



APEC 2021 Speaker Resource Kit

Table of Contents

[VIRTUAL PLATFORM INFORMATION](#)

[PRESENTATION GUIDELINES AND INSTRUCTIONS](#)

- [Technical Sessions](#)
- [Industry Sessions](#)
- [Professional Education Seminars \(PES\)](#)
- [Plenary Sessions](#)

[CHANGES TO PRESENTATIONS](#)

[REGISTRATION](#)

[MARKETING YOUR PRESENTATION](#)

Have a question? Contact us at speakers@apcc-conf.org

VIRTUAL PLATFORM INFORMATION

The live portion of [APEC 2021 Virtual Conference + Exposition](#) will take place **June 14 – 17** (See [APEC Schedule](#) for more details). The virtual format will not only ensure the safety of our community, it will also allow: more of our global community of power professionals to participate; more flexibility in accessing live, on-demand, and recorded content; live Q&A sessions; a complete virtual exhibition; and multiple ways to network on a robust virtual platform.

APEC 2021 is taking place on the virtual event platform [Social27](#). Access to on-demand content (recordings of Technical Lectures, Technical Dialogues, Industry Sessions and Professional Education Seminars) will open on **June 9** and registered speakers will have access to the virtual platform to answer attendee questions submitted in the on-demand chat box. During the live event (June 14-17), presenters will be invited to join live Zoom Q&A sessions to answer audience questions/discussion. More details coming soon.

[Virtual Speaker Training Webinar](#)

To help you prepare for your responsibilities as a presenter at APEC 2021, APEC Headquarters will host virtual training webinars in May for presenters and session chairs. The trainings will provide an overview of the Social27 virtual platform, including logistics for joining your live Zoom Q&A sessions and other important reminders. A recording of the training and detailed instructions about how to navigate Social27 will be posted here after the conclusion of the webinar. More details coming soon.

[Back to Top](#)

PRESENTATION GUIDELINES AND INSTRUCTIONS

Please carefully review the guidelines and instructions below based on your presentation type. If you have issues logging into the APEC 2021 Presenter Portal, please contact speakers@apec-conf.org

Technical Lecture and Dialogue Presenters

Primary authors/presenters are responsible for the following:

- **April 19, 2021: Technical Presenter Registration Extended to April 19**
 - At least one author per technical paper must be [registered](#) by April 19. IEEE reserves the right to exclude any accepted paper from distribution after the conference (including removal from IEEE Xplore) if there is no registration tied to the presentation. More information can be found under the [Registration](#) section.
- **April 28, 2021: Final Presentation and Session Recording Due**

Final presentations (PowerPoint and PDF) must be uploaded to the APEC 2021 Presenter Portal by April 28.

 - Presentation slides are required. Please use the official [APEC Technical PowerPoint Template](#).
 - Please upload a **PowerPoint** and **PDF** version of your slides to the APEC 2021 Presenter Portal.
 - Total duration of recorded presentation should not exceed 15 minutes. Please reference the [APEC Recording Instructions Guide](#) for upload instructions.

***NOTE:** Technical Dialogue presenters will NOT be submitting a poster presentation this year. All Technical Dialogue primary presenters are required to submit a short PowerPoint presentation and recording in lieu of a formal poster. Please use the APEC Technical PowerPoint Template and recording instructions above.
- **May 25, 2021: APEC 2021 Virtual Presenter Training Webinar (9-10 AM CDT)**

A recording will be available for presenters who cannot attend live.
- **June 9, 2021: APEC 2021 On-Demand Sessions Live on Social27**

All on-demand recordings for APEC 2021 will go live on June 9. There will be a chat box available on Social27 for presenters to answer attendee questions. Primary presenters are expected to check in on the chat box periodically throughout the virtual conference to respond to any audience questions about their presentation (more detailed information coming soon).
- **June 14-17, 2021: APEC 2021 Virtual Conference + Exposition**

During the live event, technical presenters will have the opportunity to join live Zoom breakout rooms to address audience questions about their presentation (more detailed information coming soon). These live sessions will be recorded and available on-demand within 24-48 hours after the conclusion of the session.

Industry Session Presenters

Primary presenters are responsible for the following:

- **April 23, 2021: Industry Presenter Registration Due**
 - At least one presenter per presentation must be [registered](#) by April 23.
- **April 28, 2021: Final Presentation and Session Recording Due**

Final presentations (PowerPoint and PDF) must be uploaded to the APEC 2021 Presenter Portal by April 28.

 - Presentation slides are required. Please use the official [APEC Industry PowerPoint Template](#).
 - The use of manufacturer's part numbers is discouraged and, if used, should be very limited and in context (The APEC Committee reserves the right to request changes to, or reject, overtly commercial presentations).
 - Content must be informative and free of advertisement, presentations are given by engineers for engineers.
 - Please upload a **PowerPoint** and **PDF** version of your slides to the APEC 2021 Presenter Portal.
 - Total duration of recorded presentation should not exceed 20 minutes. Please reference the [APEC Recording Instructions Guide](#) for upload instructions.
- **May 25, 2021: APEC 2021 Virtual Presenter Training Webinar (9-10 AM CDT)**

A recording of the training will be available for presenters who cannot attend live.
- **June 9, 2021: APEC 2021 On-Demand Sessions Live on Social27**

All on-demand recordings for APEC 2021 will go live on June 9. There will be a chat box available on Social27 for presenters to answer attendee questions. Primary presenters are expected to check in on the chat box

periodically throughout the virtual conference to respond to any audience questions about their presentation (more detailed information coming soon).

- **June 14-17, 2021: APEC 2021 Virtual Conference + Exposition**

During the live event, Industry presenters will have the opportunity to join live Zoom breakout rooms to address audience questions about their presentation (more detailed information coming soon). These live sessions will be recorded and available on-demand within 24-48 hours after the conclusion of the session.

Professional Education Seminar (PES)

PES Presenters receive complimentary registration. Presenters are responsible for the following:

- **April 23, 2021: PES Registration Due**

PES presenters must be [registered](#) by April 23 using the discount code provided. Each seminar presentation allows the speaker to receive a complimentary, full registration to APEC 2021. If there are multiple speakers for one seminar, please note that only one complimentary registration will be granted per seminar.

- **May 14, 2021: Final Presentation and Session Recording Due**

PES presenters will receive an email week of April 26 with a link and details on how to upload your recording and final presentation (PowerPoint and PDF). The deadline to upload will **Friday, May 14**.

- Total duration of recorded presentation should not exceed 3 hours. Please reference the [APEC PES Recording Instructions Guide](#).

- **May (TBD), 2021: APEC 2021 Virtual Presenter Training Webinar**

Date and time to be determined.

- **June 9, 2021: APEC 2021 On-Demand Sessions Live on Social27**

All on-demand recordings for APEC 2021 will go live on June 9. There will be a chat box available on Social27 for presenters to answer attendee questions. Presenters are expected to check in on the chat box periodically throughout the virtual conference to respond to any audience questions about their presentation (more detailed information coming soon).

- **June 14-17, 2021: APEC 2021 Virtual Conference + Exposition**

During the live event, PES presenters will participate in “Office Hours” in Zoom breakout rooms and address audience questions about their presentation (more detailed information coming soon). These live sessions will be recorded and available on-demand within 24-48 hours after the conclusion of the session. You will receive additional information regarding the date/time of your live Q&A from PES committee chairs.

- **June 25, 2021: Honorarium Supporting Documents Due**

You will receive instructions on how to submit for your honorarium in mid-June.

Plenary Sessions

Plenary presenters receive complimentary registration. Presenters are responsible for the following:

- **April 16, 2021: Plenary Registration Due**

PES presenters must be [registered](#) by April 16 using the discount code provided. Each presentation allows the speaker to receive a complimentary, full registration to APEC 2021.

- **April 28, 2021: Preliminary Version of Presentation Due**

You will receive detailed instructions on how to submit your preliminary presentation deck.

- **May 14, 2021: Final Presentation and Session Recording Due**

You will receive an email week of April 26 with a link and details on how to upload your recording and PowerPoint presentation. The deadline to upload will be **Friday, May 14**.

- Total duration of recorded presentation should not exceed 25 minutes. Please reference the [APEC Plenary Recording Instructions Guide](#) for upload instructions and this.

- Plenary presentation recordings are required to include the speaker’s face while presenting (web-camera on), as well as presentation slides with audio.

- **May (TBD), 2021: APEC 2021 Virtual Presenter Training Webinar**

Date and time to be determined.

- **June 14-17, 2021: APEC 2021 Virtual Conference + Exposition**

You will receive additional information regarding the date/time of your live Q&A from Plenary committee chairs.

Logistic on Day of Your Simulive Plenary Presentation with Live Q&A:

- Your presentation recording will be played live (25 minutes) during your assigned session slot.
- Live Q&A will follow each presentation.
- Session moderators will monitor the live chat box for questions.
- The live session recording will be available 24-48 hours after the conclusion of the session.

[Back to Top](#)

CHANGES TO PRESENTATIONS

At this time, all APEC sessions and papers are finalized and we are no longer receiving session change requests (i.e. presentation title or abstract changes, presenter order, etc.). If you have any questions, please contact us at speakers@apcc-conf.org.

[Back to Top](#)

REGISTRATION

Technical session authors **MUST** register by **April 19, 2021** in order to have their papers included in the conference proceedings. At least one author per technical paper must be registered by April 12. IEEE reserves the right to exclude any accepted paper from distribution after the conference (including removal from IEEE Xplore) if there is no registration tied to the presentation.

Industry and Professional Education Seminar presenters must register by **April 23, 2021**.

APEC virtual registrations are non-refundable, including registrations linked to papers. A registration linked to a paper may be transferred to another registered author, and will appear in the Conference Proceedings. All name change submissions, for both papers and attendee registrations, must be submitted in writing by **Friday, May 28**, as after this day name substitutions will no longer be accepted. Name substitutions can be made by contacting the registration team at APEC2021@badgeguys.com.

For any additional registration questions or inquiries, please contact registration@apcc-conf.org.

[Begin Registration Now](#)

[Back to Top](#)

MARKETING YOUR PRESENTATION

Let your colleagues and network know about your participation in the APEC 2021 Virtual Conference. Use the [Speaker Marketing Kit](#) to publicize your presentation and share the benefits of attending the premier global event in applied power electronics.

[Back to Top](#)