Presentation Upload and Review Portal

Industry, Technical Lecture, and Dialogue Session Chairs

December 7, 2023

Who Is With Us Today?

Session Chairs: All of You!

Overall Chairs: (Industry and Technical)

- Dhaval Dalal, Deepak Veereddy, David Chen
- Tony O'Gorman, Jin Wang

MMS Team: (Meeting Planners)

- Nate Knauer
- Katia McKennon
- Catalina DeMassi

Main Purpose of Today's Webinar

- To demonstrate the speaker and reviewer portal and "pre-answer" questions you might have.
- Make sure everyone has their login credentials
- For all questions contact: speakers@apec-conf.org

Main Purposes of The Upload/Review Portal

- To give all Presenters direct contact with their Session Chairs
- To maximize pre-event file collection
- For quality control / verify adherence to APEC guidelines

APEC 2024 Session Chair Training - IS

December 4, 2023

Session Chair Responsibility Split

- There is no hierarchy – both session chairs have joint responsibility
- Your discretion how to split it
  - By number of papers (50-50)
  - By tasks (review 1 by one chair, review 2 by other, communication split)
  - Always keep the co-chair in the communication loop
  - Survey responses
- Clear, Consistent, Concise communication to the presenters
  - Deadlines
  - Expectations on the presentation submission (template, length, content)
  - Expectations on the conference presentation (timing, speaker breakfast, last minute uploads/changes, contingency plans etc.)

Guidance on Adhering to Presentation Template

- No product/company branding allowed on the presentation title
- Presentation length NOT to exceed 20 slides
- No font size <10
- No logo allowed except on the title slide
- For the rest of the aspects, use your individual judgement and be flexible

Common Questions and Answers

- Is APEC registration mandatory for presenting at IS?
  - Yes (reach out to IS team if there is a special request)
- Is the use of APEC template mandatory for IS presentations?
  - Yes (important for APEC brand and attendee experience)
- What to do about unresponsive presenters?
  - Keep trying to reach by different means (email, phone, co-author)
  - Set boundaries (replace/drop by certain date if no compliance)
- What to do about noncompliant presentations
  - Use the survey form to provide honest feedback – IS committee will follow up with individuals regarding non-compliance

3 “Phases”

Phase 1	Phase 2	Phase 3
“DRAFT”	“FINAL”	“Onsite /Post-Event”
December	January	February

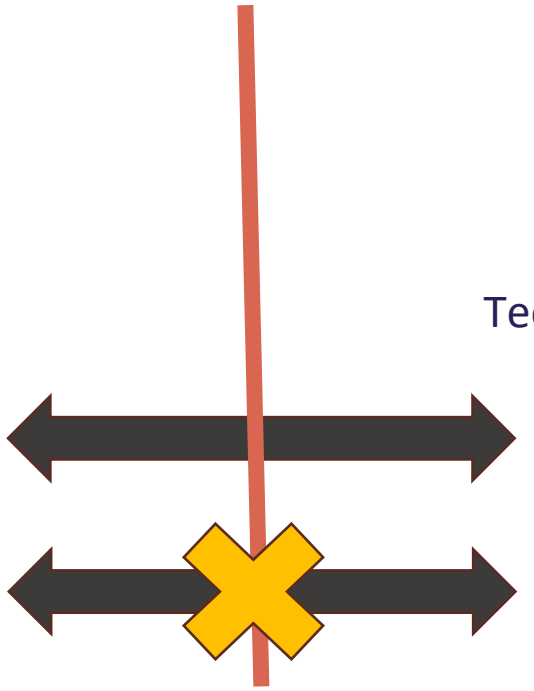
Step 1: Email Invitations to the Portal

- **Reviewers and Presenters have discreet login credentials**
- **If a user is a Session Chair AND a Presenter, they receive 2 emails**
- **The Presenter "Access Key" will NOT be the same as Reviewer Key**

Presenters / Uploaders

(Includes Technical Dialogue, Technical Lecture, Industry Sessions)

Email
+
Access Key



Chairs / Reviewers

(Includes Technical Dialogue, Technical Lecture, Industry Sessions)

Email
+
Access Key

Step 1: Email Invitations to the Portal (cont'd)

- **Separate Presenter emails have been sent for Industry, Lecture, Dialogue**

Dear Asad Hameed,

This email contains important information concerning your Technical Dialogue Session Poster at the Applie

Dialogue Information:

Your session chair information can be found below.

Presentation Number: D01.3
Title: Three-Phase Single-Stage Multiport Bidirectional
Session: AC-DC Converters II
Date: Thursday February 29, 2024
Time: 11:30 AM – 1:30 PM PT
Your Role: Technical Dialogue Presenter

Session Chair Information:

D01: AC-DC Converters II

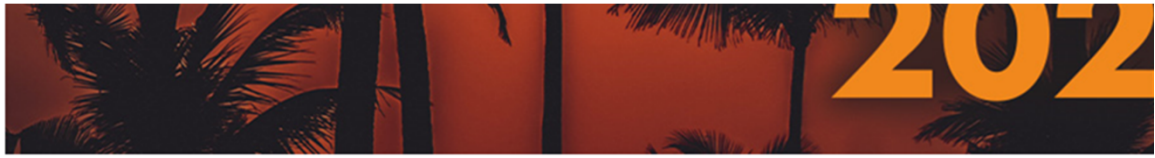
Dear Dr. Peter Friedrichs, PhD

This email contains important information for your upcoming Industry Session presentation

Presentation Information:

Presentation Number: IS22.1
Title: Update on Long Term Stability of SiC Power Transistors
Session: Reliability of WBG Power Devices
Date: Thursday February 29, 2024
Time: 8:30 AM – 8:55 AM PT
Your Role: Industry Session Presenter
Presentation Number: IS20.5
Title: Power Electronics and Energy Storage Enabling the Grid of the Future
Session: The Electrification of Everything: Opportunities for Power Electronics
Date: Thursday February 29, 2024
Time: 10:30 AM – 10:55 AM PT
Your Role: Industry Session Presenter

Session Chair Information:
Your session chair information can be found below. Please feel free to reach out to introduce yourself. They



Dear Nate Knauer,

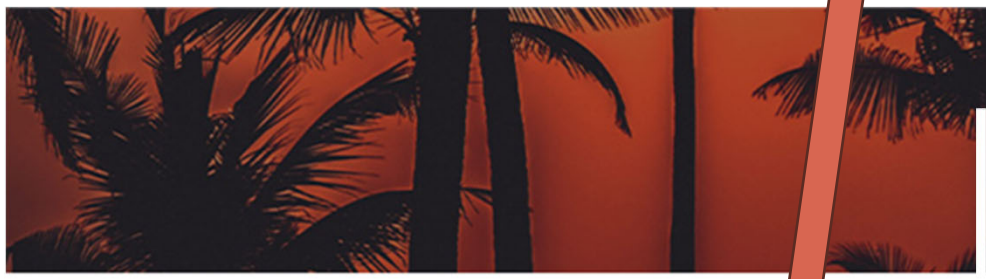
This email contains important information for your upcoming Technical Lecture presentation at the Applied Pov
Beach, California.

Presentation Information:

Presentation Number:
Title: Example Technical Session - 1
Session: Example Technical Session
Date: Sunday February 25, 2024
Time: 6:00 AM – 6:20 AM PT
Your Role: Technical Lecture Presenter

Step 1: Email Invitations to the Portal (cont'd)

- **Same person – different Dialogue and Lecture emails (same access link)**



ear Asad H[redacted],

his email contains important information concerning your Technical Dialogue Session Po

ialogue Information:

our session chair information can be found below. Please feel free to reach out to introdu

resentation Number: D01.3
itle: Three-Phase Single-Stage Multiport Bidirectional AC-DC Converter with Reduced Power Co
ession: AC-DC Converters II
ate: Thursday February 29, 2024
ime: 11:30 AM – 1:30 PM PT
our Role: Technical Dialogue Presenter

ession Chair Information:

01: AC-DC Converters II
ession Chair 1: Xiaofan Cui, [redacted]
ession Chair 2: Xin Zan, [redacted]

Dear Asad H[redacted],

This email contains important information for your upcoming Technical Session presentation at the Applied Pow

Presentation Information:

Presentation Number: T18.9
Title: Three-Phase Single-Stage Bidirectional Isolated AC-AC Converter with Reduced Count of Switches
Session: Protection & Control for Utility Interface & UPS
Date: Wednesday February 28, 2024
Time: 4:40 PM – 5:00 PM PT
Your Role: Technical Lecture Presenter

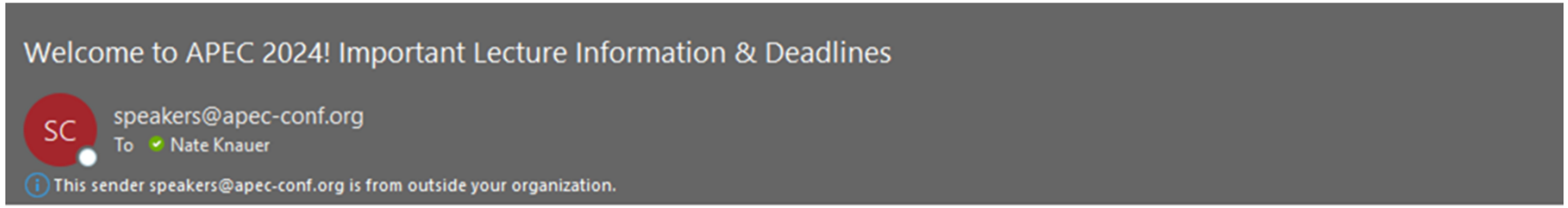
Session Chair Information:
Your session chair information can be found below. Please feel free to reach out to introduce yourself. They will

T18: Protection & Control for Utility Interface & UPS
Session Chair 1: Ravisekhar Raju, [redacted]
Session Chair 2: Jonathan Kimball, [redacted]

Speaker Portal Login Credentials:

IEEE/APEC 2024 Site:

Step 2: Presenters Login and Complete “Tasks”



Speaker Portal Login Credentials:

IEEE/APEC 2024 Site:

URL: https://www.conferenceharvester.com/harvester2/login.asp?EventKey=IXAOVECU

Username: natek@mmsmeetings.com

Password (Access Key): J M T R P Y W B

Login Link

Please note: The Presenter portal is different than the Session Chair Review Portal. If you are also a session chair, you will re

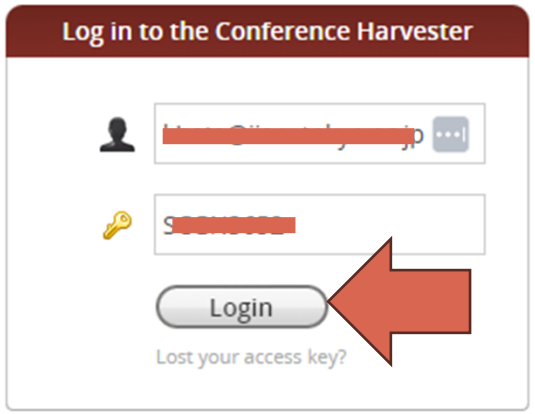
Links and Materials

- Speaker Resource Page – Visit the speaker resource page for crucial speaker information, deadlines, FAQs, PowerPoint t
- APEC 2024 Registration – Early Bird Registration will end on **Monday, January 8**. Speakers are responsible for all registra
- APEC 2024 Technical PowerPoint Template - You are required to use the template to create your presentation.
- APEC 2024 Facebook Page - Like/follow us on Facebook!
- APEC 2024 Twitter Page - Follow us on Twitter!

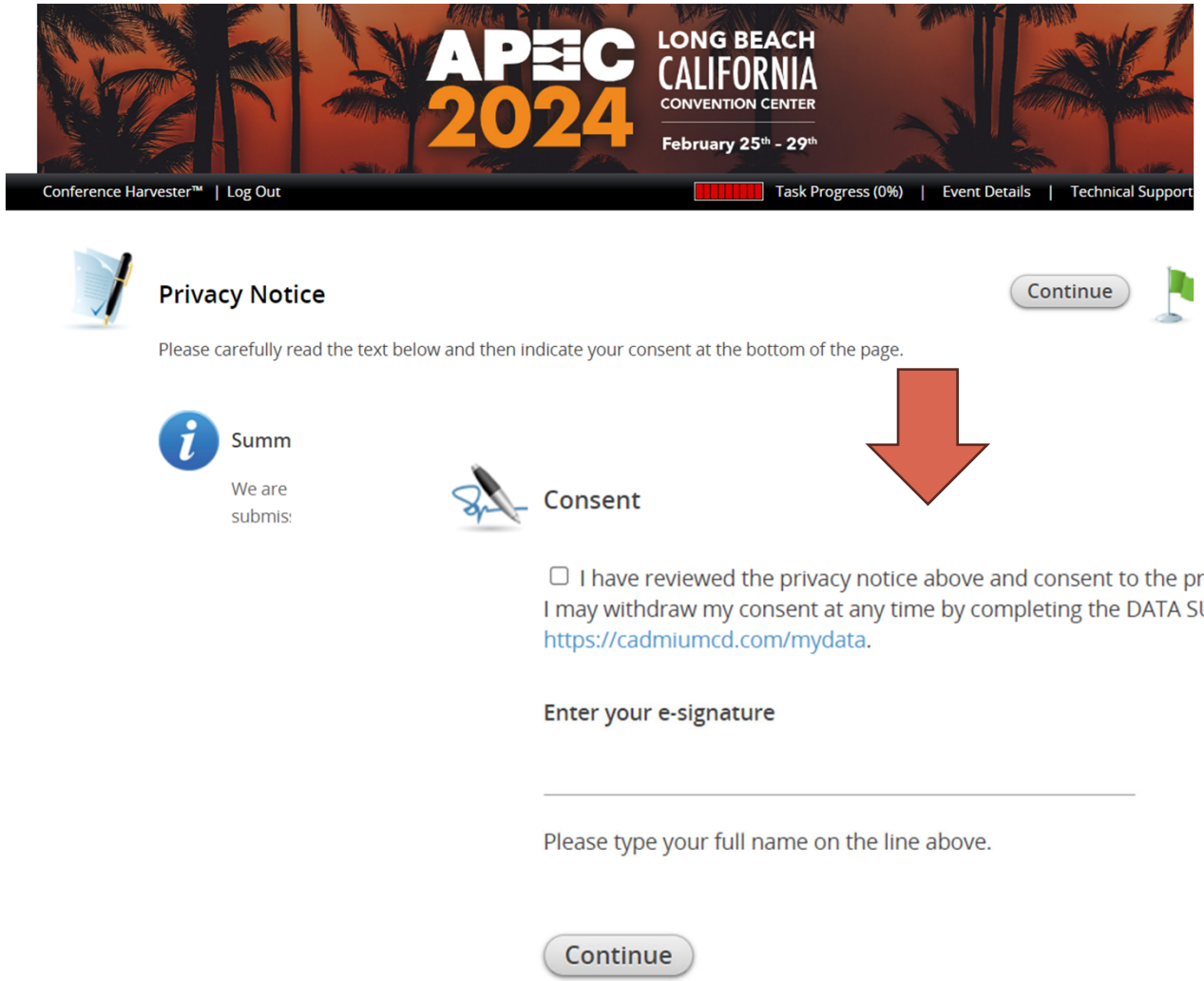
Step 2: Presenters Login and Complete “Tasks”

Welcome to the Conference Harvester™

You will be using this portal to upload your presentation files and to update your contact information for APEC 2024.
Please login below and follow the instructions.



Step 2: Presenters Login and Complete “Tasks”



Privacy Notice

Presenters cannot proceed without signature

Step 2: Presenters Login and Complete "Tasks"

Dates: Feb 25 – 29, 2024 (Sun — Thu)

Location:
Long Beach Convention Center
Long Beach, California

More Information: Website

Contact the Event Organizer

[redacted]0 Logins)

View / Edit Your Profile

We always welcome feedback
want to hear what you like anc
suggestions. Give Feedback Nc

TASKS (you have 10 left to complete out of a total 10 assigned tasks)

- Verify Your Profile Information (task is due Friday, January 5, 2024)
- Photo Upload (task is due Friday, January 26, 2024)
- Update Your Biography (task is due Friday, January 26, 2024)
- Promote Your Session! (task is due Friday, February 16, 2024)
- Technical Lecture Session - Upload DRAFT Presentation Slides (task is due Friday, December 15, 2023)
- Technical Dialogue - Upload DRAFT Poster (task is due Friday, December 15, 2023)
- (ONLY VISIBLE TO ADMINS) Technical Published Paper Upload (task is due Friday, January 26, 2024)
- Upload Final Onsite Presentation Slides (task is due Friday, January 12, 2024)
- Upload a PDF for the Proceedings - Technical Sessions (task is due Friday, January 19, 2024)
- Upload Final Poster File (task is due Friday, January 19, 2024)

Presenter-based Tasks

Presentation-based Tasks

PRESENTATION DATA

Step 2: Presentation Information on the Task Page

PRESENTATION DATA

Technical Lecture

Track: Solid-State Transformers

Technical Lecture

Session: (T18) Protection & Control for Utility Interface & UPS (1:30 PM – 5:00 PM)

Wednesday, February 28, 2024

4:40 PM – 5:00 PM

(T18.9) Three-Phase Single-Stage Bidirectional Isolated AC-AC Converte

[redacted] – Western University

Technical Dialogue

Track: Bidirectional AC/DC converters

Technical Dialogue

Session: (D01) AC-DC Converters II (11:30 AM – 1:30 PM)

Thursday, February 29, 2024

11:30 AM – 1:30 PM

(D01.3) Three-Phase Single-Stage Multiport Bidirectional AC-DC Converter with Reduced Power Conversion Stages

[redacted] – Western University

Some presenters are included in more than 1 category

Step 2: Presenters Login and Complete “Tasks”

- Verify Your Profile Information (task is due Friday, January 5, 2024)
- Photo Upload (task is due Friday, January 26, 2024)
- Update Your Biography (task is due Friday, January 26, 2024)
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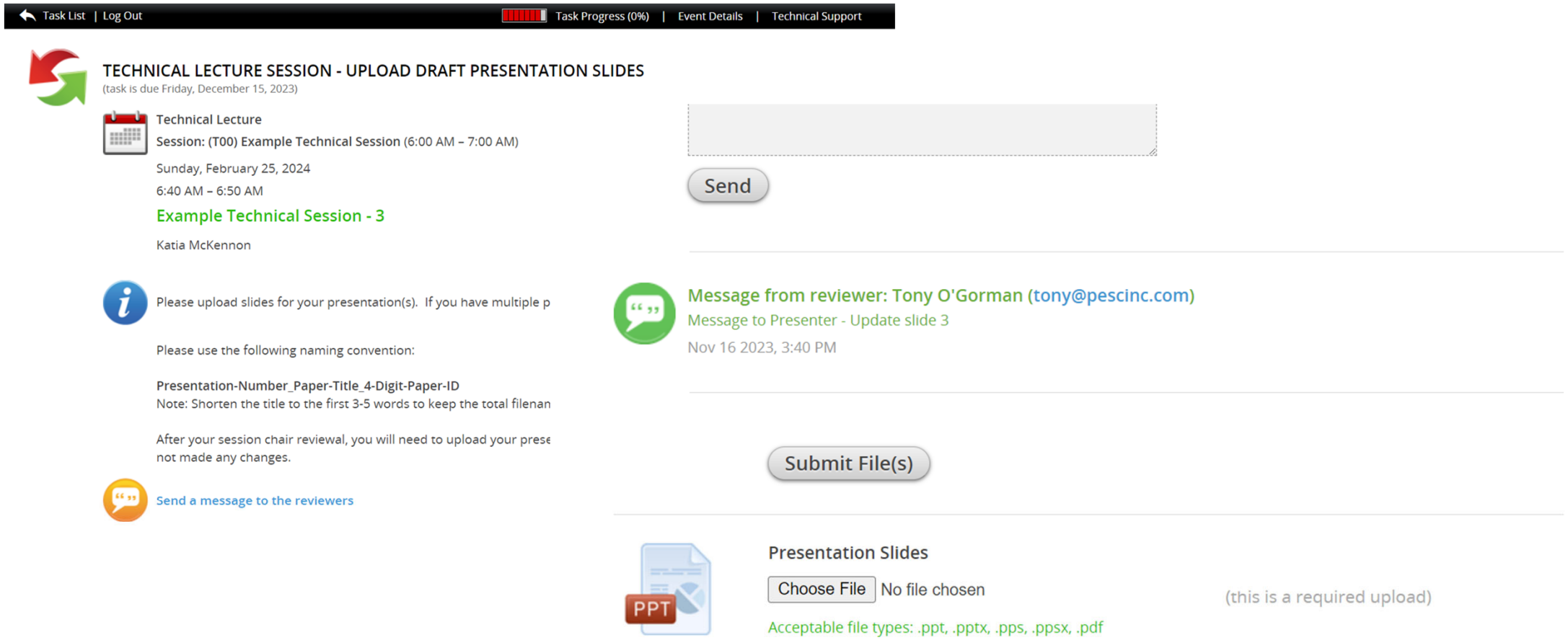
- Upload a PDF for the Proceedings - Technical Sessions (task is due Friday, January 19, 2024)

“Phase 1”

Step 2(b): Upload Draft



Step 2: From the Reviewer Side – email alert for upload

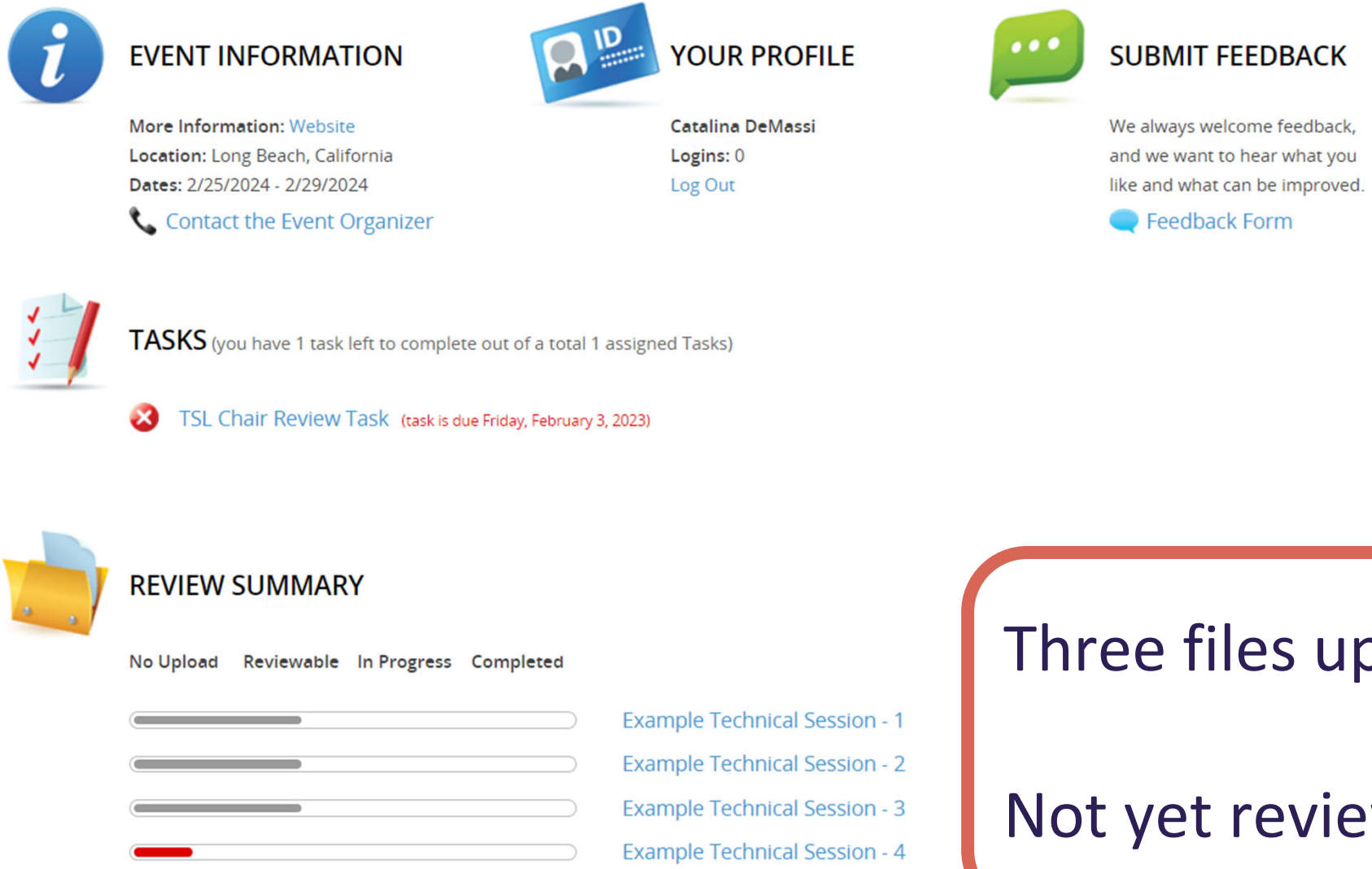
From: DoNotReply@ConferenceHarvester.com <DoNotReply@ConferenceHarvester.com>
Sent: Thursday, December 7, 2023 11:31 AM
To: Catalina DeMassi <catalinad@mmsmeetings.com>
Subject: Conference Harvester - Upload Alert

IEEE/APEC 2024 - Technical Lecture Session - Upload DRAFT Presentation Slides Alert Message

Katia McKennon has uploaded a file ('Thank you Slide.pptx') for the 'Technical Lecture Session - Upload DRAFT Presentation Slides' task.

IEEE/APEC 2024 SITE:

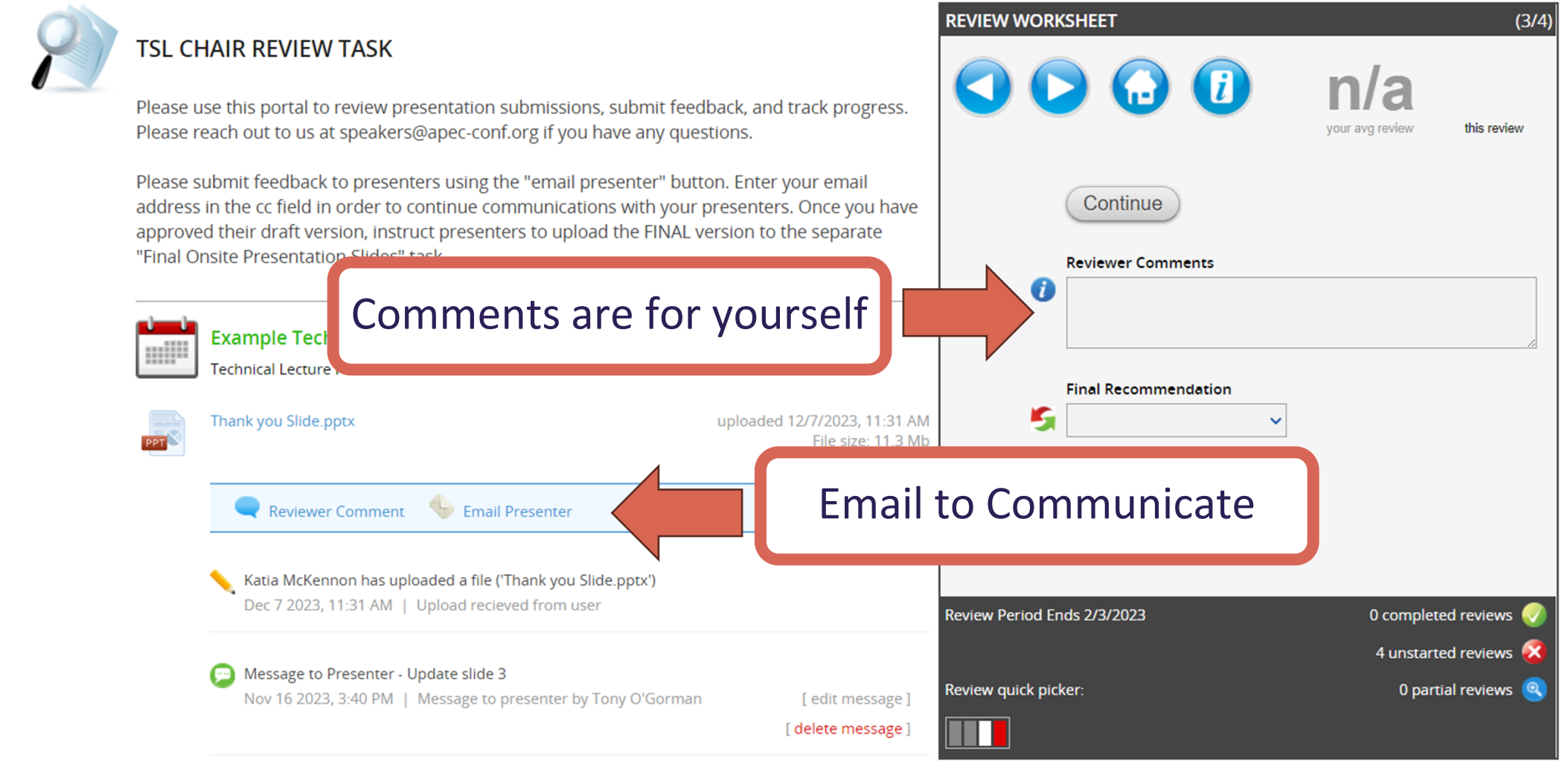
Step 2: From the Reviewer Side



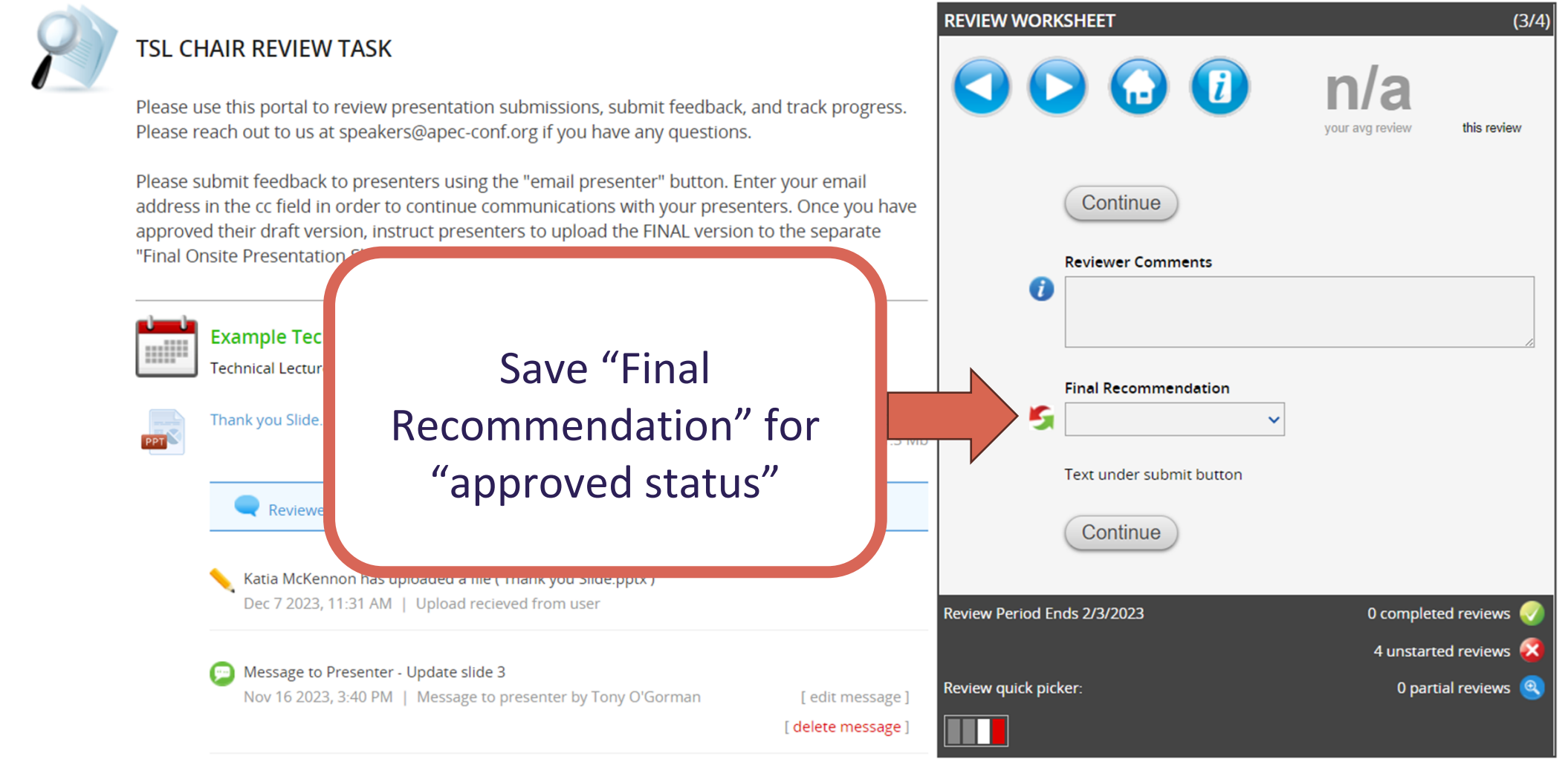
Three files uploaded

Not yet reviewed

Step 2: From the Reviewer Side



Step 2: From the Reviewer Side



Step 3: Approval and Upload Finals (slides and PDF)

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- Update Your Biography (task is due Friday, January 26, 2024)
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- Upload a PDF for the Proceedings - Technical Sessions (task is due Friday, January 19, 2024)

"Phase 2"

THANK YOU

Nate Knauer

natek@mmsmeetings.com

Katia McKennon

katiam@mmsmeetings.com

Catalina DeMassi

catalinad@mmsmeetings.com

Direct Questions To:

speakers@apec-conf.org

1201 New Jersey Avenue, NW | Washington, DC 20001 | Phone: +1-202-973-8664 | Email: apec@apec-conf.org

Content Milestones

- 12/1: Upload Portal launched for Industry
- 12/4: Technical Lecture and Dialogue Data migrated to Cadmium from ePapers
- 12/7: Upload Portal launched for Dialogue and Technical Lecture
- 12/7: Session Chair Webinar Training
- 12/15: Draft Presentations/Poster files due (Technical)
- 12/20: Draft Presentations due (Industry)
- 12/31: Draft Reviews Complete

Content Milestones

- 1/2: Reviews begin on Final Presentation files
- 1/12: Final slide presentations due (Technical)
- 1/19: Final slide presentations due (Industry)
- 1/19: PDF versions of slide presentations due
- 1/26: PDF Cutoff for inclusion in pre-event presentation archive
- 1/29 – 1/31: PDFs sent for publishing in presentation archive
- 2/19: Cutoff of file collection pre-event
- 2/25: Speaker Ready Room opens at APEC 2024