

Author Instructions for IRMMW-THz 2008

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

1. Initial Summary Paper

The IRMMW-THz procedure and timeline are as follows: Prospective authors must electronically submit their initial summary paper in PDF by April 4, 2008. Authors **must** use the IEEE double-column format indicated in the [MS Word Template](#). There is **no** need to submit a copyright form. Copyrights are **not** needed for the initial submission. Note that there is a 1-page limit **and** a 500 Kilobyte limit on the PDF file to be uploaded to the web site. Please don't ask for exceptions to these limits!

Authors are required to convert their own papers to PDF. All IRMMW-THz papers must be IEEE Xplore compatible pdfs. 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 500 Kilobyte 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 compression on photos and figures to reduce the size, and work this out well in advance of the deadline! Some helpful information is listed in SECTION III 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](#) (NOTE: site opens for submissions starting February 4, 2008).

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. **Generate registration key**
4. **Input title, abstract, # of authors, and # of affiliations**
5. **Input IRMMW-THz 2008 specific options, file format, and author responsibilities**
6. **Input Author List**
7. **Input Author's affiliations and addresses**
8. **Upload manuscript PDF file**
9. **Confirm registration and file transfer**

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. Access IEEE PDF eXpress through the [IRMMW-THz 2008 Author Homepage](http://irmmw-thz2008.org/???papers) (<http://irmmw-thz2008.org/???papers>) by clicking on the [IEEE PDF eXpress site](#) link. You should now see the “Login” screen.

- a. **First-time users** – (1). Click “New Users - Click Here”. (2) Enter **irmmw-THz08?** 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 IMS 2008:** - (1) Enter **irmmw-THz08?** 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 **irmmw-THz08?** 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 through the [IRMMW-THz 2008 Author Homepage](http://irmmw-thz2008.org/???papers) (<http://irmmw-thz2008.org/???papers>) by clicking on the [IRMMW-THz 2008 Paper Submission Site](#) link. (**NOTE:** site opens for submissions starting February 4, 2008)

You should now be at the “**Start**” screen.

- d. **New Submission** - If you are performing an IRMMW-THz 2008 Summary Paper submission for the first time, select “**Begin a new Submission**” from the dropdown list and then press the **Continue** button.
- e. **Updating a Previous Submission** - An author who has already successfully submitted a paper and has a valid Registration key, but wishes to update a previous submission should select “**Update a Previous Submission**” from the dropdown list and then press the **Continue** button. Please follow the directions on page 8 for further details.
- f. **Withdrawing a Previous Submission** - An author who has already submitted a paper and has a valid Registration key, but now wishes to withdraw the submission should select “**Withdraw a Previous Submission**” from the dropdown list and then press the **Continue** button. Please follow the directions on page 9 for further details.

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

Step 2. You should now be at the “**Registration Key**” screen. Record your registration key in a safe place. You will need it should you ever want to update or withdraw your submission in the future. A screen with a sample registration key is shown below.



Browser required: Netscape 4.0 (or newer),
Internet Explorer 5.0 (or newer), or equivalent.

IMS2008 Summary Submission

Please consult the detailed instructions for [IMS2008 Summary Preparation](#).



Step 2: Registration Key:

You are being issued a submission **Registration Key**. Please **record** it as you will need it in the future.

Registration Key: HHPCAxVzBrSt

Since your **Registration Key** will be required in all future correspondence and all interactions with the website, **please copy down your Registration Key and keep it in a safe place!**

I have written down my Registration Key and am ready to go to Step 3

Please contact [Roger Pollard](#) if you have any questions.
Please contact [Jeffrey Pond](#) if you encounter server errors or malfunctions.

Step 2: The “**Registration Key**” screen.

Step 3. You should now be at the “**Title, abstract, # of authors, and # of affiliations**” screen. Enter the title and abstract of your summary paper. Please note that your abstract should be no more

Step 3: Title, Abstract, # of Authors, and # of Affiliations

Please do not cut and paste text from a word processing program into these forms unless you have first converted to 'text only' format.

Please enter the **Title** of your submission (do **NOT** use all upper case or all lower case, this information may appear, as you enter it, in official publications.)

Ultra-Low Power ABCS 100 nm Gate Length W-Band Low-Noise Amplifiers

Please enter a short (maximum of 1000 characters) **Abstract** describing your submission:

An antimonide-based compound semiconductor (ABCS) microstrip MMIC, a W-Band low-noise amplifier using 0.2- μ m gate length InAs/AlSb metamorphic HEMTs, has been fabricated and characterized on a 50 μ m GaAs substrate. The compact 1.2 mm² five-stage W-band LNA demonstrated a 3.9 dB noise-figure at 94 GHz with an associated gain of 20.5 dB.

In order to optimize the forms that you will need to complete, you will need to provide the **Number of Authors** and **Number of Affiliations/Addresses**

Please select the total **Number of Authors** (including the Corresponding Author):

Number of Authors:

Please select the total **Number of Affiliations/Addresses**. Note that each author may only list one Affiliation/Address. Remember that if an author is not currently employed (i.e., retired and hence, no organizational affiliation) **Address** information is still required.

Number of Affiliations/Addresses:

This information may be used in IMS2008 documents, publications, and/or correspondence, so please review carefully the information you have entered! The completeness and accuracy of this information is your responsibility

Please contact [Roger Pollard](#) if you have any questions.
Please contact [Jeffrey Pond](#) if you encounter server errors or malfunctions.

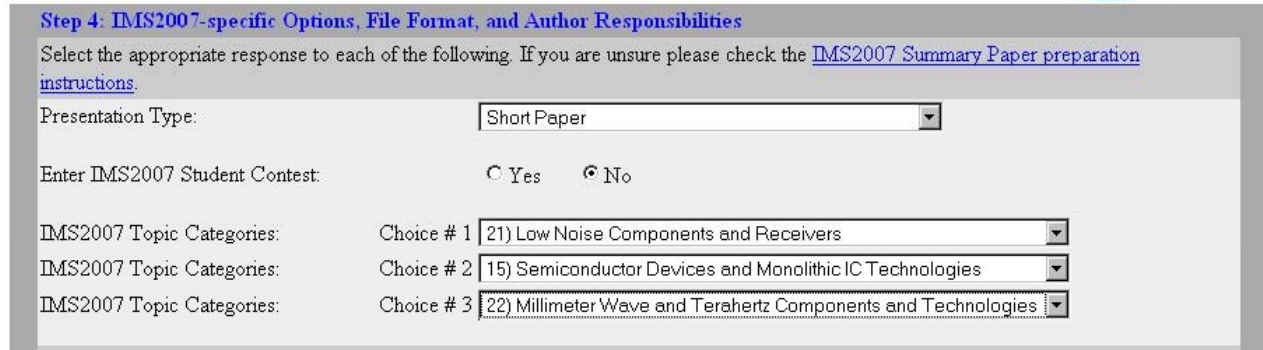
Step 3: The “**title, abstract, # of authors, and # of affiliations**” screen.

than 500 characters long and be essentially the same as that contained in your summary manuscript. If you like, you may copy and paste the abstract from your MS Word document (only special characters supported by the UTF-8 Unicode character set will be supported). Check the pasted text carefully for encoding errors and edit as needed. Enter the number of authors, and the number of distinct affiliations or addresses for the authors. There cannot be more than one affiliation/address per author.

NOTE: The abstract must be 500 characters or less or it will not be accepted.

NOTE: Do not use all upper case or all lower case since this information may appear, as you enter it, in official publications. The software is programmed to check and reject improperly formatted text.

Step 4. You should now be at the “**IRMMW-THz 2008 specific options, file format, and author responsibilities**” screen. Select your preference for presentation: Full-length (25 minutes), Short-length (15 minutes), or Interactive Forum. See the [IRMMW-THz 2008 Call for Papers](#) for details about these styles of presentation. You should also refer to Section 4(a) of this document for greater detail on the regular (full & short) presentations. Please refer to Section 4(b) of this document for details on Interactive Forum presentations. Next, choose the three best technical categories for your paper. See the [IRMMW-THz 2008 Call for Papers](#) for further details. Your abstract should contain information that justifies the technical categories you have chosen. A proper choice on your part helps to minimize the paper sorting process that may occur across the various categories.



Step 4: IMS2007-specific Options, File Format, and Author Responsibilities

Select the appropriate response to each of the following. If you are unsure please check the [IMS2007 Summary Paper preparation instructions](#).

Presentation Type:

Enter IMS2007 Student Contest: ☐ Yes ☒ No

IMS2007 Topic Categories: Choice # 1

IMS2007 Topic Categories: Choice # 2

IMS2007 Topic Categories: Choice # 3

Step 4: The “**IRMMW-THz 2008 specific options, file format, and author responsibilities**” screen.

You should now review the “**Statement Of Clearance Approval**”. Please read the document carefully, as summary papers will be distributed to a panel of experts for peer review. The membership of these peer review panels is international. If you agree and can comply with the statement, click the checkbox. If you cannot comply with the statement, you will not be able to submit a paper to IRMMW-THz 2008.

Next, you should review the “**Statement Of Exclusivity**”. If you agree and can comply with the statement, click the checkbox. If you cannot comply with the statement, you will not be able to submit a paper to IRMMW-THz 2008.

Finally, you should review the “**Statement Of ATTENDANCE**”. If you agree and can comply with the statement, click the checkbox. If you cannot comply with the statement, you will not be able to submit a paper to IRMMW-THz 2008.

Step 5. You should now be at the “**Author List**” screen. Please enter the authors in the order they appear on your submission.

Be sure to indicate which author is the **Correspondent**, the person responsible for all communications concerning this submission, by selecting the appropriate **Correspondent** button. Note that you may designate a co-author to be the corresponding author. However, there can be only **one** corresponding author per paper.

Step 5: Author List

Please enter the **Authors** in the order they appear on your submission. **Do NOT use all upper case or all lower case, this information may appear, as you enter it, in official publications.**

Be sure to indicate which **Author**, designated the **Correspondent**, will be responsible for all communications concerning this submission by selecting the appropriate **Correspondent** button.

Author # 1: ☒ **CORRESPONDENT**

Title: Dr. ▼	First/Fore Name: (e.g. Jeff, not jeff or JEFF) Jon	Middle Name(s): (include the period if entering initials) Q.	Last/Sur/Family Name: (e.g. Williams, not williams or WILLIAMS) Public
International Access Code: United States ▼	Phone Number: 555-1234		
E-mail Address: author@email.com			

Author # 2: ☐ **CORRESPONDENT**

Title: Dr. ▼	First/Fore Name: (e.g. Jeff, not jeff or JEFF) Mary	Middle Name(s): (include the period if entering initials) P.	Last/Sur/Family Name: (e.g. Williams, not williams or WILLIAMS) Person
International Access Code: United States ▼	Phone Number: 555-1212		
E-mail Address: no2@email.com			

This information may be used in IMS2008 documents, publications, and/or correspondence, so please review carefully the information you have entered! The completeness and accuracy of this information is your responsibility. Remember: you should **NOT** use all upper case or all lower case text.

Please contact [Roger Pollard](#) if you have any questions.
Please contact [Jeffrey Pond](#) if you encounter server errors or malfunctions.

Step 5: The “Input Author List” screen.

Step 6. You should now be at the “Author’s affiliations and addresses” screen. Please enter the Affiliations and Addresses (Company, Laboratory, or University) for the authors of your submission. Be sure to indicate which authors are affiliated with each institution by clicking on the corresponding buttons. Do not use all upper case or all lower case, this information may appear, as you enter it, in official publications.

Step 6: Authors' Affiliations and Addresses

Please enter the **Affiliations and Addresses** (Company, Laboratory, University) for the authors of your submission. Be sure to indicate which authors are affiliated with each institution by clicking on the corresponding buttons. **Do NOT use all upper case or all lower case, this information may appear, as you enter it, in official publications.**

Affiliation/Address # 1:

Organization: Department: Address:

City: State/Province: Postal/ZIP Code: Country:

Please indicate the affiliation that each of the authors listed below has with the Affiliation/Address information you entered immediately above:

Primary Affiliation	Author's Name
☐	Jon Q. Public
☐	Mary P. Person

This information may be used in IMS2008 documents, publications, and/or correspondence, so please review carefully the information you have entered! The completeness and accuracy of this information is your responsibility

[Save this information in a temporary file and continue to Step 7](#)

Please contact [Roger Pollard](#) if you have any questions.
Please contact [Jeffrey Pond](#) if you encounter server errors or malfunctions.

Step 6: The “Author’s affiliations and addresses” screen.

Step 7. You should now be at the “**Upload manuscript PDF file**” screen. Use the **Browse...** button to identify the file that you wish to submit. Using the **Browse...** button assures that the correct location of the file is entered. The file name will then appear in the text box. Next, select the “**Upload my file, create the official registration, and return my confirmation page**” button and your file will be transmitted, your registration information will become official, and a confirmation web page will be returned to you. Please make sure your file size does not exceed the 1 MB limit. Do not quit your web browser or close this browser window. If your file is large, it may take some time to complete the upload. A web page will be returned indicating success or failure of the upload.

Step 7: Selecting and Uploading Your File

Use the **Browse...** button to identify the file that you wish to submit. Using the **Browse...** button assures proper location of the file in your file system. The file name will then appear in the text box. Next, select the **Upload my file, ..., confirmation page** button and your file will be transmitted, your registration information will become official, and a confirmation web page will be returned to you.

Please make sure your file size does not exceed the 1.0 MByte limit!

Do not quit your web browser or close this browser window!

If your file is large, it may take some time to complete the upload.

A web page will be returned indicating success or failure of the upload.

*.pdf file to be uploaded: [Browse...](#)

This information may be used in IMS2008 documents, publications, and/or correspondence, so please review carefully the information you have entered! The completeness and accuracy of this information is your responsibility

[Upload my file, create the official registration, and return my confirmation page](#)

Please contact [Roger Pollard](#) if you have any questions.
Please contact [Jeffrey Pond](#) if you encounter server errors or malfunctions.

Step 7: The “Upload manuscript PDF file” screen.

NOTE: The IRMMW-THz 2008 file guidelines were specified in the [IRMMW-THz2008 Call for Papers](#).

Step 8. If you successfully uploaded your manuscript PDF file, you should now be at the “**Confirmation of your Registration and File Transfer**” screen. An e-mail confirming the receipt of your paper will be sent to you automatically. A 4-digit paper submission number will be shown. This number should be used for all future correspondence with the IRMMW-THz 2008 committee members regarding this submission. You may wish to print this page for your records. At the bottom of the page you should see:

Thank you. Your submission is complete.
You may now close this window, exit this web site, or quit your browser.

The submission process should be self-explanatory. However, if after reading this documentation and the online help screens you are still having problems, support is available via e-mail at IRMMW-THz2008-admin@no6b.jpl.nasa.gov. Please be sure to read the available documentation before requesting help by email. If you encounter any technical problems in the use of this web site, please contact Marianne Epalle at marionne@caltech.edu

NOTE: Please ensure your spam filter is set to allow email from jpl.nasa.gov & caltech.edu

Instructions for Updating a Paper Submission:

Should you wish to update your submission in the future, you will need to return to the submission start page and select “**Update a Previous Submission**” from the dropdown list and then press the **Continue** button. You will need to enter your *registration key* in order to identify your submission. In case you have lost your key, please refer to the confirmation email received when the paper was initially submitted. It is not possible to make changes to your submission without this key.

Your registration key will not change after updating your submission so please retain your existing key.

The Update feature can be used as follows:

- 1) To officially modify your registration information and/or upload a revised file by completing the entire submission process and entering the changes in the database. For your convenience, the information you entered previously will be preloaded into the web form fields. An update only becomes official when you see the “**Confirmation of your Registration and File Transfer**” screen. As part of the process, you will need to upload your manuscript PDF file again, even if it has not changed. An e-mail confirming the successful registration of your changes will be sent to you automatically.
- 2) To unofficially edit your registration information without recording it in the database. This feature is provided for your convenience, as you may exit the process whenever you wish and begin again later without losing your intermediate work. Remember, however, that these changes are unofficial (not in the database) until you complete the entire process of updating your submission (including the upload of your PDF manuscript file). An update only becomes official when you see the “**Confirmation of your Registration and File Transfer**” screen and receive an e-mail confirming the successful registration of your changes.

Instructions for Withdrawing a Paper Submission:

Should you wish to withdraw your submission, you will need to return to the submission start page and select “**Withdraw a Previous Submission**” from the dropdown list and then press the **Continue** button. You will need to enter your *registration key* in order to identify your submission. In case you have lost your key, please refer to the confirmation email received when the paper was initially submitted. It is not possible to withdraw your submission without this key.

A withdrawal only becomes official when you see the “**Withdrawal of your Submission**” screen. You may wish to print this page for your records. An e-mail confirming the successful withdrawal of your submission will be sent to you automatically. At the bottom of the page you should see:

Your withdrawal is complete. You may now close this window, exit this web site, or quit your browser.

Please note that only under extraordinary circumstances is it considered acceptable to withdraw a paper that has been accepted for presentation. In the past, some authors have withdrawn their paper after acceptance without the permission of the Technical Program Committee Chair. This creates logistical problems because the paper title and abstract may have already been included in published documents and its omission leaves a hole in the session presentation schedule.

2. Paper Judging & Selection

All summary papers will be ranked and selected by the Technical Program Committee (TPC) during the April – May 2008 time frame, and all prospective authors will be notified as to whether their paper was accepted or rejected for publication. Historically, the acceptance rate has been about 50% to 60%. Notification will occur after May 16, 2008. Please do not call us to find out the status of your submission. We will exercise due diligence and notify you promptly of the outcome, after May 16, 2008.

3. Final Manuscript Submissions

All authors who are accepted for publication must submit the Final Version of their paper no later than June 30, 2008. Instructions for submitting the final paper will be available in May.

The final paper will appear in the Conference Digest and on the CD-ROM exactly as submitted. (There are no page charges.) Copyright forms **are required** at this stage of the submission process. Copyright forms will be submitted electronically. During the submission of your final manuscript, you will be automatically taken to the IEEE electronic copyright form (eCF) web site. Your final manuscript submission will not be complete without the electronic copyright submission. The copyright process must be completed by the June 30, 2008 deadline.

4(a). Paper Presentations at the Symposium

Authors who are selected for the short 15-minute, full 25-minute, and Focus Session talks at the conference should do two things. First, read the witty and entertaining [article by J. F. White](#) on how to give a good presentation, even if you are an “old pro” at giving talks. This is located on the Author Information web page. Second, use the [Power Point Template](#), also 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 [Power Point 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 power point template to your computer, and then open it. Choose View --> Notes Page to see additional information concerning each slide.

4(b). Guidelines for Interactive Forum Presentations

Some authors prefer to participate in an Interactive Forum rather than the more formal 15 minute or 25 minute oral presentations at the conference. The Interactive Forum 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 Interactive Forum to explain your work and to answer specific questions. Software and/or hardware demonstrations are welcomed and encouraged. The Interactive Forum papers are organized by topics so that papers on similar topics will be grouped together. If you are assigned to participate in an Interactive Forum, 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 Interactive Forum. 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 Interactive Forum so that you have ample time to meet the Interactive Forum 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 Symposium Digest 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