

## Instructions for One page summary submission

These instructions are intended to guide you through the One-Page Summary submission process for IRMMW-THz 2010. Please print out these instructions and read them very carefully!

### Important dates and format for One-Page Summary submission

Electronic submission procedure opens February 1, 2010; prospective authors must electronically submit their One-Page Summary in PDF format by April 2, 2010.

Authors must use the IEEE double-column format indicated in the MS Word Template. There is no need to submit a copyright form. Copyrights are not needed for the initial submission. Note that there is a 1-page limit on the PDF file to be uploaded to the web site. Please don't ask for exceptions to these limits!

Authors are required to convert their own One Page Summary to PDF format. Please use an appropriate amount of compression on photos and figures to keep the size within a reasonable limit.

### How to Submit your One-Page Summary

All papers must be submitted in IEEE Xplore compatible PDF form to the IRMMW-THz 2010 Conference Site in the section "Summary Submission" (NOTE: submission is open from February 1 to April 2, 2010).

#### One-Page Summary Preparation

1. Download the [MS Word Template](#) to be used for One Page Summary Preparation
2. Prepare your Summary Taking into account the 1 Page Constraint. The Summary should include a short (max 300 char) abstract as indicated in the Word template
3. Convert your paper in PDF format

#### One-Page Summary Submission

1. Connect to the conference site <http://www.irmmw-thz2010.org>
2. Select the option "paper submission" in the left menu. In the corresponding page select "Submit One Page Summary".
3. In the first page of the form enter data regarding the corresponding author.
4. In the second page enter the abstract title, a short abstract (max 300 char) description, desired topic area & presentation type. The short abstract should be the same as in the One-Page Summary body.
5. Click on the "Attach" button at the bottom of the page to upload your summary
6. In the new window use the button "browse" to select your One-Page Summary pdf file. Then press the "Next" button
7. The file will be uploaded to the conference archive and you will be redirected back to the submission page. Please check that the paper you uploaded is shown in the "Summary submission" section. *If you need to change the file, simply press attach again and upload the new file (the old one will be overwritten)*
8. Press the "Next" button to proceed to the Authors' Details. The corresponding Author already appears in the Author list as presenting author. Add authors in the order you wish them to be listed. Enter Family Name, Initials, Affiliation and Country of each author and press the "Save" button to add the author to the list. You can use the buttons under the input fields to copy affiliation and country from the previous author or corresponding author.
9. If you need to edit an Author, select it in the list and press the "Edit" button, perform changes and press "Save". You can also change the presenting author using this feature. Please note that only one presenting author is allowed.
10. Click "Next" to proceed to the last page of the submission process. In this page all of the relevant information about your registration are summarized. An Abstract id and a Password have been assigned to your abstract allowing you to access it in the future, if needed. You can print this page for your reference. A copy of this page will be sent to you at the email address indicated in the submission form when you press the FINISH button at the bottom of the page.
11. **Please note that, in order to complete the submission, you should press the FINISH button at the bottom of the page, otherwise, your abstract will remain in a "non live" status in our database and you will not receive the confirmation email.**
12. After pressing "FINISH" a window will open confirming submission and asking if you want to submit another summary. If you click on "OK" you will be redirected to page 1 of submission and the process start over again...