

Invitation To Review Papers For APEC 2003

Dear Prospective Reviewer,

This letter is an invitation for you to participate in the peer review process of the papers submitted for the IEEE 2003 Applied Power Electronics Conference (APEC). Each of the papers presented in the Technical Sessions at APEC is selected through a rigorous reviewing and screening process, with reviewers from industry, government and academia. The success of the conference and the strength of the technical program are therefore dependent on the volunteer efforts of reviewers such as you contributing your knowledge and time.

The Review Process

The reviewing process starts when a prospective author submits an abstract and digest to APEC. The abstract and digest are logged into a database. The Program Chair reviews each submission and assigns it to an area of technical interest. The Program Chair then selects five reviewers for each digest (if possible) and arranges for copies to be sent to those reviewers. Once all the scores are in, the Program Chair reviews the results. Digests are sorted into three categories:

- Those with scores are in the top 25th percentile are essentially accepted automatically.
- Those having scores are in the lowest 25th percentile are essentially declined automatically, and
- The middle 50% are then considered in additional detail by the Program Committee.

The Program Chair also prepares a proposed number of Technical Sessions and a first-cut estimate of the number of sessions in each major technical area.

All reviewers are invited to the APEC Program Committee meeting to make the final decisions about the APEC program. The APEC 2003 Program Committee Meeting will be held Sunday, 25 August 2002 at the conference site, the Fontainebleau Hotel in Miami, Florida.

The meeting participants break up into groups to consider the submitted digests. The main mission is to look at the middle ground and other borderline papers and decide which are to be accepted and which will be declined.

Once this decision is made, the working groups organize the selected papers into the Technical Sessions. The Committee also reviews the proposed Professional Education Seminars and Rap Sessions and makes recommendations to the Conference Committee on which should be accepted and which should be declined.

Reviewer Workload

Those who agree to be reviewers will typically receive five to ten digests to review. Some reviewers may receive more and some reviewers may receive less. Properly reviewing a digest usually takes 10-20 minutes, depending on the complexity and clarity of the submitted digest. This means that by agreeing to be a reviewer you are making a time commitment of about two to three hours in total. The first papers for review will go out in early July. All reviews must be returned to the Program Chair no later than 6:00 p.m. EDT on Friday, 16 August 2002.

The Program Committee Meeting

All reviewers, APEC Conference Committee and APEC Steering Committee members are invited to attend the APEC Program Committee Meeting. This meeting will be held on Sunday,

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25 August 2002, at the site of APEC 2003, the Fontainebleau Hotel in Miami, Florida. The meeting will start at 8:00 AM EDT and is expected to finish by about 3:00 PM CDT.

The *Reviewer Invitation Response Form* (attached to this letter) includes a place to indicate your interest in attending the Program Committee meeting. Please help the Conference Committee in its planning by letting us know whether you will, won't or don't know yet if you will attend this meeting.

Also, it is traditional that the Program Chair organizes a no-host dinner for the Saturday evening before the Program Committee Meeting. This is an excellent opportunity to meet and socialize with friends and colleagues, old and new.

Session Chairs

The Session Chair plays an important role in having successful APEC Technical Sessions. The work of the Session Chair starts soon after the Program Committee Meeting. It is the responsibility of the Session Chair to keep in contact with the authors in his/her session and make sure that they will have the completed document to the printer on time. At the conference itself, the Session Chair introduces speakers, moderates questions and keeps track of the time to make sure that authors do not exceed their allotted time.

Being a Session Chair does require a modest amount of work. If an author is difficult, it can be challenging to work with him or her to make sure that the manuscript is completed on time. However, as the Session Chair is listed in the conference program, most companies will send to APEC a person who is serving as a Session Chair. Volunteering for this duty is one way that many people assure that they will be able to attend APEC.

On the *Reviewer Invitation Response Form*, there is a place to check if you are interested in being a Session Chair. If you volunteer, your interest will be made known to the Program Committee. Please note that volunteering to chair a session does not guarantee that you will be selected.

How To Sign Up

Two documents are attached. One is the *APEC Reviewer Invitation Response Form*. The other is the list of APEC Areas Of Technical Interest.

Start by reading through the *APEC Areas Of Technical Interest*. Select up to four areas in which you are most interested and in which you feel you are qualified to review digests. Make note of the numbers of each area, e.g. 0081 – Converters.

Then complete the *APEC Reviewer Invitation Response Form*. Please provide us with updated contact information. Telephone and fax numbers are required and email addresses are very much appreciated. Then let us know if you are or are not interested in reviewing digests for APEC 2003. Even if you are not able to help out this year, you can ask to be kept in the reviewer database. You can also let us know that you are not at all interested in reviewing digests for APEC and request to be removed from the database.

The next step is to let us know in which areas you would like to review papers. There is also an area for you to write in an area that is not in the listing. To finish with the form, we ask that you let us know your plans on attending the Program Committee Meeting and whether or not you would like to be a Session Chair.

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Return the completed *APEC Reviewer Invitation Response Form* via mail or fax to:

APEC 2003
2025 M Street, NW
Suite 800
Washington, DC 20036

Phone: +1-202-973-8664
Facsimile: +1-202-331-0111
Email: apec@courtesyassoc.com
Website: www.apec-conf.org

Please remember that it is through the effort of volunteers such as yourself that APEC continues to grow and flourish. Your help with reviewing the digests submitted by prospective authors would be very much appreciated. I look forward to hearing from you soon.

Sincerely,

James Kokernak

James Kokernak
APEC 2003 Program Chair
Phone: +1-
Email:

APEC Reviewer Response Form

Contact Information

Please supply us with the following contact information:

Please Print Clearly	
Name	
Affiliation	
Mailing Address	
Telephone	
Facsimile	
Email	

Reviewing Digests For APEC 2003

- Yes, I am interested in reviewing digests for APEC 2003
- No, I am not able to review digests for APEC 2003 but please keep me in the APEC reviewer database.

Technical Areas Of Interest And Expertise

The APEC Areas of Technical Interest document (enclosed) lists the most common areas of technical interest. Please select up to four technical areas in which you are the most interested and feel that you are qualified to review digests submitted to APEC. List the numbers of each area in the spaces below. Please choose the narrowest applicable fields of expertise that match your experience and training.

Area 1: _____ Area 2: _____ Area 3: _____ Area 4: _____

Other (Please describe): _____

Program Committee Meeting

Please let us know your interest in attending the APEC 2003 Program Committee meeting

- Yes, I am planning on attending the meeting in Miami, Florida on August 25, 2002.
- I do not know if I will attend the meeting. Please keep me informed of the meeting arrangements.
- I definitely will not be attending the meeting.

Session Chair

Would you be interested in chairing a technical session at APEC 2003? Yes No

Thank you! Please sign and date below:

Signed _____

_____ Date

Return this form via fax or mail to:

APEC 2003 Fax: 202-331-0111
2025 M Street, NW, Suite 800
Washington DC 20036

Email: APEC@courtesyassoc.com
Web Site: www.apec-conf.org

Applied Power Electronics Conference (APEC)
Areas Of Technical Interest

- 1. AC-DC Power Supplies And DC-DC Converters**
 - 1.1 AC-DC Power Supplies, Single Phase
 - 1.2 AC-DC Power Supplies, Three Phase
 - 1.3 DC-DC Converters, hard-switched
 - 1.4 DC-DC Converters, soft-switched
 - 1.5 Voltage Regulator Modules (VRMs)
- 2. Power Factor Correction and Utility Interface**
 - 2.1 Power Factor Correction, Single Phase
 - 2.2 Power Factor Correction, Three Phase
 - 2.3 Utility Interface and Power Quality
- 3. Lamp Ballasts And Lighting Systems**
- 4. Uninterruptible Power Supplies (UPS)**
- 5. Motor Drives And Inverters**
 - 5.1 AC Motor Drives
 - 5.2 DC Motor Drives
 - 5.3 Inverters, Single Phase
 - 5.4 Inverters, Three Phase
 - 5.5 PWM Techniques
- 6. Components**
 - 6.1 Semiconductors
 - 6.2 Magnetic Devices And Materials
 - 6.3 Capacitors
 - 6.4 Resistors
 - 6.5 Batteries and Chargers
 - 6.6 Connectors
- 7. Packaging**
 - 7.1 Components
 - 7.2 Assemblies And Circuits
 - 7.3 Systems
- 8. Modeling, Simulation, and Control**
 - 8.1 Converters
 - 8.2 Systems
 - 8.3 Semiconductor Devices
 - 8.4 Magnetic Devices
- 9. Manufacturing**
 - 9.1 Production Processes
 - 9.2 Quality and Quality Systems
 - 9.3 Test Processes Including Burn-In, ESS And HASS
 - 9.4 Material Procurement/Management
 - 9.5 Supplier Qualification/Management
- 10. General Design Topics**
- 11. Power Electronic Applications**
- 12. Thermal Management**
- 13. Computer Aided Design Tools**
- 14. Regulatory Agencies, Standards And Issues**
- 15. Marketing, Sales And General Business**