

# Author Instructions for IRMMW-THz 2008

These instructions are intended to guide you through the Final Paper Submission process for IRMMW-THz 2008. Please print out these instructions and read them very carefully!

## 1. Final Paper

The IRMMW-THz procedure and timeline are as follows: Authors must electronically submit their final paper in PDF by June 30, 2008. Authors **must** use the IEEE double-column format indicated in the [MS Word Template](#). A copyright form must also be submitted. Note that there is a 2 page limit **and** a 1 megabyte limit on the PDF file to be uploaded to the web site (keynote papers have a 3 page limit, and plenary papers have a 4 page limit with no file size limitation). Please try to keep the file size within the limits.

Authors are required to convert their own papers to PDF format. All IRMMW-THz papers must be IEEE Xplore compatible PDF files ("PDF"s). IRMMW-THz 2008 has registered for the use of IEEE PDF eXpress. IEEE PDF eXpress is a free service to IEEE conferences, allowing their authors to make IEEE Xplore-compatible PDFs (Conversion function) or to check PDFs that authors have made themselves for IEEE Xplore compatibility (PDF Check function).

Sometimes authors may encounter difficulties with photographic images and the 1 megabyte size limit. This usually occurs when pictures are taken using a high-resolution digital camera, and the image is pasted directly into the manuscript. Use an appropriate amount of compression on photos and figures to keep the size within the 1 megabyte limit, and work this out well in advance of the deadline! Some helpful information is listed in SECTION II of the [MS Word Template](#).

### How to Submit your Summary Paper:

All papers must be submitted in IEEE Xplore compatible PDF form to the [IRMMW-THz 2008 Paper Submission Site](#).

The submission process consists of nine different "steps". These steps are:

- 1. Convert paper to PDF form using the [IEEE PDF eXpress site](#)**
- 2. Initiate paper submission at the [IRMMW-THz 2008 Paper Submission Site](#)**
- 3. Input corresponding author information & paper title**
- 4. Input authors & affiliations**
- 5. Confirm all entered information**
- 6. Upload PDF file and record paper ID number**

Instructions and general information are located on each screen. Please read those directions and this document prior to requesting support.

### Step-by-Step Instructions for Initial Paper Submission:

**Step 1a.** Login to the IEEE PDF eXpress web site at <http://216.228.1.34/pdfexpress/log.asp>. You should now see the “**Login**” screen.

- a. **First-time users** – (1). Click “New Users - Click Here”. (2) Enter **irmmwthz08x** for the Conference ID, your email address, and choose a new password. Continue to enter information as prompted. (3) You will receive online and email confirmation of successful account setup.
- b. **Previous PDF eXpress users, but using it the first time for IRMMW-THz 2008:** - (1) Enter **irmmwthz08x** for the Conference ID, your email address, and enter the password you used for your old account. (2) When you click “Login”, you’ll receive an error saying you need to set up an account. Simply click “Continue”. By entering your previously used email address and password combination, you will enable your old account for access to this new conference. (3) Check that the contact information is still valid, and click “Submit”. (4) You will receive online and email confirmation of successful account setup.
- c. **Returning users** - Enter **irmmwthz08x** for the Conference ID, your email address and password.

**Step 1b.** To convert your manuscript to an IEEE Xplore compatible PDF file using IEEE PDF express click “Create New Title”. You will need to do this for each conference paper to be submitted.

**Step 1c.** Enter identifying text for the paper (title is recommended but not required). Click “Submit Source Files for Conversion”. You can alternatively check if an existing PDF file is already Xplore compatible by clicking “Submit PDF for Checking”.

**Step 1d.** Indicate platform, source file type (if applicable), click Browse and navigate to file, and click “Upload File”. You will receive online and email confirmation of successful upload.

**Step 1e.** You will receive an email with your Checked PDF or IEEE PDF eXpress-converted PDF attached. If you submitted a PDF for checking, the email will show if your file passed or failed.

*If you are not satisfied with the IEEE PDF eXpress-converted PDF:*

Option 1: Resubmit your source file with corrections (**Try again**, then **Submit Source Files for Conversion**)

Option 2: “Request a Manual Conversion” through your account

**Step 2.** Access the paper submission site by clicking on the [IRMMW-THz 2008 Paper Submission](#) link. Enter the corresponding author’s last name and the ID number that you were issued when you originally submitted your abstract.

**NOTE:** If you are submitting more than one paper, you will need to repeat all 7 steps for each paper.

**Home**  
Announcements  
News Archive  
Gateway Page


**Program**  
Key Dates  
Schedule  
Major Topics  
Guest Program


**Registration**  
Fees  
Paper Submission  
Exhibitors

## Paper Submission

PLEASE ENTER THE CORRESPONDING AUTHOR LAST NAME AND ID NUMBER ASSOCIATED WITH THE ABSTRACT/PAPER YOU WISH TO UPDATE AND UPLOAD.

Corresponding Author Last Name:

 ID Number:



**Step 3.** Click Submit. You will now be presented with an update page that will allow you to make any needed changes to the corresponding and presenting authors' information. Please make sure this information is accurate, as the presenting author will be listed in the conference program. Also please verify the exact, official title of your paper, as this will be published in the conference digest. Make sure your paper's title and all author names are in Title Case (not all caps or all small letters). When finished, click "Confirm and Continue".

**Home**  
Announcements  
News Archive  
Gateway Page

**Program**  
Key Dates  
Schedule  
Major Topics  
Guest Program

**Registration**  
Fees  
Paper Submission  
Exhibitors

**Travel FAQ**  
Accommodations  
Visa Requirements  
Pasadena, California  
Parking

**People**  
Organizing Committees  
Contact Information

## Paper Submission

Please make any changes or edits necessary. In particular, make sure that proper use of capitalization and lower case is followed for every entry.

[UPDATE FORM FOR PAPER 2020](#)

### Corresponding Author Contact Information

**Salutation/Title:**

- ☐ Mr.
- ☐ Ms.
- ☒ Dr.
- ☐ Professor
- ☐ None

**First (given) Name:**

**Middle Initial:**

**Last (family) Name:**

**Affiliation/Institute:**

**Email Address:**

**Travel/Mobile Number:**  
**(PLEASE INCLUDE COUNTRY CODE IF OUTSIDE THE USA)**

**Title**

**Title** (Must be in Title Case - not all capitals or all lower case)

**Presenting Author**

Please indicate, even if the corresponding author and the presenting author are the same person.

**First (given) Name:**

**Middle Initial:**

**Last (family) Name:**

**Affiliation/Institute:**

**Email Address:**

Please review the information above very carefully and make any corrections needed. We will ask you about all authors on the next screen.

**Step 4.** The next screen will let you review the complete list of authors for your paper, along with their respective contact information. Again, please read the instructions carefully and make any necessary changes. If none are needed, simply click the “Confirm and Continue” button at the bottom.

[Home](#)  
[Announcements](#)  
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[Parking](#)

[People](#)  
[Organizing Committees](#)  
[Contact Information](#)

[Links](#)

## Paper Submission

Please make any changes necessary. Note that up to 15 authors may be listed.

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**Test Paper Upload for IRMMW-THz 2008**  
**ABSTRACT ID NUMBER:** 2020

**CORRESPONDING AUTHOR:** Dr. Peter H Siegel  
**PHONE:** 1-818-354-9089 / **EMAIL:** phs@caltech.edu  
**CELL:** / **FAX:** 1-818-393-4683

**PRESENTING AUTHOR:** Peter H Siegel  
**AFFILIATION:** Caltech  
**EMAIL:** phs@caltech.edu

**PRESENTATION TYPE:** oral  
**SESSION:**

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**Full Author Information**  
Even if there is only one author, this section must be completed.

**1.** Please list your authors in order (up to 15 people), as you wish them to appear in the proceedings. The first box is for the first (given) name (i.e., Mary), the second box is for the middle initial (i.e., C.) and the third box is for the last name (i.e., Wang). Use proper capitalization - not all upper case or all lower case!

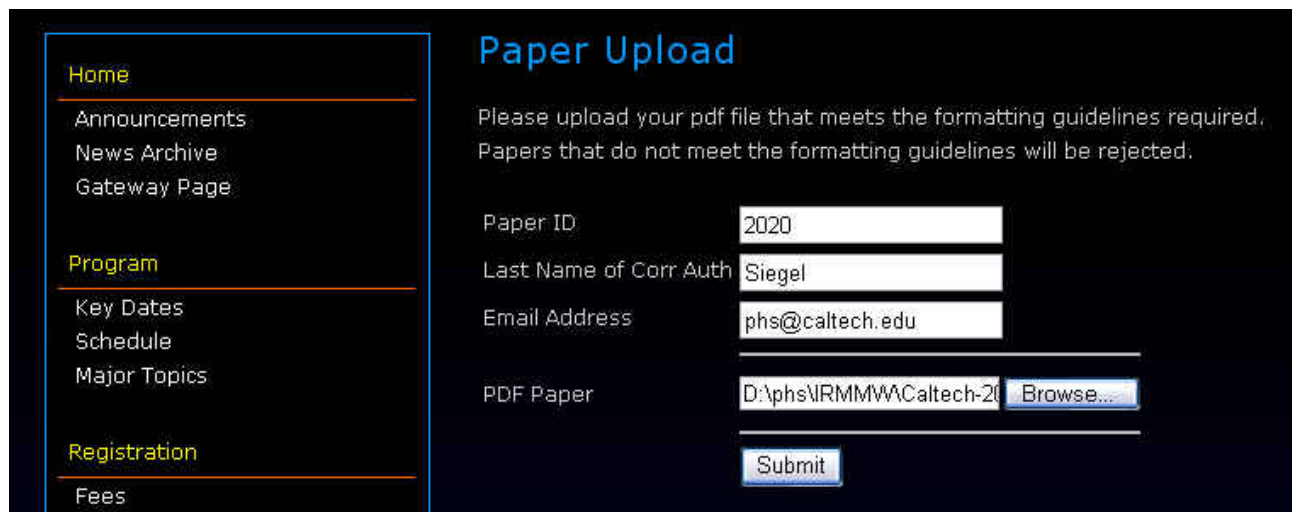
**2.** Then, below, type in names the institutes that your authors identify with, beginning with the first author's institute. Do not type an institute name more than once; just refer to its number

**Step 5.** You should now be at the “Paper Submission-upload” screen, where you will find a summary of all information submitted to this point. If all the information is correct, click the “Please click here to begin this process” to upload your final PDF manuscript. If there is an error in the paper or author information, use your browser’s back button to go back to the proper entry screen to correct the appropriate entry.



The screenshot shows a web page titled "Paper Submission" with a dark blue background. On the left is a navigation menu with sections: Home (with links to Announcements, News Archive, Gateway Page), Program (with links to Key Dates, Schedule, Major Topics, Guest Program), Registration (with links to Fees, Paper Submission, Exhibitors), and Travel FAQ (with links to Accommodations, Visa Requirements). The main content area has the title "Paper Submission" in large blue letters. Below it, a paragraph states: "Now you must upload your final paper in pdf format, and following that, submit the required IEEE copyright information. Failure to submit the copyright information will result in your paper being pulled from the conference digest." A yellow underlined link says "Please click here to begin this process." Below a horizontal line, the text "Test Paper Upload for IRMMW-THz 2008" is displayed. This is followed by "ABSTRACT ID NUMBER: 2020" and a paragraph: "Please use this number if you need to correspond with the organizers about your abstract." Then, contact information for the corresponding author is listed: "CORRESPONDING AUTHOR: Dr. Peter H Siegel", "PHONE: 1-818-354-9089 / EMAIL: phs@caltech.edu", and "CELL: / FAX: 1-818-393-4683". Next is the presenting author information: "PRESENTING AUTHOR: Peter H Siegel" and "EMAIL: phs@caltech.edu". At the bottom, it says "PRESENTATION TYPE: oral".

**Step 6.** Click “Browse” to locate the PDF file for uploading on your computer, then click “Submit”.



The screenshot shows a web page titled "Paper Upload" with a dark blue background. On the left is a navigation menu with sections: Home (with links to Announcements, News Archive, Gateway Page), Program (with links to Key Dates, Schedule, Major Topics), Registration (with links to Fees), and Fees. The main content area has the title "Paper Upload" in large blue letters. Below it, a paragraph states: "Please upload your pdf file that meets the formatting guidelines required. Papers that do not meet the formatting guidelines will be rejected." Below this are four input fields: "Paper ID" with the value "2020", "Last Name of Corr Auth" with the value "Siegel", "Email Address" with the value "phs@caltech.edu", and "PDF Paper" with the value "D:\phs\IRMMW\Caltech-20". To the right of the "PDF Paper" field is a "Browse..." button. Below these fields is a "Submit" button.



You should now see the following confirmation message:

The screenshot shows a web page titled "Paper Upload". On the left is a navigation menu with links: Home, Announcements, News Archive, Gateway Page, Program, Key Dates, Schedule, Major Topics, and Registration. The main content area says: "Thank you for your pdf submission." followed by "Corresponding author: Siegel" and "Paper ID number: 2020". Below this, it states: "The final step of this process is (was) to [submit your paper information to the IEEE for copyright.](#)" and "If you have any questions, please direct them to [Robert Dengler \(no6b@no6b.jpl.nasa.edu\)](mailto:no6b@no6b.jpl.nasa.edu)."

The submission process should be self-explanatory. However, if after reading this documentation and the online help screens you are still having problems, contact web site administrator Bob Dengler at [no6b@no6b.jpl.nasa.gov](mailto:no6b@no6b.jpl.nasa.gov).

**NOTE:** Please ensure your spam filter is set to allow email from [jpl.nasa.gov](mailto:jpl.nasa.gov) & [caltech.edu](mailto:caltech.edu)

**Step 7.** IEEE Copyright submission. At this point you must be prepared to submit the IEEE copyright forms. Click on the provided IEEE for copyright link. Enter the author last name and paper ID. You will now be given a last chance to review your paper information before being taken directly to the IEEE Electronic Copyright Forms submission page.

The screenshot shows a web page titled "IEEE Copyright Submission". On the left is a navigation menu with links: Home, Announcements, News Archive, Gateway Page, Program, Key Dates, Schedule, Major Topics, Guest Program, and Registration. The main content area has a heading "IEEE Copyright Submission" followed by a red instruction: "PLEASE ENTER THE CORRESPONDING AUTHOR LAST NAME AND ID NUMBER ASSOCIATED WITH THE PAPER YOU WISH TO WISH TO COPYRIGHT WITH IEEE." Below this are two input fields: "Corresponding Author Last Name:" with the value "Siegel" and "Abstract ID Number:" with the value "2020". A "Submit" button is at the bottom.

The screenshot shows a web page titled "IEEE Copyright Submission". On the left is a navigation menu with links: Home, Announcements, News Archive, Gateway Page, Program, Key Dates, Schedule, Major Topics, Guest Program, and Registration. The main content area says: "Click on the button below to submit the required IEEE copyright information. Failure to submit the copyright information will result in your paper being pulled from the conference digest." Below this is a button labeled "Submit Copyright Information". At the bottom, it says: "Test Paper Upload for IRMMW-THz 2008", "ABSTRACT ID NUMBER: 2020", and "CORRESPONDING AUTHOR: Dr. Peter H Siegel".

**Step 8.** When you click the Submit Copyright Information button you will be linked to the IEEE ECF site. Carefully follow the directions on this site to clear your paper with IEEE. This process must be completed in order for your paper to appear in the Conference Digest.

That's It! You are finished. Enjoy the conference.

Any question please contact us at [irmmw-thz2008@caltech.edu](mailto:irmmw-thz2008@caltech.edu)

### 3(a). Paper Presentations at the Conference

Authors who are selected for the regular 15-minute and keynote 25-minute talks at the conference should do two things. First, read the witty and entertaining article by J. F. White at <http://www.ims2008.org/publications/JFWhite.pdf> on how to give a good presentation, even if you are an “old pro” at giving talks. Second, use the [PowerPoint Template](#) located on the Author Information web page to prepare your slides. Be sure to bring a copy of your presentation on CD-ROM and another copy on a USB drive as backup. Do not bring transparencies. Overhead projectors will not be available. Do not bring 35mm slides. Plan ahead, practice your presentation, and adhere strictly to the time constraints given in the [PowerPoint Template](#). Note that 25-minute talks typically run 22 minutes with 3 minutes for questions, while 15-minute talks are usually 13 minutes with 2 minutes for questions. As part of the instructions for preparing good slides, save the PowerPoint template to your computer, and then open it. Choose View --> Notes Page to see additional information concerning each slide.

### 3(b). Guidelines for Poster Presentations

Some authors prefer to participate in an interactive Poster Session rather than the more formal 15 minute or 25 minute oral presentations at the conference. The Poster Session provides an opportunity for the presenter to engage in direct discussions with small groups of interested viewers. Be prepared to use your time in the Poster Session to explain your work and to answer specific questions. Software and/or hardware demonstrations are welcomed and encouraged. The Poster Session papers are organized by topics so that papers on similar topics will be grouped together. If you are assigned to participate in an Poster Session, here are some guidelines to guide you in your preparation:

#### Poster Space:

Plan on using an area that consists of two “push-pin bulletin boards” (poster boards), each 1.2 x 2.4 meters (4 x 8 ft). The poster boards and push-pins will be provided to attach your material onto the poster boards. Provide an Introduction or Outline and a Summary or Conclusion. Use bullet charts, figures, tables, equations, and photographs as applicable to highlight the important technical content of your paper. Simply posting the pages of the written version of your paper is a very poor practice for the Poster Session. The title of your poster should appear in block letters that are at least 10 cm (4 in) high. Try to make the majority of the lettering at least 5 cm high, and please be considerate to those viewers who are standing at a distance by making the majority of the material easily legible from a distance of 2 meters. Graphs and charts should be at least 25 x 30 cm (8.5 x 11 in) or larger. The use of color graphics and headline-style phrases in bullet charts, will allow the audience to quickly see the theme of your topic and grasp your intended message. It is a good idea to sequentially number your posted material. This will indicate to the viewer a logical progression through your presentation.

If applicable, the use of demonstration hardware and/or software, and audio-visual presentations will make your presentation more interesting to a wider viewing audience. Arrive early for the Poster

Session so that you have ample time to meet the Poster Session Chairpersons, find your assigned location, and arrange your materials on the poster boards provided. Your presentation material must be available for viewing and you must be available for discussion during the entire session. If you wish to step away from your poster board, please return as soon as possible. Your presentation area will be clustered with other presentations having a similar topic, so an interested viewer is likely to appear at any time. The material should be removed promptly at the conclusion of the session. It is very helpful to have paper copies of your written submission to the conference available for visitors to take with them. Presenters often provide their business cards and solicit the cards of their visitors so they may correspond in the future.

We hope that you find the structure and layout of the author submission process easy to use and informative. We'll see you in Pasadena, California for IRMMW-THz 2008!

Best Regards,

IRMMW-THz 2008 LOC