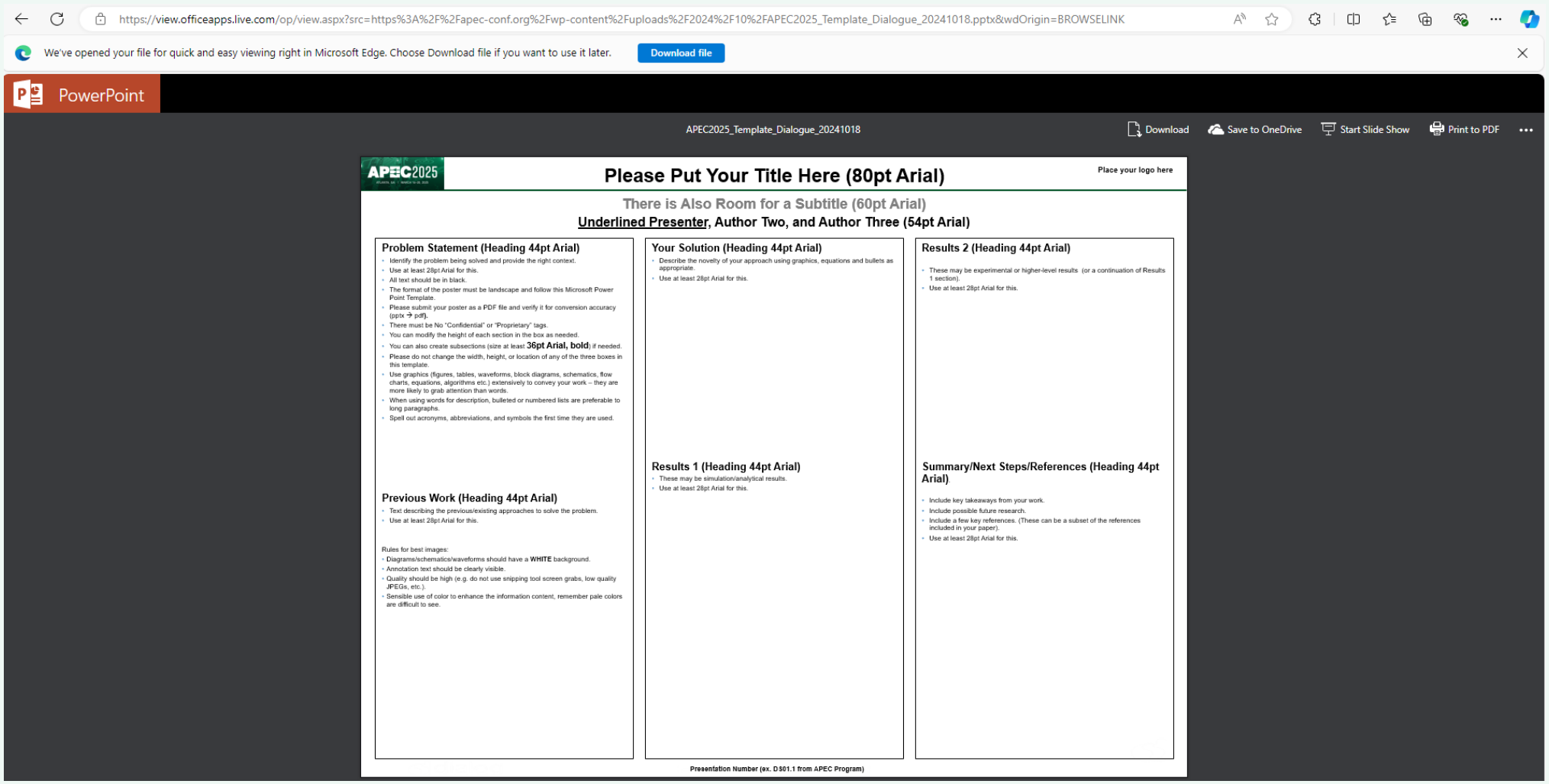
Technical Dialogue Template



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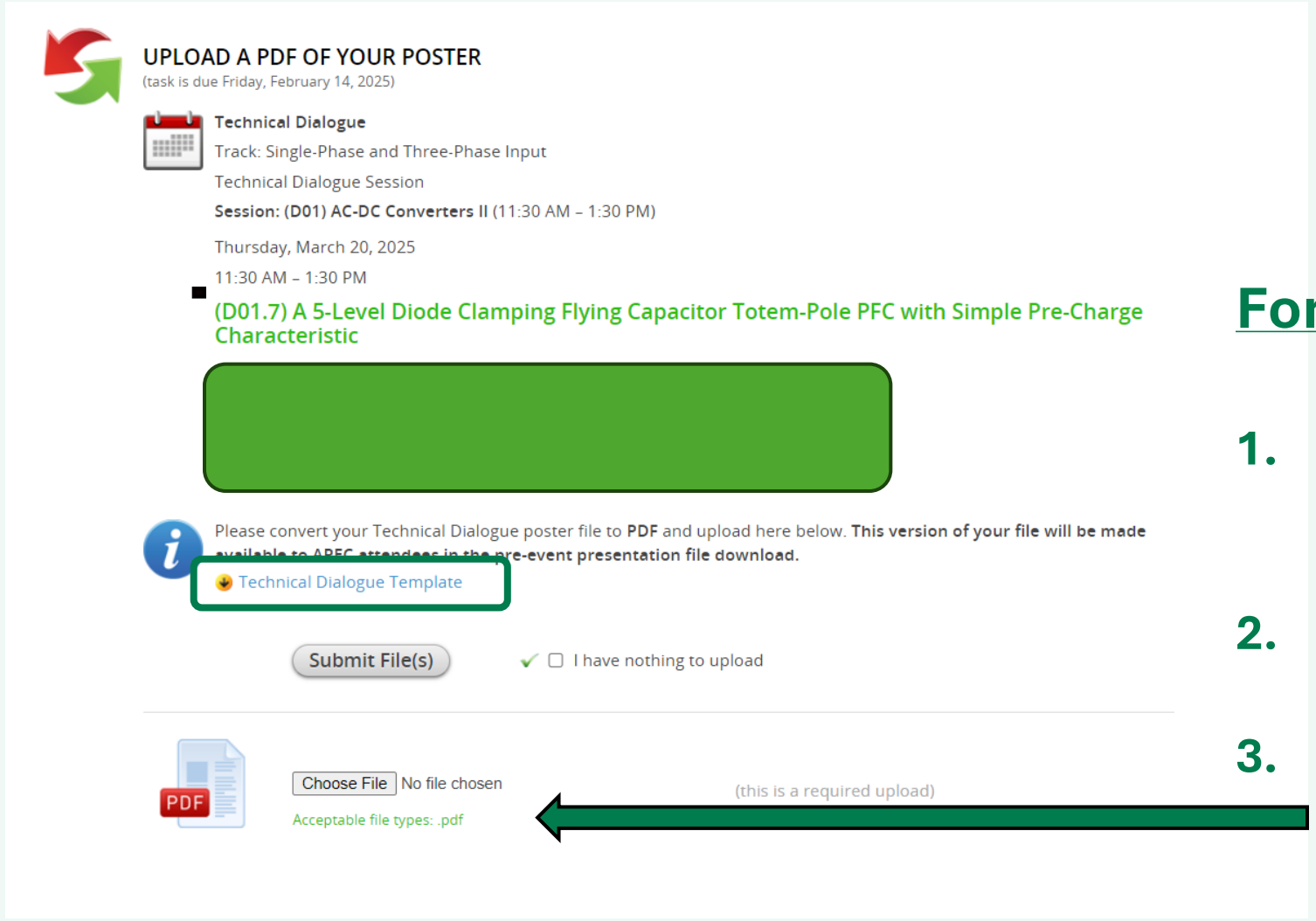
Upload Poster File (PDF)



For Dialogue Presenters

1. Design your poster with the provided template
2. Save as .pdf
3. Upload .pdf of the poster file here

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Demonstration