

Guidelines for Progress Report and Presentation for IFEC 2024 Workshop at APEC

I. Progress Report

The progress report must be sent to Worksho.qc0bytv6crnekl2t@u.box.com in PDF format by 8am Pacific Time, Sunday February 25th, 2024. Use naming convention "ProgressReport_UniversityName.pdf."

The progress report must include following contents:

- Names and email address of all team members including faculty advisor, graduate student assistants, and undergraduate students
- Technical approach
- Design methodology
- Simulation results
- Preliminary experimental results
- Future work plan

The progress report must conform to the following requirements:

- The progress report must be written in English.
- The progress report must not exceed 25 pages in length including cover page, figures, tables, and references.
- The page size must be 8.5" x 11" or A4 with margins not less than 25 mm on every side.
- Double space all text, use Times New Roman typeface, and a font size of 12 point or larger.

II. Workshop Presentation

The workshop presentation must be sent to Worksho.16vtlgml0hojw6gk@u.box.com in PDF or PPTX format by 8am Pacific Time, Sunday February 25th, 2024. Use naming convention "ProgressPresentation_UniversityName.pdf/pptx."

The workshop presentation only can be presented by undergraduate students.

Each team will have 20 minutes for their presentation and 5 minutes for Q&A (25 minutes total). There is no slide limit for the presentation.

The workshop presentation must include following contents:

- Technical approach
- Design methodology
- Simulation and preliminary experimental results
- Future work plan

III. Remote Participation:

Teams should attend the meeting in-person. However, if a team cannot travel due to extenuating circumstances, they may join the meeting via the Zoom link [here](#).