

The IMS2006 Author's "One-Page Overview" of the Manuscript Preparation Process

We realize that experienced veterans do not want to read pages and pages of instructions. So, here is a quick overview of the process—all on one page! (We still encourage you to read the entire [Author Instructions](#) for additional clarification). Just click on the active links shown in blue to get to the documentation you need or go to the [IMS2006 Author Information](#) web page. The 2006 International Microwave Symposium and the 2006 RFIC Symposium are using different paper submission procedures and have different submission deadlines for 2006. See the [Author Instructions](#) for greater detail.

The deadline for summary submissions is 2 December 2005 (midnight Hawaii time) in PDF-ONLY format!

- 1) Create your initial submission using the [MS Word template](#) or equivalent. (This template is nominally the same as last year's IMS 2005 template). Choose from the list of [official IEEE keywords](#) for your Index Terms. As usual, there is a four-page and a 1-Megabyte limit on all submittals. You must follow the IEEE two-column format specified in the template or your submission will be rejected.
- 2) Convert your submission into IEEE Xplore compatible PDF **using the [IEEE PDF eXpress site](#)**. Enter **ims06** for the Conference ID. If you have any difficulties, please refer to the [Author Instructions](#) for step-by-step instructions.
- 3) If you are a full-time student you may wish to enter your paper in the student paper competition. Student papers contest submissions typically specify only two authors: the student, and the student's academic advisor. More information on student paper guidelines and eligibility can be found in the [IMS2006 Call for Papers](#) and the [Student Paper Contest Rules](#).
- 4) When you are ready to submit your paper, go to the [submission web site](#) and follow the step-by-step procedures provided. If you have any difficulties, please refer to the [Author Instructions](#) for screen captures that walk you through the entire submission process. All of the technical categories are listed in the [IMS2006 Call for Papers](#), along with a detailed description of each category.
- 5) That's it. You are done! Copyright forms are NOT needed for the initial submissions.

Please remember **the submission deadline is 2 December 2005 (midnight Hawaii time) in PDF-ONLY format! Deadlines are firm. Don't even ask!**

- 6) The TPC Committee will meet January 15, 2006 to judge all papers and decide which ones to publish. The acceptance rate is estimated to be ~50%, due to Symposium size limitations. Please do not call us to find out the status of your submission. We will exercise due diligence and notify you promptly of the outcome of your submission. **Please ensure your spam filter is set to allow email from mtt-tpms.org.**
- 7) For those authors who are accepted for publication, **you must submit the Final Version of your paper no later than March 10, 2006.** You must resubmit your paper, *even if no changes were made to your initial submission!* The final paper must be prepared in compliance with the guidelines listed in the [MS Word Template](#). As for the summary submission, your paper must be converted into IEEE Xplore compatible PDF using the [IEEE PDF eXpress site](#). Enter **ims06** for the Conference ID. If you have any difficulties, please refer to the [Author Instructions](#) for step-by-step instructions. Your final paper will appear in the Symposium Digest CD-ROM exactly as submitted. (There are no page charges.)
- 8) Copyright forms are required at this stage of the submission process. This year copyrights will be submitted electronically. During the submission of your final manuscript, you will be automatically taken to the IEEE electronic copyright form (eCF) web site. Your final manuscript submission will not be complete without the electronic copyright submission. The copyright process must be completed by the **March 10, 2006 deadline**.
- 9) Professors with students who are going to give an oral presentation should encourage them to read the [article by J. F. White](#) on how to give a good presentation.
- 10) For your convenience, a [Power Point Slide Template](#) is located on the Author Information web page to speed up your slide preparation. Be sure to bring a copy of your presentation on CD-ROM and another copy on a USB memory stick as backup. Do not bring transparencies. Overhead projectors will not be available this year. Do not bring 35mm slides. Please adhere strictly to the time constraints given in the [Power Point Slide Template](#). Note that 20-minute talks typically run 17 minutes with 3 minutes for questions, while 10-minute talks are usually 8 minutes with 2 minutes for questions. Please plan ahead, practice your presentation, *and adhere strictly to the time constraints!* Submission of your manuscript includes a commitment by the corresponding author to ensure that at least one author registers for the conference and presents the paper. Congratulations! We will see you in San Francisco for IMS 2006!