

MANAGING PROCEEDING PUBLICATIONS

The procedure and guidelines for
conferences technically co-sponsored by
IEEE Iran Section to be indexed in IEEE
Xplore digital library

OUTLINES

- ◉ **IEEE Iran Section, Technical Co-Sponsorship**
- ◉ **Conference Registration in IEEE**
- ◉ **Conference Publication Program**
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 - IEEE eCopyright System
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IEEE IRAN SECTION, TECHNICAL SPONSORSHIP

Terms and Conditions:

- ⦿ Use of the **IEEE Logo** or reference to IEEE sponsorship, affiliation or support is not permitted until IEEE verifies the details and officially approves the conference. Misrepresentation is considered a violation of IEEE brand guidelines. After official verification of the conference, the IEEE logo can be used in conference publications and promotional materials.
- ⦿ Technical co-sponsorship of IEEE Iran Section does not guarantee that the papers accepted for presentation at the conference will be eligible for inclusion in the IEEE Xplore Digital Library. Conference related communications such as conference website, email, etc. should not guarantee inclusion in the IEEE Xplore Digital Library.

IEEE IRAN SECTION, TECHNICAL SPONSORSHIP

Terms and Conditions (cont.)

- ⦿ IEEE organizational units engaged in conference sponsorship may not enter into any type of sponsorship arrangement with a “For Profit” organization. “For Profit” organizations can, however, provide donations, as indicated in Policy 10.1.23.
- ⦿ All conferences and conference proceedings must meet IEEE's quality standards, and IEEE reserves the right not to publish any proceedings that do not meet these standards.

IEEE IRAN SECTION, TECHNICAL SPONSORSHIP

Terms and Conditions (cont.)

- ⦿ The Conference Committee will have the final responsibility of preparing and sending Xplore-compliant CDs within 30 days after the end date of conference, to be indexed in IEEE Xplore Digital Library.
- ⦿ The conference organizations are responsible for handling cases of plagiarism in their papers.
- ⦿ IEEE policy requires that prior to publication, all authors must transfer to the IEEE in writing any copyright/ecopyright they hold for their individual papers. The conference organization is responsible to facilitate the process of secure copyright transfer for the authors as well as adding appropriate copyright clearance codes to their papers.

IEEE IRAN SECTION, TECHNICAL SPONSORSHIP

Terms and Conditions (cont.)

- ⦿ All papers must be written in English. Farsi papers with English abstracts are not accepted to be indexed in IEEE Xplore. It is strongly recommended that the conference organization encourages the authors to use one of the following templates to produce their manuscripts:

http://www.ieee.org/conferences_events/conferences/publishing/templates.html

All the papers must be IEEE Xplore compliant; otherwise they will not be accepted to be indexed in IEEE Xplore Digital Library. The conference organization is responsible to facilitate the process of creating and verifying IEEE Xplore-compliant PDF files using IEEE PDF eXpress website to the authors of accepted papers.

CONFERENCE REGISTRATION

- The IEEE Conference Application form can be found at http://www.ieee.org/conferences_events/conferences/organizers/conf_app.html
- The conference application form lets you register your conference and request approval.
- This step is required to initiate the setup of all IEEE conferences.
- After it is approved, your conference will be listed on the IEEE Conference Search and IEEE Call for Papers.

CONFERENCE REGISTRATION

◆ IEEE Conference Application

The IEEE Conference Application lets you register your conference and request approval for an IEEE conference. It will take approximately 20-30 minutes to complete the application. Before you begin, have the following information available: conference title, dates, location, website URL, sponsorship, technical program plans, and conference contacts. If you do not have all the necessary information, you can save the application after step 3 and complete it later. An email with a temporary user ID and password will be sent to you.

If you need to make any changes, select the Back button. Do not use your browser Back button or you will exit the application and your changes will not be saved.

You cannot promote your conference as an IEEE conference until it is approved. After it is approved, your conference will be listed on the IEEE Conference Search and IEEE Call for Papers. If you have any questions, contact us at conference-services@ieee.org.

I want to

Start a new application:

Start

Complete an application I started:

Enter conference title or record number

Continue

Find the status of a submitted application:

Enter conference title or record number

Status

CONFERENCE REGISTRATION

- ◉ A tutorial video about conference registration can be found at:

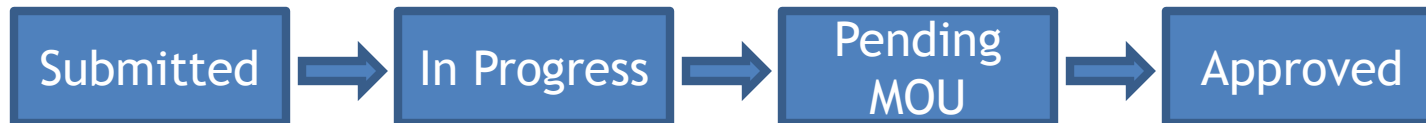
http://www.ieee.org/conferences_events/conferences/organizers/conference_education.html

- ◉ Including the following steps:

[start a new application](#)

[complete an application you started](#)

[find the status of a submitted application](#)



CONFERENCE REGISTRATION

Instruction:

- ⦿ The application form should be submitted **within two weeks after the approval of Iran Section**, by the publication chair of the conference.
- ⦿ Before starting an IEEE Conference Application, the conference website must be updated with the following specifications:
 - Prepared in English
 - Organizing committees should be introduced completely.
 - Information about Conference hotel and Registration details should be provided.
 - Conference website should not reference or guarantee inclusion in the IEEE Xplore Digital Library.
 - Any references to IEEE, or IEEE Xplore in the website, until the conference receives a confirming email from IEEE Conference Services is not permitted.

CONFERENCE REGISTRATION

- Before starting your IEEE Conference Application, review the conference application checklist. Each step of the registration process is clearly identified by topic. By gathering the information before your start, you can fill out your application more quickly. If you don't have all the information at once, you can save your application and return later to complete it.

CONFERENCE REGISTRATION

- ◉ There are 7 steps in conference registration form:
- ◉ Step 1 is about the submitter information (screenshot is given)
- ◉ Step 2 is about the event. (screenshot is given)
 - Naming the conference:
year + specific conference name + (conference acronym)
example:
2013 Iran Workshop on Communication and Information Theory
(IWCIT)
- ◉ Step 3 is about the location. At this point, you have the ability to save your IEEE Conference Application and return later to complete it.

♦ Step 1: Submitter Information

The submitter is the person completing this application. Enter your name, email and phone number. We will contact you with any questions about this submission. You can enter additional contacts, such as Conference Chair, Treasurer, and Information Contact later in the application.

Title:

Given name/First name:*

Middle name:

Last/Family/Surname:*

Suffix:

Email:*

Phone:

Include '+' and country code. Example: +1
XXX-XXX-XXXX.

♦ Step 2: About the Event

Name and Scope

When naming your conference the year must be included as the first item in the name, followed by IEEE, if applicable, and then by the specific conference name. The conference acronym should always be listed in parentheses as the final item after the conference name. For example: 2011 IEEE Radio and Wireless Symposium (RWS).

Conference name:*

(200 characters left)

Conference acronym:

(100 characters left)

Event type:

Conference URL:

(255 characters left)

Start date:*

End date:*

Keywords:*

(200 characters left)

IEEE uses the important words from the conference name, including the conference acronym as the keywords. Enter other keywords that would help people search for the conference. Separate each word or phrase by a comma.

Scope:*

(300 characters left)

Enter a short description of the scope of the conference. The scope may be an existing field of interest, a subset of that field, or a new technology.

Field of interest:*

Aerospace	+ -	<input type="text"/>
Bioengineering		
Communication, Networking & Broadcasting		
Components, Circuits, Devices & Systems		
Computing & Processing (Hardware/Software)		
Engineered Materials, Dielectrics & Plasmas		
Engineering Profession		
Fields, Waves & Electromagnetics		

Press Ctrl + to select and move more than one item to the right column. Press Ctrl - to remove items.

Estimated attendance:*

Check here if there will be exhibits.

Check here if there will be tutorials.

Conference Location

Country:*

If this is a virtual conference, enter the location of the IEEE operations center.

City:*

Back

Next

♦ Step 3: About the Location

Enter the name and address for each separate venue used by the conference. The venue may be a conference center, hotel, university or some other location. You can add multiple venues for a conference. If you know the contact at the venue, select Add Contact to add their name and email address. You can add multiple contacts for each venue. Save the venue and contact information before leaving the page or your information will be lost. You can only view one venue at a time. Click on a venue name to see the venue details.

If the venue is not known, enter TBD (to be determined) in the Name, Address and other fields and select a state and country. You will be able to revise these later.

Venue

▼ *(New Venue)*

Venue details

Name:*

Address 1:*

Address 2:

Address 3:

Address 4:

Country:* ▼

City:*

Zip/Postal code:*

Save venue

Add venue contact

▼ *(New Venue Contact)*

Venue contact details

Title: ▼

Given name/First name:*

Last/Family/Surname:*

Job title:*

Email:* ▼

Add

Phone:* ▼

Add

Delete contact **Save contact**

Add venue

Back **Save & Exit** **Next**

CONFERENCE REGISTRATION

◉ Step 4 is about the sponsors:

- Type the “iran section” in the sponsor name box to find it in the list. **You must select the name in the list**
- After the Iran Section is added to the list as a sponsor , **enter 0% as its financial share.**
- Type the name of the university which has the responsibility of the conference in the sponsor name box to find it in the list. **You must select the name in the list.**
- After the sponsor name is added to the list, **enter 100% as its financial share.**
- The financial share of the sponsors must equal **100%**.
- Describe the conference committee responsibilities in detail.

♦ Step 4: Conference Sponsors

Add all financial and technical sponsors. Financial sponsors have financial responsibility for the conference, including bank accounts, contracts and other financial obligations. Technical sponsors do not have financial involvement or responsibility. Do not add supporters and patrons. The sponsors you enter here will be listed on the Memorandum of Understanding (MOU).

Sponsor Information

Sponsor name:*

Add Sponsor

Start typing the sponsor's name to find it in the list. Select the name in the list and choose Add Sponsor. If the name is not listed, type in a new name and then choose Add Sponsor. Type in the full name of the sponsor. Do not type in acronyms or abbreviations. Add all conference sponsors.

Financial Share

IEEE Sponsor (Iran Section)

Financial Share*

0

%

Remove

If an organization is a financial sponsor, enter the percent of financial share. If an organization is a technical sponsor and not a financial sponsor, enter 0%. The financial share of the sponsors must equal 100%.

Non IEEE Sponsor Name

0

%

Remove

Non-IEEE signatory name:*

The signatory is the person authorized to enter into legal agreements for the conference.

Non-IEEE signatory email address:*

Financial share total (100%)

0.00

%

Who will own the conference name?*

Conference Committee Responsibilities

Describe how each sponsor is directly and substantially involved in developing the Technical Program:*

(1000 characters left)

List the sponsors that are represented on the Technical Program committee:*

(1000 characters left)

Describe the role of each sponsor represented on the Technical Program Committee: *

(1000 characters left)

Does the conference committee have full authority to operate the conference? Yes/No*

Yes No

Select No if there is a steering committee or other group that has authority to make decisions.

Is the oversight committee made up of representatives from each sponsor?*

(1000 characters left)

Who appoints the conference committee chairs and other key members?*

(1000 characters left)

Who approves the conference budgets?*

(1000 characters left)

Who establishes registration fees?*

(1000 characters left)

Back

Save & Exit

Next

CONFERENCE REGISTRATION

◎ Step 5 is about the Technical Program:

- Will this conference produce a conference publication?

Answer Yes.

- Will IEEE own the copyright? Answer Yes.

- Will you request publication of your conference proceedings in IEEE Xplore? Answer Yes.

- Specify the estimated number of submitted papers, acceptance rate of submitted papers, number of reviewers with the conference, number of reviewers who will review each paper,...

♦ Step 5: Technical Program

The technical program information you provide here will be included on the Memorandum of Understanding (MOU).

Will this conference produce a conference publication? Yes/No*

Yes No

Will IEEE own the copyright?*

Yes No

Will you request publication of your conference proceedings in IEEE Xplore?*

Yes No

What is the structure of the technical program committee?*

(1000 characters left)

What materials are being reviewed?*

Abstracts

What type of review is being performed?*

Blind

What is the estimated number of submitted papers?*

What is your targeted acceptance rate for submitted papers?*

%

How many named reviewers will be associated with this conference?*

How many reviewers will review each paper?*

What criteria will be used by your reviewers to evaluate submissions?*

(1000 characters left)

Are you using student reviewers? *

Yes No

How will you use student reviewer? *

(1000 characters left)

How will you ensure that all accepted papers will be presented? *

(1000 characters left)

Call For Papers Website URL:

(100 characters left)

Abstract submission date:

Notification of acceptance date:

Final paper submission date:

[Back](#)

[Save & Exit](#)

[Next](#)

CONFERENCE REGISTRATION

- ◉ **Step 6** is about the Conference Contact:
- ◉ It is strongly recommended that the contact information of the following organizing committee be provided:
 - Conference Chair
 - Conference Treasurer
 - Publication Chair
 - Technical Program Chair
 - Information Contact
- ◉ NOTE: You must click the 'Add Address' button to enter additional required information for each conference contact.

Step 7 is about the Comments. Enter any comments or information that you would like to share with IEEE

♦ Step 6: Conference Contacts

You must submit a Conference Chair and an Information Contact for your conference. A contact can have more than one role and you can assign more than one contact to each role. For example, if you have two conference co-chairmen, select Conference Chairman for both contacts. Please save the current contact before adding a new contact.

Contact Information

▼ (New Contact)

Contact Details

Same as submitter information?

Title:

Given/First name:*

Middle name:

Last/Family/Surname:*

Suffix:

Email:*

Phone: Include '+' and country code. Example: +1 XXX-XXX-XXXX.

Fax: Include '+' and country code. Example: +1 XXX-XXX-XXXX.

This Contact is the

- Conference Chair
- Conference Treasurer
- Information Contact
- Other
- Publication Chair
- Technical Program Chair

▼ (New Address)

Address Details

Address type:*

Address Line 1:*

Address Line 2:

Address Line 3:

Address Line 4:

Country:*

City:*

Zip/Postal code:*

Committee List

Committee list:

You can upload a list of committee members in any file format. If you have changes, you can overwrite the list by uploading a new file with the same name.

CONFERENCE REGISTRATION

- ⦿ You can preview and print your application by selecting the Preview button.
- ⦿ If you need to make any changes, select the Back button. **Do not use your browser back button** or you will exit the application and your changes will not be saved.
- ⦿ Once you select Submit, **you will not be able to** make any changes to your application.
- ⦿ After you choose Submit, IEEE will contact you within 20 business day and will ask a couple of questions about your conference organization.

AFTER REGISTRATION

- After submission of the IEEE Conference Application, IEEE requests confirmation of the conference sponsorship from IEEE Iran Section and send an acknowledgement email to the publication chair of the conference.
- Moreover IEEE policy states that all Technically Co-Sponsored (TCS) conferences must "indicate direct and substantial involvement by the IEEE organizational unit solely in the organization of the technical program." As the section is technically co-sponsoring this conference and as a matter of standard due diligence on technical co-sponsorship, IEEE will ask the publication to describe the Iran Section's involvement in the technical program of the conference and the conference policies through some questions

PUBLICATION FORM

- ⦿ After your Conference is approved by IEEE you can proceed by filling out IEEE Conference Publication Form.
- ⦿ This form must be submitted at least six (6) months prior to the conference start date. The CPP handles conference content acquisition and exclusive post-conference distribution for conferences sponsored and co-sponsored by IEEE Organizational
- ⦿ Required for post-conference distribution and to obtain Letter of Acquisition (LoA) which includes the IEEE Catalog Number, ISBN and ISSN numbers (if applicable)
- ⦿ The IEEE Conference Publication form can be found at
http://www.ieee.org/conferences_events/conferences/organizers/conf_app.html?appName=Publication

PUBLICATION FORM

- ◉ To start the Publication Form, it is needed to use your **conference record number**.
- ◉ The conference record number is a unique number (four to five numeric characters in length) after you submitted the IEEE Conference Application.
- ◉ enter your Conference Record number and click on the start button to proceed.

PUBLICATION FORM

- ◉ Copyright Holder: Answer **IEEE**
- ◉ Est. Delivery Date to IEEE (all media plus compatible PDFs should be sent at same time): Answer **30 DAYS after the last day of your conference.**)
- ◉ Will Conference be using IEEE PDF eXpress: Answer **Yes**
- ◉ Payment Method: Select **None**

LETTER OF ACQUISITION (LOA)

- Upon receipt of the **IEEE Conference Publication Form**, and verification of sponsorship, the IEEE Conference Publication Operations staff will issue a Letter of Acquisition (LoA) with information required for producing the conference content.
- The LoA is a formal agreement between the conference and IEEE. Make sure to read, **sign and return the LoA to confpubs@ieee.org**.

LETTER OF ACQUISITION (LOA)

- The following information will be provided in the LoA:
 - Submissions Required
 - Catalog Numbers
 - Copyright Information
 - Shipping Instructions
 - Additional Resources

- **Non adherence to all requirements outlined in the LoA will delay the availability of the conference proceedings in Xplore and the indexing of the technical papers.**

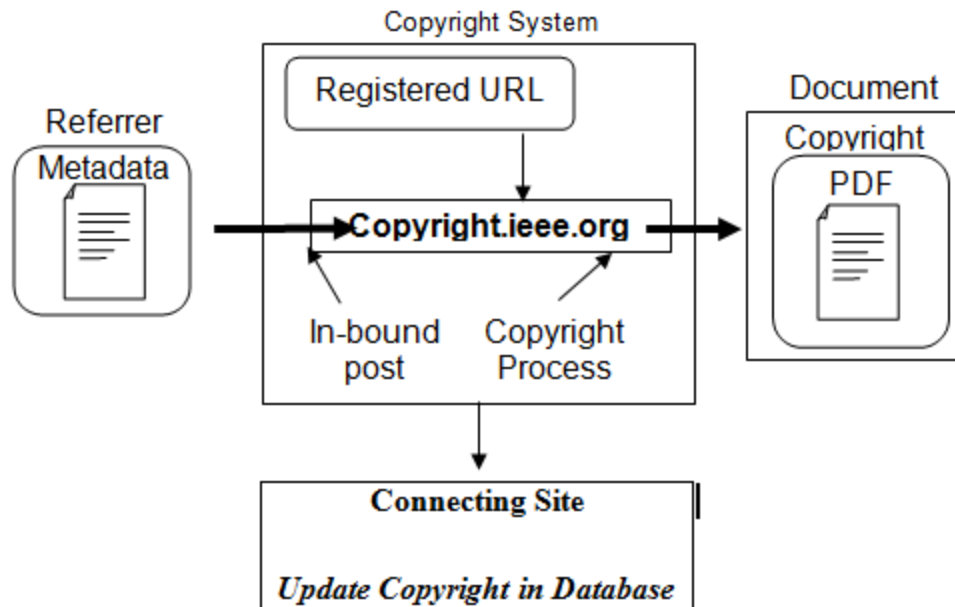
IEEE COPYRIGHT FORMS

- Any volunteer who wants to link, for example, a manuscript submission web site to the eCF tool must first register the site with IEEE Publishing Technology as a trusted source.
- The registration form can be found at:
<http://ecopyright.ieee.org/registration/registration.html>
- Once it is registered, a web site will be able to pass article metadata via an encrypted string attached to the URL, after which time the eCF tool can be invoked directly by authors from the access-controlled site.
- A brief "wizard" process will guide authors to the appropriate form, which is signed by typing in their names and clicking on a "Submit" button.

IEEE COPYRIGHT FORMS

Implementation

As shown in the following Figure, the referrer hosts the metadata, which contains a link to the copyright web site. The source metadata is passed to the Electronic Copyright via https. The user then completes the copyright process to create a PDF documentation:



IEEE COPYRIGHT FORMS

- In the source metadata the referrer must construct a form with the appropriate parameters. An example form is shown below.
- **Parameter names are case sensitive.**

```
<form action="http://ecopyright.ieee.org/ECTT/IntroPage.jsp" method="post">
<input type="hidden" name="PubTitle" value="IEEE Transaction on Automatic Control">
<input type="hidden" name="ArtTitle" value="On Fluid Queuing Systems with Strict
Priority">
<input type="hidden" name="AuthName" value="Yong Liu and Weibo Gong">
<input type="hidden" name="ArtDate" value="01/13/2004 22:45">
<input type="hidden" name="ArtId" value="123">
<input type="hidden" name="ArtSource" value="***">
<input type="hidden" name="AuthEmail" value="y.liu@ieee.org,a.smith@ieee.org">
<input type="hidden" name="rtrnurl" value="http://yoururl.com/page.html">
<input name="Submit" type="submit" value="Copyright Submission">
```

Name	Description	Type	Length
PubTitle	Publication title that the paper will appear.	Varchar	4000
ArtTitle	Article Title.	Varchar	4000
AuthName	Authors of the paper.	Varchar	4000
ArtDate	Date that the article was accepted for publication.	Varchar	*Format
ArtId	Unique article identifier.	Varchar	35
ArtSource	Each referrer site will be assigned a unique three-letter code.	Char	3 **
AuthEmail	Authors e-mail address.	Varchar	500 ***
rtrnurl	URL referring back to the source web site.	Varchar	500

IEEE COPYRIGHT FORMS

Your referrer site will be assigned by a unique three-letter code called “**Art Source**” which will be sent to the publication chair from IPR office via email.

Please be advised that if you are behind a firewall or proxy, this process will not work. Please instruct your authors accordingly.

The Copyright Web Site will walk the submitter through a process that will ensure the user signs the correct copyright form.

All web sites that wish to link to the Electronic Copyright will be registered as trusted sites.

A PDF copyright document will be created and stored on the file system. The user will have the ability to download the document.

IEEE COPYRIGHT FORMS

- Printable versions of the IEEE Copyright Form are also available in PDF, DOC, and HTML formats. You can find the printable versions at:
http://www.ieee.org/publications_standards/publications/rights/copyrightmain.html

COPYRIGHT FOR EDAS USERS

- ⦿ After a request from the conference chair, EDAS will ask IEEE for a copyright code. This copyright code is then used to connect to the IEEE server. When clicking on the copyright icon for their paper, authors are led to the IEEE server, with most of the paper information already filled in.
- ⦿ After an author signs the form electronically, the IEEE server reports back completion to the EDAS server, making it easy to track who has submitted the form.
- ⦿ The EDAS server won't allow the author to upload the final version until the copyright form has been submitted.

PDF EXPRESS

- ◉ PDF eXpress is a complimentary tool that Helps authors convert a wide range of application formats to IEEE Xplore-compliant PDFs
- ◉ Check author-created PDFs and report whether or not they are IEEE Xplore-compliant
- ◉ Provide assistance to correct problems with PDFs
- ◉ Improve the quality of the conference proceedings

PDF EXPRESS

- The conference publication chair must first register to establish An exclusive, customized IEEE PDF eXpress® site for the conference.
- Only conferences that are being acquired for inclusion in the IEEE Conference Publications Program *and have already received a Letter of Acquisition are eligible for this service.*
- The registration form can be found at:
- http://www.ieee.org/conferences_events/conferences/organizers/conf_app.html?appName=Publication

PDF EXPRESS

- ⦿ Your conference's IEEE PDF eXpress or PDF eXpress plus site will remain open **until one month after your submission deadline**, to allow for schedule shifts, follow-up on remaining files, and use of the site for front matter and other conference proceedings elements.
- ⦿ A PDF eXpress or PDF eXpress plus site ID will be assigned such that the authors will log to the PDFeXpress with it.
- ⦿ **PDF eXpress PLUS** contains the same functions as PDF eXpress with one key addition. Each author deposits his or her validated PDF on the site for collection by the conference's publications or technical program chair.

PDF EXPRESS

instructions To use by the authors:

- ⦿ Access the IEEE PDF eXpress site <http://www.pdf-express.org/>
- ⦿ For the first-time users:
 1. Click “New Users - Click here”.
 2. Enter the Conference ID, e-mail address, and choose a new password.
 3. Continue to enter information as prompted.
- ⦿ For the previous users, but using it the first time for a new conference:
 1. Enter the Conference ID, e-mail 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.
 3. Simply click “Continue”. By entering your previously used e-mail address and password combination, you will enable your old account for access to this new conference.
 4. Check that the contact information is still valid, and click “Submit”.
 5. You will receive online and e-mail confirmation of successful account setup.

PDF EXPRESS

◎ For Returning users:

1. Enter the Conference ID, e-mail address, and password.
2. For each paper, click “Create New Title”.
3. Enter identifying text for the paper (Title is recommended but not required).
4. Click “Submit PDF for Checking” or “Submit Source Files for Conversion”.
5. Indicate platform, source file type (if applicable), click “Browse” and navigate to files and click
6. “Upload file”. You will receive online and e-mail confirmation of successful upload.
7. You will receive an e-mail with your checked PDF or IEEE PDF eXpress-converted PDF attached. If you submitted a PDF for checking, the e-mail will show if your file passed or failed.

PITFALL ALERT!

- ◉ Once your paper has been processed through PDF eXpress, no further edits or changes should be applied to it - save the PDF eXpress step for your *final, final* paper

- ◉ Note that the majority of papers that fail their first attempted loading into IEEE Xplore® were manipulated in some way *after* they were processed through PDF eXpress

REQUIREMENTS FOR SUBMISSION

- Per IEEE Operating Policy, the conference must provide IEEE with three identical sets of Xplore compliant files on CD, DVD, or USBs which contain the following:
 - Individual Xplore compliant PDFs of each technical paper
 - Cover
 - Title Page
 - Copyright Page
 - Table of Contents
 - Author Index
 - Packing List

REQUIREMENTS FOR SUBMISSION

The **front cover** and **the title page** must include the following information transcribed from the LOA:

- The official title of conference proceeding
- The location and dates of the conference
- The paper or print ISBN
- The IEEE Catalog number

Optional information that can be added includes conference acronym, sponsors, logos and editors are applicable.

REQUIREMENTS FOR SUBMISSION

Copyright page: In order to avoid the loss of copyright by IEEE for your publication, the following copyright must appear on the copyright page from Letter of Acquisition:

Copyright and Reprint Permission: Abstracting is permitted with credit to the source. Libraries are permitted to photocopy beyond the limit of U.S. copyright law for private use of patrons those articles in this volume that carry a code at the bottom of the first page, provided the per-copy fee indicated in the code is paid through Copyright Clearance Center, 222 Rosewood Drive, Danvers, MA 01923. For other copying, reprint or republication permission, write to IEEE Copyrights Manager, IEEE Operations Center, 445 Hoes Lane, Piscataway, NJ 08854. All rights reserved. Copyright 2013 by IEEE.

REQUIREMENTS FOR SUBMISSION

- ◉ **Table of content page:** lists the technical articles titles and corresponding author names that appear on the technical articles. It may also include session titles, technical content areas and author affiliations.
- ◉ **Author index:** The list of authors alphabetically
- ◉ Optional pages such as Committees, Reviewers, etc can be included.

REQUIREMENTS FOR SUBMISSION

- **Packing List** : The Packing List itemizes all PDF files for your conference proceedings by content type (author papers, table of contents, etc.) which ensures that all files will be accounted for during processing.
- Note: If the front matter files do not appear on the packing list, they will not be uploaded to IEEE Xplore.
- The submission must be distinct from any CD-ROM proceedings for distribution to attendees and others.
- For detailed information on how to prepare and submit Xplore compliant PDF files and packing lists, please visit the following website:
http://www.ieee.org/web/conferences/organizers/pubs/preparing_content.html.

PACKING LIST GENERATION

- Once all author PDFs are obtained, prepare a Packing List using the [Packing List Generator Tool](#). This tool allows you to identify all PDF files by content type, which ensures that all files can be accounted for during processing. Please remember to include all front matter with your conference proceedings submission (Cover, Table of Contents, Author Index, etc.) as well as on your Packing List. **If these files do not appear on the Packing List, they will not be uploaded to IEEE Xplore.**

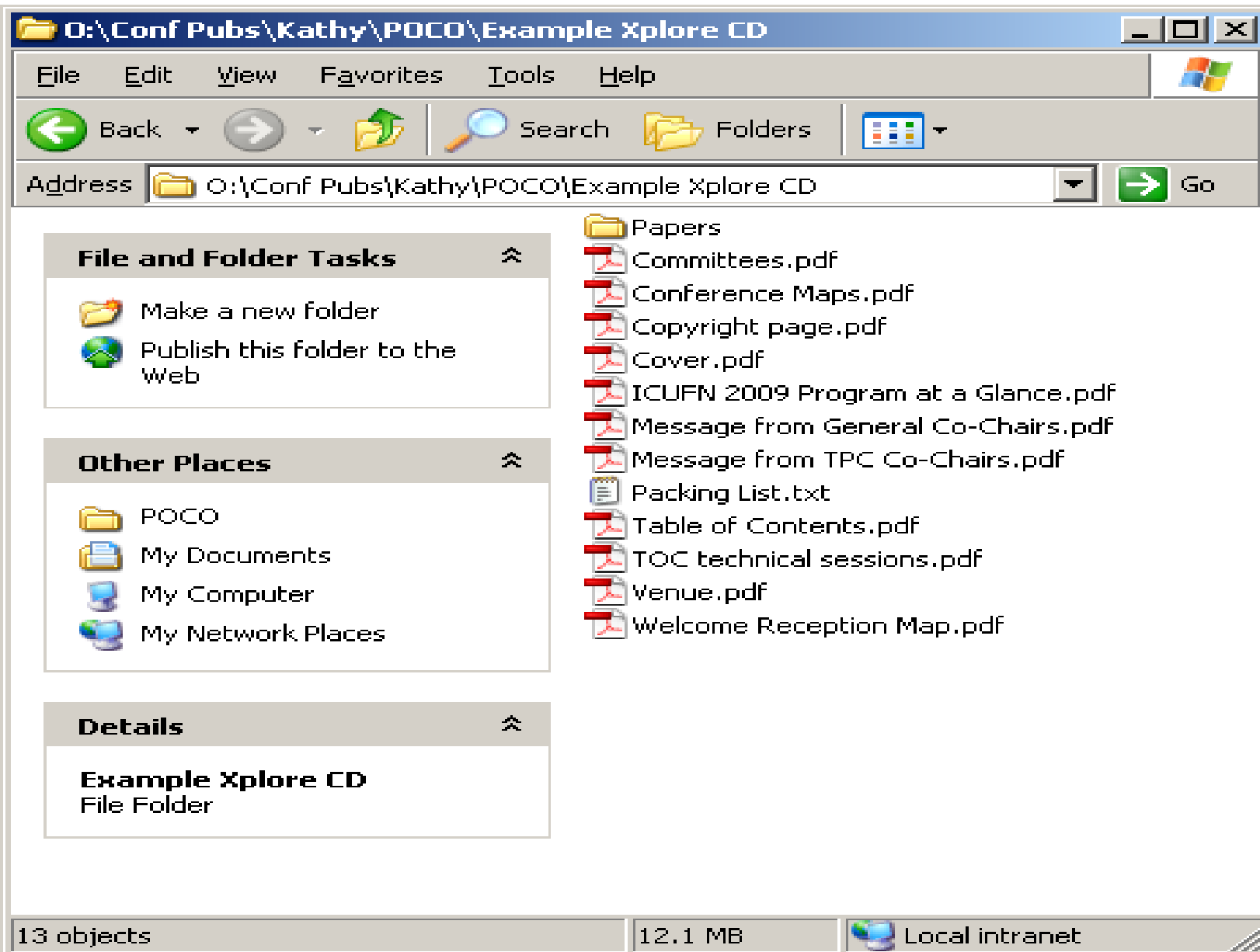
Content Type Identification
Required for Packing List Submission

Content Type	Description
advert	Advertisements
awards	Article & people awards (includes the former list-award)
blank	Blank pages
breaker-page	Title page; copyright page; and pages that contain continuation text, used most often between parts of a conference proceedings.
bylaws	Society bylaws. Bylaw listings, changes, etc.
commentary	Commentary (includes conference "Keynote Address" and Trans Professional Communication "Interface" articles)
content-announce	Information on future special issues, future articles, future contents of other publications, etc.
errata	Corrections to an article
front-cover	A front cover that is not blank and does not contain a table of contents
future-events	Information on future conference locations and topics
index-author	Author index
index-subject	Subject index
info-author	Information for authors
info-society	All Society related material, including society news, Board of Governors meeting minutes, lists of IEEE fellows, etc.

Content Types *continued*

opinion	An opinion piece, as in an editorial, forward/opening remarks, or a letter to the editor. In some magazines this type may look like a Section, a Column or Department (e.g. in Spectrum called "FORUM" section)
orig-research	Articles containing original research, published at any point in time. Includes reprinted articles.
panel-discussion	An article containing report of an organized panel discussion.
review	Reviews of current or newly available literature, software, products, etc. Reviews of one or more of books, software, videos, CDs, DVDs, and other media. Includes reviews of current or newly available literature, software, products, etc.
teaser-abstract	The TEASER-ABSTRACT is the abstract of an article/ paper that is presented elsewhere or in a different format (electronic versus paper). This type can used also be for items noted as 'Extended Abstracts" that do not fall under other categories.
tech-survey	Scanning the technology. Overview article describing an old or new technology.
toc	Table of contents
tutorial	Article aimed at teaching someone about a technical topic.
list-contrib	Contributor Listings
list-reviewer	Reviewer and referee listings
list-staff	Conference or Society listings
lit-survey	Survey of the literature
obit	Obituaries, memorials, or dedications

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