



IMS2007 Workshops

Author Instructions for submission of materials

Thank you for your participation as a speaker in an IMS2007 workshop. You are reading this because you have been contacted by the Workshop organizer(s) and been asked to submit the materials intended for distribution to the attendees. These instructions are intended to guide you through the submission and upload process. These instructions apply to 2007 International Microwave Symposium Workshops only. You are advised to print out these instructions and read them carefully!

The deadline for submissions is 1 March 2007 (11:59 PM Hawaii time) in PDF-ONLY format!

1. Workshop materials submission

All workshop speakers must submit the Final Version of their materials no later than March 1, 2007. Please be advised that if this deadline is not met, your material will not be included in the printed workshop notes or on the workshop CD-ROM. Although you are free to provide workshop material in any format of your choice, please be aware that only PDFs will be accepted and that a 10-Megabyte limit will be strictly enforced. Please don't ask for exceptions to this limit!

Your material will appear in the workshop notes book and on the CD-ROM exactly as submitted. During the submission process you will be asked for formal permission to duplicate and distribute your material; however, assignment of Copyright **not required**.

How to Submit your material:

A complete submission requires three steps:

- (1) Create, proofread, and check the layout of your final manuscript.
- (2) Access the website, select the workshop by the identifier specified by the organizer and provide the requested information about the authors and presenter.
- (3) Upload the new electronic copy of your final digest paper.

This must be completed prior to the deadline of 1 March 2007.

Step-by-Step Instructions for Workshop materials submission:

NOTE: If you are submitting material for more than one workshop, you will need to repeat all steps for each workshop

Before starting. Ensure that your material is complete and has been converted to a PDF. **It is vital that your PDF has fonts embedded.** (Set the "embed fonts option in Adobe Acrobat. If you do not have access to Adobe Acrobat, you can use IEEE PDF-eXpress or one of a number of free PDF converters).

Step 1. Access the submission site at http://www.mtt-tpms.org/symposia_v4/IMS2007_WS/start.html.

To upload your materials, select “**Begin a new Workshop materials Submission**” from the dropdown list and then press the “**Continue**” button.

Step 2. You should now be at the “**Registration Key**” screen.

Keep a note of the Registration Key, you will need it if you subsequently want to amend or withdraw your material.

Step 3: Enter your previous “**Registration Key**” to begin the process of submitting your final manuscript.

Step 3. You should now be at the “**Title, Abstract, # of authors, and # of affiliations**” screen. Enter the title and a brief abstract of your talk. You may, if you prefer, copy and paste from your original text (note that only special characters supported by the UTF-8 Unicode character set are supported). Check the pasted text carefully for encoding errors and edit as needed. Information entered here will be used “as is”. **Please check carefully for errors.**

NOTE: (a) The abstract must be 1000 characters or less or it will not be accepted.

(b) Do not use all upper case or all lower case. The software is programmed to check and reject improperly formatted text.

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.)

This is the title of my presentation

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

Here is an abstract ... make sure that it doesn't exceed the character limit

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 IMS2007_WS documents, publications, and/or correspondence, so please review carefully the information you have entered! The completeness and accuracy of this information is your responsibility

Step 4. You should now be at the “**IMS2007_WS specific Options, File Format, and Author Responsibilities**” screen.

Use the pull-down menu at the “**IMS2007_WS Topic Categories**” to select the workshop reference assigned by the Workshop organizers. Please be careful to ensure that the correct workshop for your presentation is selected.

You should now review the “**Statement Of Clearance Approval**”. Please read the document carefully, as materials are distributed internationally. If you agree and can comply with the statement, click the checkbox. On rare occasions, authors have encountered problems in getting permission to publish material. It is our policy that if material must be removed after the final approval date for printing the notes and the CD-ROM (mid-April 2007), it will be done at the author's and/or the sponsoring organization's expense.

Next, you should review the “**Statement of agreement to distribute copies of material**”. You must state that you (if appropriate, as agent for all the authors) agree to your material being copied and distributed to IMS2007 attendees. Please note that copyright assignment is not required. If you agree, click the checkbox.

Step 4: IMS2007_WS-specific Options, File Format, and Author Responsibilities

Select the appropriate response to each of the following. If you are unsure please check the [IMS2007_WS Workshop materials preparation instructions](#).

IMS2007_WS Topic Categories:

Choice # 1 ?

Statement Of Clearance Approval:

By checking this box, I certify that I and all of my co-authors, have read, understood and agree that:

(1) the information contained in any materials submitted to the IEEE in connection with the Work is not restricted by U.S. International Traffic in Arms Regulations (ITAR) or any other applicable U.S. export control laws; (2) any and all necessary authorization(s) from the undersigned's employer(s) for the disclosure of the information discussed in the Work have been obtained and will be retained by the authors; and (3) the foregoing applies to all future versions of the Work, whether edited by the undersigned, an assistant, co-author or any person working with the undersigned. (4) For jointly authored Works, I agree to act as the authorized agent for the other authors.

Statement Of Agreement to distribute copies of material:

By checking this box, I certify that I and all of my co-authors, have read, understood and agree that:

The 2007 International Microwave Symposium is hereby authorized to reproduce the workshop/tutorial material being submitted here on CDROM and on paper. This material will be solely distributed to IMS2007 attendees and the author(s) retain their full copyright. It is the responsibility of the author(s) to determine whether disclosure of their material requires the prior consent of other(s) party and, if so, to obtain it. If the workshop/tutorial material was prepared jointly, then I certify that I am acting as the authorized agent of all the authors.

This information may be used in IMS2007_WS 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 5

Step 5. You should now be at the “**Author List**” screen. Please enter the authors in the order they appear on your submission. Do not use all upper case or all lower case, since this information may appear, *as you enter it*. Be sure to indicate which author is the **Correspondent**, the person responsible for all communications concerning this submission, by selecting the appropriate **Correspondent** button. If there is more than one author, please also indicate the **Presenter** and provide a brief biography that can be used to introduce him/her.

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.

Also, you must indicate which **Author**, designated the **Presenter**, will be presenting this submission if it is accepted for IMS2007_WS by selecting the appropriate **Presenter** button.

Author # 1:

CORRESPONDENT

PRESENTER

Title:

First/Fore Name:

(e.g. Jeff, not jeff or JEFF)

Middle Name(s):

(include the period if entering initials)

Last/Sur/Family Name:

(e.g. Williams, not williams or WILLIAMS)

(none)

International Access Code:

?

Phone Number:

E-mail

Address:

Please enter a very brief version of the **Presenter's Biography**:

This information may be used in IMS2007_WS 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.**

Save this information in a temporary file and continue to Step 6

Step 6. You should now be at the “**Author’s affiliations and addresses**” screen. Please provide as much information as possible and, in particular, ensure that e-mail addresses are accurate and that there is at least one alternative means of contacting the corresponding and presenting authors. 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, and do not use accents or other special characters, subscripts, or superscripts as they cannot be reproduced successfully.

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: A Inc	Department:	Address: 999 Some Street	
City: Anywhere	State/Province: <small>(if commonly used in mailing addresses in your country)</small> AB	Postal/ZIP Code: 12345	Country: United States

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

Primary Affiliation <input checked="" type="radio"/>	Author's Name John Doe
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This information may be used in IMS2007_WS 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

Step 7. You should now be at the “**Selecting and Uploading Your 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, and a confirmation web page will be returned to you. Please make sure your file size does not exceed the 10 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 10.0 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: /My Documents/mypaper.pdf

This information may be used in IMS2007_WS 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

An e-mail confirming the receipt of your material will be sent to you automatically.

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. 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 Jeff Pond at jpond@mtt-tpms.org

NOTE: Please ensure your spam filter is set to allow email from mtt-tpms.org

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 Workshop materials 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 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 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 Final Paper Submission:

NOTE: Withdrawal of material is strongly discouraged. It is our policy that if material must be removed after the final approval date for the printed notes and the CD-ROM (approx mid-April 2007), it will be done at the author's and/or the sponsoring organization's expense.

Should you wish to withdraw your material, you will need to return to the submission start page and select “**Withdraw a Previous Workshop materials 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.

Jon Hacker and Roger D. Pollard
IMS2007 Electronic Paper Management Team