

APEC 2004 Instructions for Authors

Congratulations on the acceptance of your paper for APEC 2004, the 19th Annual Applied Power Electronics Conference and Exposition. This Author's Kit will provide you all that you need to prepare and submit your paper for publication and presentation.

Due to the overwhelming response this year to the Call for Papers, the APEC 2004 Conference Committee decided to reformat the schedule of the technical sessions to include a time for dialogue sessions on the Thursday afternoon of the conference. These dialogue sessions allow a more one-on-one conversation between the author and attendees. While the traditional oral presentation papers are selected based on the synergetic nature of a group of papers, the dialog papers are targeting special interest and possibly wider interest group of audiences. Dialogue papers are equally weighted as the oral presentation papers and are eligible to be submitted for the IEEE transactions on both Power Electronics and Industry Applications.

The instructions below have been split based on the format of your presentation. The first section below includes instructions for those authors who have been selected to present during the oral presentation sessions. The second section of instructions is intended for those authors who were selected to present during the dialogue sessions. Please do not hesitate to contact the APEC offices if you do not know what type of session format you were chosen for.

Technical Session Presentation Information

Introduction

The APEC Conference Proceedings is published in a softbound printed book and on CD-ROM. Beginning at APEC 2003, submissions for the proceeding are now done electronically. There is no longer any need to submit printed manuscripts to APEC.

This document provides the information you need to:

- Prepare your manuscript for submission to the IEEE,
- Complete and return the required copyright release form,
- Prepare your presentation for the conference,
- Present your paper at the conference and
- Submit your paper to either the *IEEE Transactions On Industry Applications* or the *IEEE Transactions On Power Electronics*

Deadlines

Your electronic manuscript must be uploaded onto the IEEE Publishing server no later than ***December 1, 2003***.

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December 1, 2003 is a FIRM DEADLINE! Papers received after this date may not appear in the Proceedings. Papers that do not appear in the Proceedings will not be presented at the conference.

Page Limit and Page Charges

Your complete paper must occupy no more than 7 pages. *Papers that exceed this length will be charged \$100.00 per page over 7 pages.* If page charges are due, send a check or money order along with the author's name, paper number and paper title to:

APEC 2004
C/o Courtesy Associates
2025 M Street, NW, Suite 800
Washington, DC 20036

Each page can typically fit approximately 700 words or two illustrations (assuming each illustration is two-column format). A page could contain as many as six illustrations if they are sized accordingly.

Manuscripts received without the required page charges may not be included in the Proceedings. Papers that do not appear in the Proceedings will not be presented at the conference. In addition, digests submitted to future APECs by authors with delinquent page charges will not be considered for review until all such charges are paid in full.

Preparing and Submitting Your Manuscript

Instructions for preparing and submitting your electronic manuscript can be found on the IEEE Submission website, <http://www.ieee.org/organizations/pubs/confpub>. The conference ID is apec04. Note that it is case sensitive. A sample manuscript, submission instructions, reprint order form, copyright right form, and many other documents can be downloaded off this website. Please click on the link above to begin the submission process.

Paper Submission Checklist

All of the items below must be completed for your paper to be accepted for publication:

- Paid Conference Registration by one or more author's of an accepted paper
- Please note:** International Authors please begin the Visa process **immediately**. Contact the APEC offices for any necessary documentation needed to complete your visa. The Visa process to enter the United States can take anywhere from 3-6 months to complete.
- Electronic manuscript uploaded to the IEEE website and the PDF file approved
- IEEE Copyright form completed and returned to the IEEE
- Page charges, if any, received at the APEC offices.

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IMPORTANT NOTICE

Please note that a completed Copyright Release form is required for publication.

Receipt of your contribution to this conference together with the copyright form constitutes release for open publication, and no cancellation of such release is permissible.

If your contribution is not 100% completely releasable, **DO NOT SEND IT IN**; however, please notify APEC 2004 of your decision in writing. APEC 2004 reserves the right to omit manuscripts from the Proceedings if they arrive too late to meet printer deadlines.

Rehearsal Room

APEC will **not** have a space for you to preview or rehearse your presentation. This makes it most important that you attend the Author's Briefing and meet with the projectionist well before the start of your session.

Language and Translation Services

At APEC, all business is conducted and all presentations are made in English. Please be advised that APEC does not provide translators or translation services.

Expenses

All expenses for preparing the manuscript, the presentation slides or transparencies and for presenting the paper at the conference, including but not limited to travel expenses, are the sole responsibility of the author or authors.

Audio Visual Equipment

The following audiovisual equipment will be available in each meeting room for use during the conference:

LCD Data Projector with laptop computer

Transparency Overhead Projector

Presenters are encouraged to use the LCD Data Projector for presentations in PowerPoint or PDF files. We request that your presentation be sent in advance of the conference in order to be loaded on to the computer. Details will be sent to you.

Additional audiovisual equipment needs will be considered on a case-by-case basis.

Contact: Marc Plante, APEC 2004, 2025 M Street, NW, Suite 800, Washington, DC 20036

Phone: 202-973-8664

Fax: 202-331-0111

Email: APEC@courtesyassoc.com

IN ORDER TO ASSURE THE PROPER HANDLING OF YOUR AUDIOVISUAL MATERIAL, PLEASE PLAN TO MEET WITH THE PROJECTIONIST 30 MINUTES BEFORE THE BEGINNING OF THE SESSION.

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Submitting Your Paper for IEEE Transactions Review

You are invited to submit your paper as a candidate for publication in either the *IEEE Transactions on Power Electronics* or the *IEEE Transactions on Industry Applications*. The IEEE Industry Applications Society requires that all papers printed in their *Transactions* must first be presented in an IAS-sponsored conference, and presentation of your paper at APEC meets this requirement.

If you are interested in having your paper reviewed for *Transactions* publication, please submit five (5) copies of your paper to only one of the two journals for consideration. Please notify the editor that your paper is being presented at APEC 2004. Paper review editors for the journals cross-check lists of received APEC manuscripts to avoid duplicating reviews, so please do not submit your manuscript to more than one if you wish to avoid delays.

Please be sure to check the latest requirements for prospective authors of transactions papers at the IEEE Industry Applications Society website, www.ewh.ieee.org/soc/ias/pub-dept/options.html or at the IEEE Power Electronics Society website, www.pels.org/Comm/Publications/Transactions/Transactions.html

Addresses for the Transactions paper review editors are:

Baldwin Bridger, Jr., Editor
IEEE Transactions on Industry Applications
15526 Torrey Pines Road
University
Houston, TX 77062-3420

J. Daan van Wyk, Editor
IEEE Transactions on Power Electronics
Virginia Polytechnic Institute and State
Center for Power Electronics
657 Whittemore Hall
Blacksburg, VA 24062

If you are submitting to *IEEE Transactions on Power Electronics* please note that Two-Column Format Papers CANNOT be accepted and will be returned to the author.

Presentation Media – Computer Projection

APEC is encouraging all of its authors to prepare their presentations in electronic format. Microsoft PowerPoint® or Adobe Acrobat are the two formats available.

APEC will provide LCD Computer Projectors and computers in each session. Authors are asked to send their presentations to APEC no later than Monday, February 9, 2004 so that they can be loaded onto the computers in advance of the conference.

Authors will not be allowed to connect their computers to the display projectors. Transferring the projector from one computer to another and back again takes too much time and creates opportunities for computer crashes.

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We do suggest that authors bring a back up of their presentation on a CDROM or USB interfaced memory media.

Slide Preparation Instructions

The APEC audience is accustomed to presentations that rely on visual aids. Consequently, they expect slides that are readable from all sections of the room. The following information will assist you in preparing your visuals and meeting the standards of quality expected by the conference committee and audience.

The following are suggestions and recommendations on how to make your slides easy to read when projected. Most of these recommendations also apply to overhead transparencies.

- Use a horizontal (landscape) format wherever possible. In order to fit the screen, vertical (portrait) slides are discouraged because they necessitate a reduction in the projected image size resulting in a loss of detail.
- Center all material on the slide.
- High contrast is important. Use black letter on medium yellow or white letters on medium blue or red. Keep slides as simple as possible. Try to limit each slide to one main idea. *Do not use long complicated slides.*
- Use several simple slides rather than one complicated slide especially if you will be discussing it at length.
- Use duplicate slides if you need to refer to the same slide at different times in your presentation.
- For slides with text only, use no more than one level of indent.
- Limit the number of lines. For slides with only major items, use no more than six lines. For slides with minor items, use no more than a total of eight lines.
- Limit the number of words. Use no more than 30 words total in major items. Use no more than 36 words total in minor lines.
- For slides with illustrations, make all lines, numbers, and captions of sufficient thickness so that when they are projected, the lines, numbers, and captions are visible
- If you use photographs, have the photographer shoot as tightly as possible.
- Sample slides illustrating these guidelines are shown in the Appendix. Please note that sample slides illustrate the most complex slides that should be used.

How to Check Your Presentation for View ability

There is a simple way to test whether the audience will be able to clearly see your slides. Using your slide development program, display a slide in “full screen” mode, so that there are no toolbars or menus visible. Stand back from your monitor a distance equal to ten times the size of your screen. If you have a 19 inch (~ 48 cm) monitor, that would be 190 inches (~4.8 meters), about 16 feet. If you can clearly read all of the text and graphics on the screen, then your slide is well designed. If the text or graphics are unreadable, then you need to increase the size of the text and graphics. This may require you to create an additional slide. A typical rule of thumb is to use large bold Ariel fonts for all the text with the minimum font size of 24. All the letters in figures or tables should not be smaller than the regular text.

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Complete this check for each slide in your presentation to be sure that your entire presentation will be readable by the audience.

Author Registration

All Presenting Authors are required, at a minimum, to register for and pay the normal registration fee for the Technical Session portion of the APEC Program. We request that you register for the conference as soon as possible.

Author's Briefing and Breakfast

All Presenting Authors including Oral Presentation and Dialog Sessions, whether they are presenting in the morning or the afternoon, are required to attend the Author's Briefing on the morning of the day their paper is scheduled for presentation. A complimentary continental breakfast will be served. (Speakers in the Plenary Session are required to attend the Speaker's Briefing at a luncheon preceding the session.)

At this meeting you will meet with your Session Chair. The Session Chair will give you instructions on how the session will be conducted. The Session Chair will also collect from you a short biography to be used to introduce you to the audience.

Session Preparations

From the Author's Briefing your Session Chair will take you to the meeting room to:

- Meet with projectionist/computer operator.
- If you are using an electronic presentation, this is the time to preview your presentation to assure that it displays properly.
- If you are using transparencies, you will be responsible for operating the overhead projector, including turning it on and off and adjusting the focus. Use this time to check the order of your transparencies and familiarize yourself with the operation of the projector. Make sure you can focus the projector using your transparencies.
- Familiarize yourself with the operation of the audiovisual equipment including the microphones, slide projector control, pointer and overhead projector, and
- Understand how the session timer works.

Once the day's sessions begin, it will be nearly impossible to work with the projectionist or check the projection of your slides or transparencies. This makes it very important that you ensure everything is ready before the morning's sessions begin.

Time Allowed To Make Your Presentation

The large number of papers being presented at APEC requires strict adherence to the time limits for presenting papers. This assures that everyone has a fair chance to present their work and answer questions. It is the job of the Session Chair to keep time and maintain schedule.

Each morning or afternoon session lasts three and one half hours including thirty minutes for a break. Four papers are presented before the break and three papers after.

Each paper is allowed:

- 1 Minute for speaker introduction

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- 20 Minutes for presentation
- 4 Minutes for questions and answers.

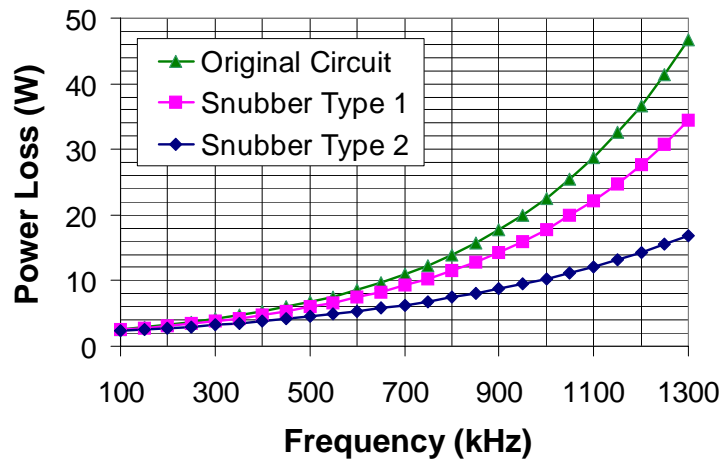
Please plan your presentation accordingly.

APPENDIX: Sample Slides

Slide Layout Recommendations

- **Only one main idea per slide**
- **Limit the number of lines**
 - If no sub items, no more than six lines
 - If mixed major/minor, no more than eight lines
- **Limit the number of words on all text slides**
 - Maximum of 30 words total in major lines
 - Maximum of 36 words total in minor lines

Keep Charts Simple!



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Dialogue Presenter Information

1. The poster boards for the Dialog Session are 8 feet (2.5 m) in height by 4 feet (1.3 m) in width. The usable part is approximately 5 feet (1.6 m) in height by 3.5 feet (1.15 m) in width.
2. The posters have to be presented and brought to the conference by the presenters. Please note that no printing facilities are available for the poster printing at the conference.
3. The posters have to be posted during the session break on Thursday morning between 10:15am and 10:45am.
4. The dialog presenters need to be near posters between 11:30 am and 2:00 pm.
5. The posters have to be removed by 5 pm.

6. Special Notices to Authors

- Please begin the Visa process immediately. You may contact APEC headquarters for a letter of participation. Their phone number is 202-973-8664 or via email APEC@courtesyassoc.com
- You must register for the conference. If you do not register for the conference before the submission site closes, then your paper will not be published and you will be unable to present at the conference. Please register no later than **December 1, 2003**, in order to ensure that your paper is published.
- An IEEE copyright form is included as well with this document. It **must** be filled out and returned to IEEE prior to publishing or your paper will not be published in the proceedings.
- Papers are to be presented, in English, at the conference. Failure to present the paper may result in digests from “no show” authors not being accepted by APEC for one or more years.
- All expenses related to preparing the camera-ready manuscript and presenting the paper at the conference, including but not limited to travel expenses, are the sole responsibility of the author or authors.
- The Presenting Author of either Oral Presentation or Dialog Session is required to attend the Author’s Briefing and Breakfast on the morning of the day the paper is to be presented.

If you have any questions, do not hesitate to contact APEC at:

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