

**APEC2025**

March 16-20

ATLANTA, GA

# **Industry Chair Reviewer Training**

Thursday, December 5, 2024

**APEC2025**

# APEC Content Management Team

- Nate Knauer
  - Catalina DeMassi
  - Katia McKennon
  - Rebecca Armely
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- For questions: [speakers@apec-conf.org](mailto:speakers@apec-conf.org)

# Who Is Here Today?

- Meeting Planner Content Team
- Industry Session Chairs/Reviewers

# Roles - “Industry Session Chair”

Chairs are responsible to check/update their Personal information and Confirm their Registration

- Profile
- Biography
- Photo
- Confirm Registration (Enter Registration Number)

# Roles - “Industry Session Reviewer”

Reviewers are responsible to review uploaded presentations and communicate all necessary changes to presenters until the presentation can be “Approved”

- Industry Session Upload Approval

# Roles - Summary

- All Roles are Responsible for Photo, Bio, Profile
- Presenters are Responsible to Upload Presentation Files
- Presenters and Chairs are Required to Confirm Registration and attend APEC
- Co-Authors are not required to Register and Attend

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# Reviewer Portal

**APEC2025**

# Important Dates (Uploaders):

- **Monday, November 4, 2024: Launch Speaker Portal Tasks**
- **Tuesday, November 12, 2024: Speaker Training**
- **Thursday, December 5, 2024: Profile, Biography, and Photos Due**
- **Friday, January 10, 2025: Draft Presentation Due**
- **Monday, January 13, 2024: Early Bird Registration Closes**
- **Friday, February 14, 2025: Presentation Slides Due (PowerPoint)**
- **Friday, February 21, 2025: PDF of Presentation Slides Due**



# Important Dates (Reviewers):

- **Thursday, December 5, 2024: Login to the Reviewer Portal**
- **Friday, January 10, 2025: Draft Presentation Due**
- **Friday, February 7, 2025: Complete all reviews**
- **Friday, February 14, 2025: Presentation Slides Due (PowerPoint)**
- **Friday, February 21, 2025: PDF of Presentation Slides Due**

# Speaker Portal vs. Reviewer Portal

## Speaker Portal Login Screen



Welcome to the Speaker Portal

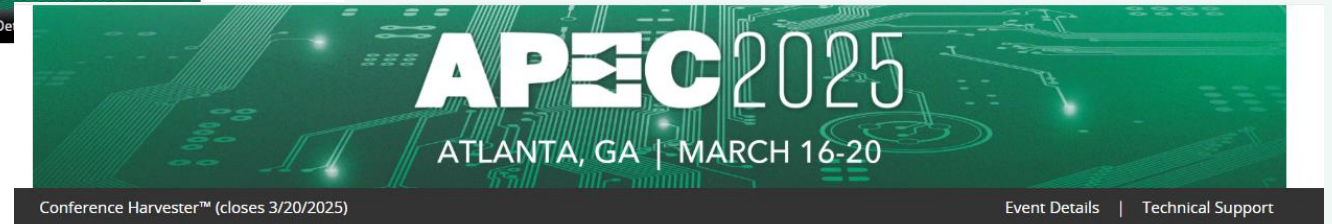
Login below to complete your tasks

**Log in to the Speaker Portal**

**Login**

[Lost your access key?](#)

## Reviewer Login Screen



Welcome to the Session Chair Reviewer Portal

**Log In**

**Login Here**

[Lost your access key? or Need help?](#)

# Reviewer Portal Task List Page

**APEC 2025**  
ATLANTA, GA | MARCH 16-20

Conference Harvester™ | Log Out | Task Progress | Event Details | Technical Support

## EVENT INFORMATION

More Information: [Website](#)  
Location: Atlanta, Georgia  
Dates: 3/16/2025 - 3/20/2025  
[Contact the Event Organizer](#)

## YOUR PROFILE

[Log In](#)  
Logins: 1  
[Log Out](#)

## TASKS (you have 1 task left to complete out of a total 1 assigned Tasks)

[Industry Session Upload Approval](#) (task is due Friday, February 14, 2025)

## SESSION CHAIR INSTRUCTIONS

Review your assigned titles according to the following criteria:

- Presentation content - including spelling, grammar, and preventing overt commercial content in the IS presentations.

- There is only one Task on the Reviewer Task Page
- Click the Task to view all presentations you are responsible to Review

# Review Task

<== Home | Log Out Task Progress | Event Details | Technical S

## INDUSTRY SESSION UPLOAD APPROVAL

Review each uploaded file and communicate with the presenter using the **Email Presenter** button. Once the presenter has uploaded a version of their presentation which can be approved, use the "Final Recommendation" dropdown to mark the review "Approved"

Once you have approved a presentation and entered the **Final Recommendation**, instruct the presenter to also upload a PDF version to the "Upload a PDF of Your Presentation Slides" task

**Example Industry Presentation - 1**  
Industry Session Presenter: Nate Knauer – Speaker Management, APEC  
Co-Author: [REDACTED] si  
Co-Author: [REDACTED] n

IS99.1 Example.pptx	uploaded 11/22/2024, 9:37 AM File size: 3.1 Mb
APEC25_Example.pptx	uploaded 11/12/2024, 1:14 PM

Email Presenter

### REVIEW WORKSHEET

Continue

Review Recommendation

Continue

Review Period Ends 2/14/2025

Review quick picker:

[Progress Bar]

- Click on the Uploaded File to download and view
- Once you have reviewed, enter a Review Recommendation
- The Review is not “Started” until you have entered a Review Recommendation

# Review Task

REVIEW WORKSHEET (2/6)

your avg review n/a this review

Continue

Review Recommendation

Requested Major Changes

Requested Minor Changes

Requested Major Changes

Approved

Review Period Ends 2/14/2025

Review quick picker:

1 completed review ✓

1 unstarted review ✗


4 partial reviews 🔍

- “Requested Major Changes” and “Requested Minor Changes” Recommendations will mark the Review as “Partial”
- The “Approved” Review Recommendation marks the Review as “Completed”
- You must click “Continue” once you have chosen a Review Recommendation from the Dropdown

# Review Task - Email Presenters

<=== Home | Log Out Task


REVIEW



## INDUSTRY SESSION UPLOAD APPROVAL


Review each uploaded file and communicate with the presenter using the **Email Presenter** button. Once the presenter has uploaded a version of their presentation which is ready for review, use the **"Final Recommendation"** dropdown to mark the review **"Approved"**.

Once you have approved a presentation and entered the **Final Recommendation**, the presenter will be notified via email. The presenter will also be able to upload a PDF version to the **"Upload a PDF of Your Presentation"** button.





### Example Industry Presentation - 6

Industry Session Presenter: Edward Hensley, DEEE



**Nothing has been uploaded yet.**

 Email Presenter

 Sent: Nov 25 2024, 1:44 PM

From: natek@...  
To: ...

- Use “Email Presenter” within the Review Portal to communicate with Presenters.


# Review Task - Email Presenters

Task Progress | Event Details | Technical Support

REVIEW WORKSHEET (1/6)

Navigation icons: Previous, Next, Home, Info

n/a  
your avg review this review

 **EMAIL THE PRESENTER**  
Send an email to the presenter directly (auto includes their login info)

From: donotreply@conferenceharvester.com

To: natek@[redacted].m

CC: [empty field]

Subject: APEC 2025: Industry Session Upload Approval

Body: [empty text area]

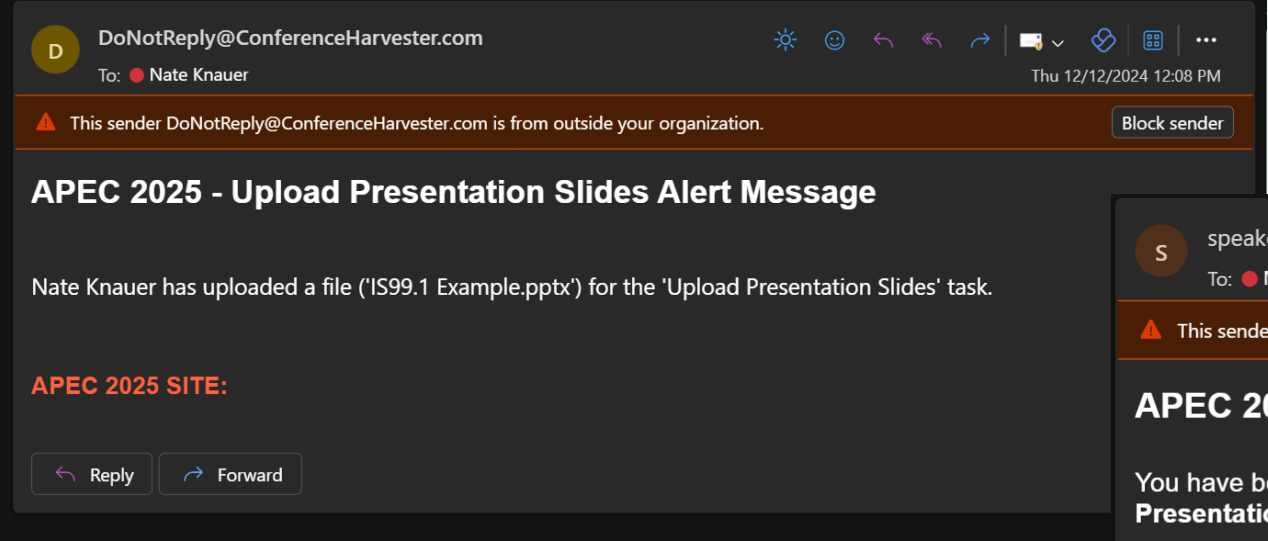
Buttons: Cancel, Send Email

Additional text on the left side of the form:  
mail Presenter  
which can be approved,  
,  
ation, instruct the  
station Slides" task  
aded 11/22/2024, 9:37 AM  
File size: 3.1 Mb  
aded 11/12/2024, 1:14 PM

- Emails from the Review Portal come from a DoNotReply address
- You can optionally copy yourself in the CC field

# Email Examples

## Upload Alert Reviewers Receive



**DoNotReply@ConferenceHarvester.com**  
To: Nate Knauer  
Thu 12/12/2024 12:08 PM

This sender DoNotReply@ConferenceHarvester.com is from outside your organization. [Block sender](#)

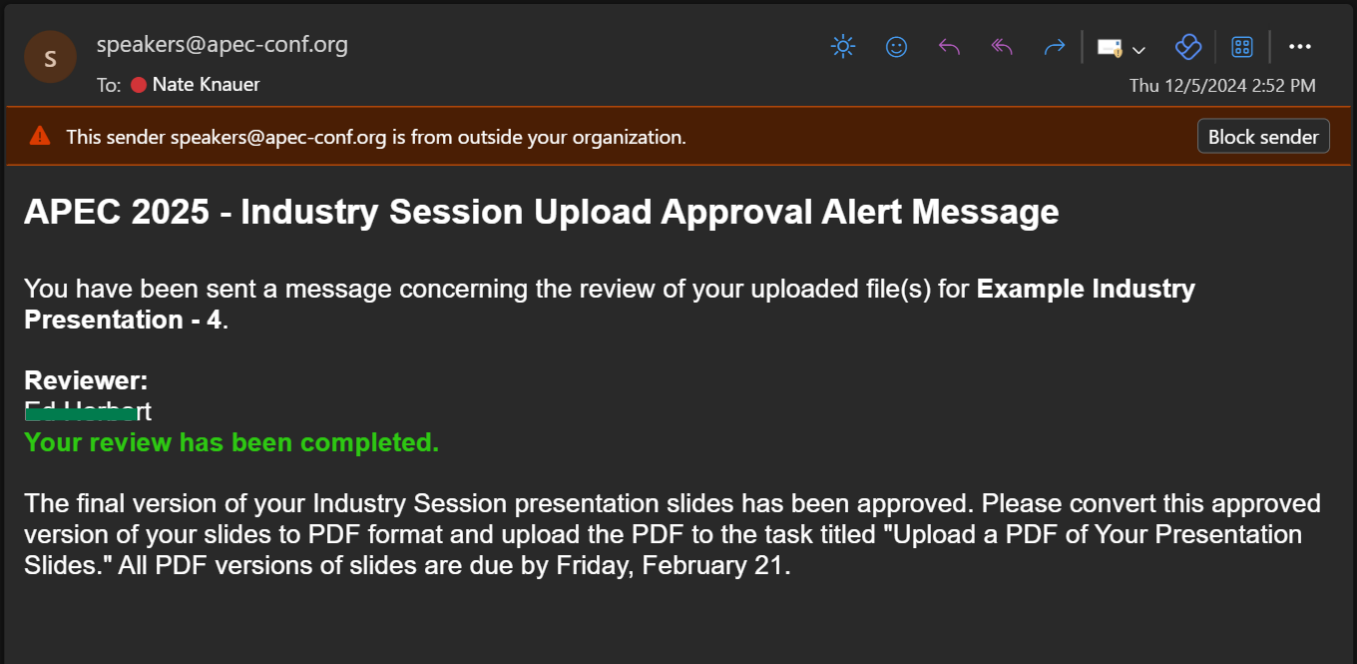
**APEC 2025 - Upload Presentation Slides Alert Message**

Nate Knauer has uploaded a file ('IS99.1 Example.pptx') for the 'Upload Presentation Slides' task.

**APEC 2025 SITE:**

[Reply](#) [Forward](#)

## Approval Email Presenters Receive



**speakers@apec-conf.org**  
To: Nate Knauer  
Thu 12/5/2024 2:52 PM

This sender speakers@apec-conf.org is from outside your organization. [Block sender](#)

**APEC 2025 - Industry Session Upload Approval Alert Message**

You have been sent a message concerning the review of your uploaded file(s) for **Example Industry Presentation - 4**.

**Reviewer:**  
[Ed Herbert](#)  
**Your review has been completed.**

The final version of your Industry Session presentation slides has been approved. Please convert this approved version of your slides to PDF format and upload the PDF to the task titled "Upload a PDF of Your Presentation Slides." All PDF versions of slides are due by Friday, February 21.









# Review Status Summary



## REVIEW SUMMARY

No Upload   Reviewable   In Progress   Completed

	(IS99.1) Example Industry Presentation - 1
File uploaded 11/22/2024, 9:37 AM	
	(IS99.2) Example Industry Presentation - 2
File uploaded 11/22/2024, 9:38 AM	
	(IS99.3) Example Industry Presentation - 3
File uploaded 11/25/2024, 2:35 PM	
	(IS99.4) Example Industry Presentation - 4
File uploaded 11/22/2024, 10:29 AM	
	(IS99.5) Example Industry Presentation - 5
File uploaded 11/25/2024, 2:35 PM	
	(IS99.6) Example Industry Presentation - 6

- Continue with all Reviews until each title is in “Completed” (green) status
- After a Review is complete, Presenters can still update files.
- Reviewers do have the option of taking presentations out of Approved/Completed status.

# Summary (part 1)

- **Login to the Review Portal to make sure you have access and your list of presentations is displaying properly**
- **Draft Slide Decks are [due 1/10/2025](#)**
- **Use the Email Presenter function within the Review Portal to communicate with Presenters.**
- **Enter a Review Recommendation of “Requested Minor Changes” or “Requested Major Changes” to mark the Review as “Started.”**
- **Once a fully acceptable presentation file has been uploaded, mark the Review Recommendation as “Approved.”**

# Summary (part 2)

- When a Review is marked as “Approved,” presenters receive a “Review Completed” email.
- Final Slide Decks in PowerPoint format are [due 2/14/2025](#)
- Please try to complete reviews for all uploaded presentations [by 2/7/2025](#)
- PDF versions of completed/approved slide decks are [due 2/21/2025](#)
  - These PDF versions are uploaded to a separate task that Reviewers will not see. Presenters are instructed to upload a PDF version of their slides [only after they have received Approval from their Chairs](#)

# APEC Content Management Team

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