



IMS2007 Workshop Organizers' Instructions

Preamble

These instructions are intended to guide workshop organizers through the process of collecting the materials provided by the presenters and arranging the materials in order to streamline the production of the workshop books of notes and CD-ROMs.

If you have done this in previous years, you should note that the process is completely new in 2007. These instructions are intended to walk you through, step by step, the procedures to carry out all required tasks. Also note that you are responsible for communicating with your presenters and ensuring that they read and comply with the (separate) instructions for submission of their materials.

Please print out these instructions and read them very carefully!

NOTE: In order to view the materials submitted, you will need Adobe Acrobat Reader. We strongly recommend Acrobat Reader 7.0. You may also need to install the Adobe Asian Font Packs to read some documents. If you encounter problems with reading or printing a presentation (i.e. the text and/or equations are unreadable), the first thing you will be asked when you request support is if you have Acrobat Reader 7.0 and the Asian Font Packs installed. Therefore, in preparation for the review process we request that you install or upgrade to Acrobat Reader 7.0. This software is available for free at the Adobe website: http://www.adobe.com/products/acrobat/readstep2_allversions.html The Asian Font Packs are available at: <http://www.adobe.com/products/acrobat/acrrasianfontpack.html>

CAUTION: Supported Web browsers include Netscape 4.0 (or newer including Mozilla and Firefox), Internet Explorer 5.0 (or newer), or equivalent. We have had reports that the AOL browser has problems.

1. Accessing the system as an organizer

All interaction with the system is performed through your web browser. You will receive an email with your unique login id and password. The review site is accessible using your web browser by going to the IMS2007_WS reviewer web site and entering your login information.

Step 1. Access the summary review web site:

http://www.mtt-tpms.org/symposia_v4/IMS2007_WS/reviewerlogin.html

You should now be at the "Login" screen.

Step 2. Type in your username and password and press the "Continue" button to reach the main page of the site.

CAUTION: Leading and trailing spaces in your username or password will cause your login to fail. If you copy and paste your login information, make sure that you have not inadvertently included spaces or other invisible characters.

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

IMS2007_WS Workshop materials Reviewer Log-in

Please consult the [IMS2007_WS website](#) for details

Please enter your **Username** and **Password** (your username and initial password were issued to you via e-mail):

Username: john.doe

Password: *****

When you are ready to proceed, please select:

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

2. The main menu

The pulldown menu provides access to all the features of the website. Please note that, because the individual presentations are not subject to review, you will not need the first 4 items. However, you may wish to use the “View papers in the XXX Subcommittee” to check on the progress of your contributors’ submissions.

Welcome, John Doe, to IMS2007_WS on-line Workshop materials review. Please choose one of the following Tasks:

Task: ? (enter Paper #, if appropriate)

Selectio Address Pending Papers awaiting your decision

Selectio View the database information for Paper #:

Selectio View papers in the WSA Subcommittee

Selectio Monitor reviews by the WSA Subcommittee

Selectio Accept/reject and arrange sessions for WSA Subcommittee

Selectio Change Password and/or Contact Information

Personal Information Summary:

| | | | |
|--------------------|--------------|-----------------|----------------|
| First Name: | John | Last Name: | Doe |
| Telephone #: | 123-456-7890 | E-mail address: | j.doe@ieee.org |
| Subcommittee Name: | WSA | Position: | chair |

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

3. Changing your password or contact information

You can change your personal information (password, email, telephone, and name) at any time.

- Step 1.** After logging in to the system, select the “Change Password and/or contact information” task from the drop down list box. Your current information on file will be displayed.
- Step 2.** Enter your updated password and/or contact information and the press the “Update my account ...” button to save the new information.

Note: A summary of your current contact information is always displayed at the bottom of the page whenever you are logged into the system.

Please enter all the information requested.

Update Personal Information for Username **john.doe:**

| | |
|-----------------|---|
| First Name: | <input type="text" value="John"/> |
| Last Name: | <input type="text" value="Doe"/> |
| Telephone #: | <input type="text" value="123-456-7890"/> |
| E-mail address: | <input type="text" value="j.doe@ieee.org"/> |
| Password: | <input type="text" value="doe123"/> |

Update User Account Information:

Personal Information Summary:

| | | | |
|--------------------|---------------------|-----------------|-----------------------|
| First Name: | John | Last Name: | Doe |
| Telephone #: | 123-456-7890 | E-mail address: | j.doe@ieee.org |
| Subcommittee Name: | WSA | Position: | chair |

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

4. Arranging the workshop

When all the presentations have been submitted, you should use the “Accept/reject and arrange sessions ...” choice to set up the workshop organization, including title, abstract, Chair(s), etc..

Welcome, John Doe, to IMS2007_WS on-line Workshop materials review. Please choose one of the following Tasks:

Task: (enter Paper #, if appropriate)

Selection of Reviewer/Editor Task:

Step 1. You will first see the following screen which lists all the presentations submitted to your workshop. To include the presentation, you MUST select the “accept: Session ...” choice with your workshop designation.

| Paper # | Avg. Score | Std. Dev. | # Rev | Paper Title |
|---------------------|------------|-----------|-------|--|
| 100 | 0.00 | 0.00 | | Title 1 |
| | | | | <input type="text" value="accept: Session 1 (WSA)"/> |
| | | | | Comments to Chair/Editor: |
| 101 | 0.00 | 0.00 | | Another title |
| | | | | <input type="text" value="accept: Session 1 (WSA)"/> |
| | | | | Comments to Chair/Editor: |

Saving your Accept/Reject decisions:

Step 2. After accepting all the presentations, press “Save the accept/reject decisions ...” button. You will see the following screen for arranging the order of the presentation. Input the desired order of the papers. A presentation length for each is not necessary unless you want to specifically define a schedule for the workshop. You can ignore any warning about under-using or exceeding the length of the session. Press the “Continue” button to save your decisions.

Arranging Papers within Sessions: For Papers that have been accepted into each Session, please select the order of presentation along with the duration of each paper.

Arranging Papers within Session 1 (WSA): Please select the order of presentation along with the duration of each paper. Please remember that Session 1 (WSA) has been scheduled for 480 minutes so make sure the total time you allocate to papers in this session does not exceed 480 minutes.

| Paper # | Order | Length | Paper Title |
|---------------------|-------|---------|-------------------------------|
| 100 | 01 | 30 min. | Title 1 |
| 101 | 02 | 30 min. | Another title |

Papers accepted without assignment to a particular session:

| Paper # | Paper Title |
|---------|-------------|
|---------|-------------|

Papers rejected:

| Paper # | Paper Title |
|---------|-------------|
|---------|-------------|

Saving your Session Arrangement decisions:

To save your decisions so far and proceed, please select:

Step 3. The workshop arrangements input from the previous step will be shown summarized along with the available free time, if any in each session. Unless you have specified timings for the presentations, you can ignore the information about the session timing. Double check the order of the presentations, then finalize the workshop by selecting the FINAL checkbox for each paper.

At this stage you can add comments which will be communicated to the authors when the workshop arrangements are finalized. Finally, when you are sure of the workshop arrangement, press “Continue” button.

NOTE: Only when you have checked and saved the FINAL box for each contribution, can you proceed to the next step.

Finalizing your Sessions and Accept/Reject decisions: Please make sure that you check the **FINAL** box for every paper when you have finalized all of your decisions.

Session 1 (WSA): Once you are sure of the arrangement of this Session, please check the **FINAL** box for each paper. Once you have checked the **FINAL** box for a paper you will not be able to change its accept/reject status, its session assignment, its time slot within the session, nor the duration of the talk. Once you have checked the **FINAL** box for every paper assigned to your subcommittee you will be able to proceed to the final step.

| FINAL | Paper # | Paper Designation | Length | Paper Title |
|--------------|----------------|--------------------------|---------------|--------------------|
|--------------|----------------|--------------------------|---------------|--------------------|

| | | | | |
|-------------------------------------|---------------------|-----------------------|----|-------------------------|
| <input checked="" type="checkbox"/> | 100 | Session 1-01 (WSA-01) | 30 | Title 1 |
|-------------------------------------|---------------------|-----------------------|----|-------------------------|

Reviewer Comments to Author(s):

Chair/Editor

Comments to

Author(s):

| | | | | |
|-------------------------------------|---------------------|-----------------------|----|-------------------------------|
| <input checked="" type="checkbox"/> | 101 | Session 1-02 (WSA-02) | 30 | Another title |
|-------------------------------------|---------------------|-----------------------|----|-------------------------------|

Reviewer Comments to Author(s):

Chair/Editor

Comments to

Author(s):

REMINDER: 420 minutes of this Session are still available.

Papers accepted without assignment to a particular session:

| FINAL | Paper # | Paper Title |
|--------------|----------------|--------------------|
|--------------|----------------|--------------------|

Papers rejected:

| FINAL | Paper # | Paper Title |
|--------------|----------------|--------------------|
|--------------|----------------|--------------------|

Saving your Session Arrangement decisions:

To save your decisions so far and proceed, please select:

Step 4. On the next screen, you should find the title, abstract, chair and co-chair information for your workshop already entered. These should be checked and edited as necessary. If not entered, these should be provided. Please note that there is only space for two chairs (organizers); please ensure that you enter the names and contact details for the people who will be running the workshop at the Symposium. The date and time of the workshop have already been entered. When you are sure of the arrangements, press the “Continue” button.

Session Identification Information:

Please enter the **Title** and **Abstract** (a brief technical description of the subject matter of the papers) of **Session 1 (WSA)**.

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

Architectural Design And System Verification For Wireless Soc – Nice To Have Or A Real Necessity?

Please enter a short **Abstract** describing this session:

As more and more digital signal processing is included in the RF pipe, not only for modulation and demodulation purposes, but also to facilitate digital calibration, testing and configuration, an overall system-level design approach at architecture level is essential. Furthermore, verification of the complete embedded system solution, including RF and mixed-signal circuitry, is becoming recognized as an essential step in the design release process before committing to tape-out.

Tentative Date, Time, and Location of Session 1 (WSA).

Date: **Sunday, June 3, 2007**

Location: **Session #1, Location**

Time: **8:00 AM**

Length: **480 minutes**

Please enter the names and contact information for the Session Chair(s) for Session 1 (WSA).

| | Chair | Co-chair |
|-------------------|--------------------|--------------------|
| Full Name: | J. Niehof | M. Barnasconi |
| Organization: | NXP Semiconductors | NXP Semiconductors |
| Address: | | |
| City, State, ZIP: | | |
| Country: | | |
| e-mail: | | |
| Phone #: | | |
| FAX #: | | |

Your Session Identification Information:

To proceed, please select:

Step 6. Lock the workshop title, abstract, chair and co-chair information for your workshop and press the “Continue” button to lock the session.

Session Identification Information:

The **Title** and **Abstract** of Session 1 (WSA).

The **Title** of this session.

Architectural Design And System Verification For Wireless Soc – Nice To Have Or A Real Necessity?

The **Abstract** describing this session:

As more and more digital signal processing is included in the RF pipe, not only for modulation and demodulation purposes, but also to facilitate digital calibration, testing and configuration, an overall system-level design approach at architecture level is essential. Furthermore, verification of the complete embedded system solution, including RF and mixed-signal circuitry, is becoming recognized as an essential step in the design release process before committing to tape-out.

Tentative Date, Time, and Location of Session 1 (WSA).

Date: **Sunday, June 3, 2007**

Location: **Session #1, Location**

Time: **8:00 AM**

Length: **480 minutes**

Contact information for the Session Chair(s) of Session 1 (WSA).

| | | |
|-------------------|--------------------|--------------------|
| | Chair | Co-chair |
| Full Name: | J. Niehof | M. Bamasconi |
| Organization: | NXP Semiconductors | NXP Semiconductors |
| Address: | | |
| City, State, ZIP: | | |
| Country: | | |
| e-mail: | | |
| Phone #: | | |
| FAX #: | | |

By checking this box, I certify that I and all of my subcommittee members have successfully completed all the tasks and responsibilities for Session 1 (WSA) and that we wish to **LOCK** this session from further changes.

Finalizing Everything:

Once you have **CHECKED** the checkbox(es) indicating that you have completed all tasks and responsibilities concerning the Sessions and papers assigned to the WSA subcommittee, please select:

Congratulations, your work is complete. Emails will be automatically sent out to all authors of presentations you have scheduled.