

Paper Submission Details:

Although IEEE does not require a specific format for their conference articles, IEEE eXpress Conference Publishing provides these optional MS Word and LaTeX templates free for use.

https://www.ieee.org/conferences_events/conferences/publishing/templates.html. (US Letter size)

If you would like to create your own PDF file, go to the IEEE Online Resource Center at www.ieee.org/confpubcenter and click on “PDF Requirements” under the heading “Information for Use in the Author Community” and download the settings for Adobe Distiller (the second “Download” option).

The Proceedings for this conference will be submitted to be published in IEEE Xplore® therefore the quality of your PDF file is important. The IEEE is dedicated to the worldwide distribution of conference papers to engineering professionals. This requires that all papers submitted for publication must meet a minimum standard for both print and electronic publishing. You will have access to IEEE PDF eXpress™ to assist you in preparing suitable PDF files. IEEE PDF eXpress™ is a free online service that will convert your source file to PDF from a number of different publishing platforms, or verify that the PDF you created meets the IEEE Xplore® specifications. **IEEE PDF eXpress™ is not a file submission system and does not capture files. You will still need to submit your verified file to the conferences paper submission site.**

Detailed Information on Accessing and Using IEEE PDF eXpress™

1. To go to IEEE PDF eXpress™ press CTRL on the keyboard while clicking with the mouse on the logo. (will open in a new browser window) or visit: <https://www.pdf-express.org/>



| <i>First-time users:</i> | <i>Previous users, but using it the first time for a new conference:</i> | <i>Returning users:</i> |
|---|--|---|
| a. Click “New Users - Click Here”. | a. Enter 55903X for the Conference ID, your email address, and enter the password you used for your old account. | a. Enter 55903X for the Conference ID, email address and password. |
| b. Enter 55903X for the Conference ID, your email address, and choose a new password. Continue to enter information as prompted. | b. 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. | |
| c. You will receive online and email confirmation of successful account setup. | c. Check that the contact information is still valid, and click “Submit”. d. You will receive online and email confirmation of successful account setup. | |

2. For each paper, click “Create New Title”; enter identifying text for the paper (title is recommended, but not required).
3. Click “Submit PDF for Checking” or “Submit Source Files for Conversion”.
4. Indicate platform and source file type (if applicable). Click “Browse” to navigate to file and click “Upload File”. You will receive online and email confirmation of successful upload.
5. 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 is your file passed or failed.

| <i>Options (choose one)</i> | <i>If the PDF submitted fails the PDF check:</i> | <i>If you are not satisfied with the IEEE PDF eXpress-converted PDF:</i> | <i>If the PDF submitted passed the PDF Check, or you are satisfied with your IEEE PDF eXpress- converted PDF:</i> |
|---------------------------------|--|--|---|
| Option 1 | Submit your source file for conversion by clicking <u>Try again</u> , then <u>Submit Source Files for Conversion</u> | Resubmit your source file with corrections (<u>Try again</u> , then <u>Submit Source Files for Conversion</u>) | |
| Option 2 | Read the PDF Check report, then click “The PDF Check Report” in the sidebar to get information on possible solutions | Submit a PDF by clicking <u>Try again</u> , then <u>Submit PDF for Checking</u> | Submit your IEEE Xplore-compatible PDF [<u>per the conference’s instructions</u>]. |
| Option 3 | “Request Technical Help” through your account | “Request a Manual Conversion” through your account | |

IEEE PDF eXpress converts the following file types to PDF:

Rich Text Format
 Freelance (La)TeX (DVI and all support files required)*
 PageMaker
 FrameMaker
 QuarkXpress*
 Word Pro
 Microsoft Word
 WordPerfect

*For documents created in formats that do not embed source files, include all support files with the final manuscript in a folder. Put this folder in a compressed archive for submission. If it is possible to embed images in the source document, you should do so to avoid potential issues, such as missing graphics.

IMPORTANT: A DVI (DeVice Independent file) is required for LaTeX conversions, in addition to all associated image files. Make sure that your LaTeX system can output a DVI, otherwise it cannot be converted. Be sure also to check that your images are properly referenced, and that DVI can handle the image file types used (DVI does not handle some newer image types, such as *.png).