

FINAL Author Instructions: 2006 IEEE COMPEL Workshop

PAPER FORMAT (FOR ALL PAPERS)

Prepare your paper according to the attached two-column format. ***Please use 8.5inch x 11inch paper size.*** (Do not use A4 paper size). Papers not strictly following the format will not be included in the workshop proceedings. **All papers are limited to 7 pages in length.**

PAPER SUBMISSION

We will only accept paper submission in .pdf format. Additionally, all PDF submissions must be checked for compliance with IEEE Xplore format before submitting. To do this, you need to log onto the IEEE PDF eXpress website and follow the instructions on page 3.

IEEE PDF eXpress: <http://216.228.1.34/pdfexpress/log.asp>

Conference ID: **compel06**

WARNING: If a file is not IEEE Xplore compatible, it may not be included in IEEE Xplore and not indexed by EI COMPENDEX. You must verify yourself whether the paper meets IEEE requirements.

Submit your final, IEEE Xplore compatible, paper in PDF as an attachment to an email to compel06@ecse.rpi.edu. **The deadline for submitting your final paper is July 15, 2006.** This is a firm deadline and we will not accept late submissions, because the workshop commences on July 16, 2006.

To simplify the handling of files, name your file by the session and paper number identified in the Technical Program, followed by the corresponding author's last name. For example, if your paper appears as the 2nd paper in Session 8 in the program, name it as **8-2-yourlastname.pdf**. Use the same method to name your oral presentation or poster file when (see below for poster and oral presentation instructions.)

IEEE COPYRIGHT FORM

Your final paper submission must be accompanied by a properly filled and signed IEEE Copyright Form. The copyright form can be downloaded from IEEE website: <http://www.ieee.org/web/publications/rights>. Fax (fax number 518 276-6226) or mail the form to the General Chair **to be received by July 15**. Postal mailing address of the General Chair is

Dr. Jian Sun
Department of ECSE, Room JEC 5009
Rensselaer Polytechnic Institute
110 8th Street, Troy, NY 12180, USA
Fax: (518) 276-6226

POSTER SESSION INSTRUCTIONS

Each poster presenter will be given a 30"x40" (76cmx1016cm) poster board for mounting and displaying his/her poster. Make sure your poster fits the dimensions of the board. Also, put the

number assigned to your poster, which can be found in the Technical Program (e.g. #10.15), on the upper left corner of your poster for easy identification.

The poster session will start with a short Shotgun Presentation session, in which each poster presenter spends about one (1) minute to give a very brief introduction (3-5 sentences) about his/her work. The purpose of this is to give the audience an opportunity to see all posters and the presenters so they can identify the ones they would want to see and discuss with the author. Don't make new slides for this shotgun presentation. Instead, show your poster on the projector and talk about it. *For this purpose, send an electronic copy of your poster together with your final paper by July 15 so it can be loaded onto the computer in the meeting room in advance.*

ORAL PRESENTATION INSTRUCTIONS

The meeting room is equipped with a desktop computer and a LCD projector. Prepare your presentation in MS Powerpoint. To ensure smooth transition between presentations, all presentation files must be loaded onto the computer prior to the session starts. *Send an electronic copy of your presentation together with your final paper by July 15 so it can be loaded onto the computer in the meeting room in advance.*

Each paper in the normal oral sessions (except plenary sessions) is allotted 20 minutes. You should prepare your presentation to last for 12-15 minutes, leaving at least 5 minutes for discussion. We have a very tight technical program and need every presenter's collaboration in order to follow the schedule.

REGISTRATION

Each paper must be presented in an oral or a poster session at the workshop in order for it to be included in the workshop proceedings. All attendees are required to register for the workshop. Details about workshop registration will be sent to all corresponding authors by the end of May.

AUTHOR CHECK LIST

- Final Paper Prepared in Accordance with the Two-Column Format
- Compliance with IEEE eXpress PDF Format Checked
- Submission of Final Paper in PDF by July 15
- Oral Presenter: Presentation Powerpoint File Sent with Final Paper Submission
- Poster Presenter: Poster Electronics File Sent with Final Paper Submission
- Copyright Form Properly Filled Out, Signed, and Sent to General Chair by July 15
- Registration for Workshop

Questions: Contact us at compel06@ecse.rpi.edu

INSTRUCTIONS ON HOW TO USE *IEEE PDF eXpress*

COMPEL 2006 has registered for use of a new IEEE tool: **IEEE PDF eXpress™**, which checks to make sure that all conference articles meet IEEE *Xplore* PDF compatibility.

IEEE PDF eXpress website: <http://216.228.1.34/pdfexpress/log.asp>

Conference ID: **compel06**; See the table below about creating a password.

The site will be available to COMPEL authors on **June 10, 2006**.

<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 compel06 for the Conference ID, your email address, and enter the password you used for your old account.	a. Enter compel06 for the Conference ID, email address and password.
b. Enter compel06 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.	

Steps for Submitting Your Final Paper to COMPEL’06:

- 1) Create your manuscript(s)
- 2) Proofread and check layout of manuscript (it is highly recommended that you do this BEFORE going to IEEE PDF eXpress.)
- 3) Create IEEE PDF eXpress account
- 4) Upload source file(s) for conversion; and/or PDF(s) for checking (see instructions below)
- 5) Use IEEE PDF eXpress to attain IEEE *Xplore*-compatible PDF(s). The site contains extensive instructions, resources, helpful hints, and access to technical support.
- 6) Submit final, IEEE *Xplore*-compatible PDF(s) to compel06@ecse.rpi.edu. The deadline is **7/15/2006**. **Make sure to name the files according to the guidelines given on page 1**

Steps for Uploading and Checking PDF Files:

- 1) Access the IEEE PDF eXpress site
- 2) For each conference 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 file, and click “Upload File”. You will receive online and email confirmation of successful upload
- 6) 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.