

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 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 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 an appropriate amount of compression on photos and figures to keep the size within the 500-kilobyte 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](#) (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. Input corresponding author information, abstract title, desired topic area & presentation type**
- 4. Input authors & affiliations**
- 5. Confirm all entered information**
- 6. Upload abstract PDF file and record abstract 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 Abstract Submission](#) link (site opens for submissions starting February 4, 2008). Click on the “click here” link at the bottom of the page to load the initial submission form.

NOTE: if you are updating a previous submission, click the “click here to update” link in the initial submission form to jump directly to the abstract file upload form. Please follow the directions on page 5 for details on completing your updated submission.

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

Step 3. You should now be at the “**Abstract Submission**” screen. Enter the corresponding author's contact information in the provided fields. Next, under “Abstract Information” enter the paper title, and then select the 2 topic areas most appropriate for your abstract and enter the appropriate choices into the “Best Category” and “Alternate Category” fields. Finally, select the presentation type: select one of the two options under “A” only if your paper has been pre-invited by the IRMMW-THz 2008 LOC, otherwise select under “B” either the “15 minute Oral Presentation” or “Poster Presentation”.

Step 4. You should now be presented with a summary of the corresponding author’s contact information. Please review this information for correctness, then scroll down to the “Full Author Information” section and enter all author names as they appear in your paper. Next, enter each institution affiliated with the authors, and then associate each of these institutions by entering the index number of each institution to the right of each author’s name. In the following example, John Q. Terahertz works for the National Institute of Terahertz Standards, Mary H. Mixer and James A. Beamsplitter both work at the Jet Propulsion Laboratory, and Margaret V. Waveguide is affiliated with Boise State University.

AUTHOR NUMBER	AUTHOR	INSTITUTE
1	John Q. Terahertz	<p>INSTITUTE 1 NAME</p> <p>National Institute of Terahertz Standards</p> <p>City, State, Country</p> <p>Westfield, MA, USA</p>
2	Mary H. Mixer	<p>INSTITUTE 2 NAME</p> <p>Jet Propulsion Laboratory</p> <p>City, State, Country</p> <p>Pasadena, CA, USA</p>
2	James A. Beamsplitter	<p>INSTITUTE 3 NAME</p> <p>Boise State University</p> <p>City, State, Country</p> <p>Boise, ID, USA</p>
3	Margaret V. Waveguide	

Step 5. You should now be at the “Final Check” screen, where you will find your abstract ID number assigned by the system. Please record this number as you will need it to update your submission as well as for the final paper submission should your paper be accepted.

Abstract Submission
Final check.

Abstract Title for IRMMW-2008 Presentation or Poster
ABSTRACT ID NUMBER: 1073 **SAVE THIS NUMBER!**

Please use this number if you need to correspond with the organizers about your abstract or if you need to update your abstract on-line.

CORRESPONDING AUTHOR: Dr. John Q. Terahertz
PHONE: 1-818-555-0000 / **EMAIL:** jqt@thz.gov
CELL: 1-818-555-0002 / **FAX:** 1-818-555-0001
BEST CATEGORY: IR, THz and MMW Spectroscopy,

(3) Boise State University, Boise, ID, USA

Please review the data above. If it is accurate, please click on Submit. If not, please use your browser's back button to return to the previous screen to make corrections as needed.

Once you click on Submit, you will receive email confirmation of this submission. The next screen will begin the pdf upload process.

After clicking the “Submit” button above, click on “Please click here to begin that process” in the following page to start the actual paper upload.

Abstract Submission
The next step will be to upload your one-page abstract in pdf format.

[Please click here to begin that process.](#)

Abstract Title for IRMMW-2008 Presentation or Poster
ABSTRACT ID NUMBER: 1073

Please use this number if you need to correspond with the organizers about your abstract.

CORRESPONDING AUTHOR: Dr. John Q. Terahertz
PHONE: 1-818-555-0000 / **EMAIL:** jqt@thz.gov
CELL: 1-818-555-0002 / **FAX:** 1-818-555-0001

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

Abstract Upload

Please upload your one-page pdf file that meets the formatting guidelines required. Abstracts that do not meet the formatting guidelines will be rejected.

Abstract ID

Last Name of Corr

Auth

Email Address

PDF Abstract

You should now see the following confirmation message:

Abstract Upload

Thank you for your pdf submission.

Corresponding author: Terahertz
Abstract ID number: 1073

If you have any questions, please direct them to
xxx@caltech.edu.

Sincerely,

The Conference Organizers
x
x
California Institute of Technology
Pasadena, CA 91125

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.

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.

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. This year we anticipate the acceptance rate to be about 80%. 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 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.

4(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 a Poster Session, here are some guidelines to guide you in your preparation:

Poster Space:

Plan on using an area that consists of one half of one “push-pin bulletin board” (poster board), each 1 x 2 meters (40 x 80 in.). Each face of each poster board will hold 2 poster submissions, so you will have a

1 x 1 meter area available for your poster. 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 7.5 cm (3 in) high. Try to make the majority of the lettering at least 4 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