

Summary Paper Submission Instructions



Authors are asked to submit 2-page summary papers using the online submission link found on the “Call for Paper” tab of the conference website, under the “CPEM track” section. The 2-page summary papers can only be submitted via the online Submission Portal. Faxed and mailed paper submissions will not be considered.

The deadline for submission is Feb 10, 2020 at 11:59 p.m. (Mountain Standard Time)

General Instructions

Language of Submission: All 2-page summary papers must be submitted in English with accurate grammar and spelling suitable for publication.

Changes and corrections: Once submitted, it is possible to make corrections to the paper content or information (such as Presenter details, topic, etc.) until the deadline¹. In order to correct your 2-page summary paper you must access your submission via the website using your username and password and edit your submission prior to the deadline.

Withdrawal: If you want to withdraw a 2-page summary paper already submitted, please notify us as quickly as possible at callforpaperscpem@icpem.org stating the title and submission ID number of the summary paper to be withdrawn.

Revision: You may be asked to upload a revised version of the 2-page summary paper if requested by the reviewers. You can use the reply to reviewer field to provide comments to the technical program chair.

Acceptance of 2-page summary papers: An email message will be sent to the Submitters starting late-March 2020 with a report on the status of the 2-page summary paper (accepted or declined). The Conference Technical Program Committee will determine the format, day and time of presentation. The presenter will be required to register to the Conference (**either in-person or virtual module**) by ~~June 1, 2020~~ **July 15, 2020 (EXTENDED)** to confirm their acceptance and be included in the Conference Program and Digest. Accepted authors who do not register by the deadline, **or omit to upload the video presentation prior to the conference starting date** will not be included in the Conference Program or Digest and will be removed from the Accepted Papers Listing.

Abstracts of the accepted 2-page summary papers will be available online. The accepted 2-page summary papers will be available at the Conference (download and App) and referenced on IEEEExplore after the Conference. Submission of a 2-page summary paper constitutes the commitment of at least one author to register for the Conference and present their work, either orally or through a poster. Expenses associated with the preparation and submission of the 2-page summary paper are the responsibility of the author/presenter.

IEEE copyright form: Shortly after receiving the acceptance notice, you will receive an invitation by email to complete the IEEE digital copyright form. Only the 2-pages summary papers associated with a valid digital copyright form will be published on IEEEExplore. Paper (or scanned) version of the IEEE copyright form, as used in the previous editions of CPEM, are no longer accepted by IEEE.

¹ Modification of the 2-page summary paper are not possible after the deadline. Only changes requested by reviewers will be allowed after the submission deadline. In the case of errors discovered after the deadline, you may indicate the correction during the presentation at the conference. However, changes will not be included in the publications.

If these instructions are not clear to you If you have a problem with the submission process, contact us at callforpaperscpem@icpem.org

Submission Instructions

1. Prepare your 2-page summary paper

We strongly recommend that you prepare your 2-page summary paper in Word or LaTeX using the 2020 template versions (word or latex) available for download on the conference website (<https://www.ncsli.org/aws>). Please use the format and fonts found in these templates. Please DO NOT USE old CPEM templates. Note that the 2020 template includes a copyright clearance code notice that must appear at the bottom of the first page. Customize the copyright notice sentence by selecting the one that applies to your paper.

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<https://www.ieee.org/content/dam/ieee-org/ieee/web/org/pubs/ieee-taxonomy.pdf>.

2. Create an IEEE XPLORE compatible pdf file (PDF converter)

The 2-page summary papers must conform to IEEE specifications. You must verify that it complies with IEEE specifications for pdf files by using the IEEE PDF eXpress™ (<https://www.pdf-express.org/>). The Conference ID is **49742X**. You can either submit your pdf file for checking, or you can submit a source file (Word) and PDF eXpress will convert it to a pdf file that complies with the IEEE specifications. Proofread your source document thoroughly before and after the conversion to confirm that it will require no revision.

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See “Using IEEE PDF eXpress” tab on the PDF eXpress website for instructions and for a list of acceptable file types for converting. IT IS THE AUTHOR’S RESPONSIBILITY to assure that the manuscript is IEEE compliant. Papers that do not comply with IEEE publication specifications will be omitted from the digest. Although the PDF eXpress website offers to collect papers for submission to the Conference, do not do that! You must submit your 2-page summary paper through the CPEM 2020 submission process described below.

If these instructions are not clear to you If you have a problem with the submission process, contact us at callforpapersCPEM@icpem.org

3. Create a profile with NCSLI/CPEM 2020 conference

First time users must create a profile before submitting their abstract (2-page summary paper).

<https://www.xcdsystem.com/ncsli>

4. Login to your profile and select the CPEM 2020 track submission option

Returning users may access their existing accounts through their address and password (login). Click on the “**CPEM 2020 Technical program abstract submission**” button. Click on the new abstract submission button. Fill the form and upload the IEEE compliant pdf version of your 2-page summary paper. Once the paper upload is completed, you can add co-authors by pushing the “authors” button. If you need to return to the main submission window, use the “Submission Home” tab that is located below the conference banner. There are no limits to the number of 2-page summary papers a submitter may submit, but each submission must include a single 2-page summary paper.