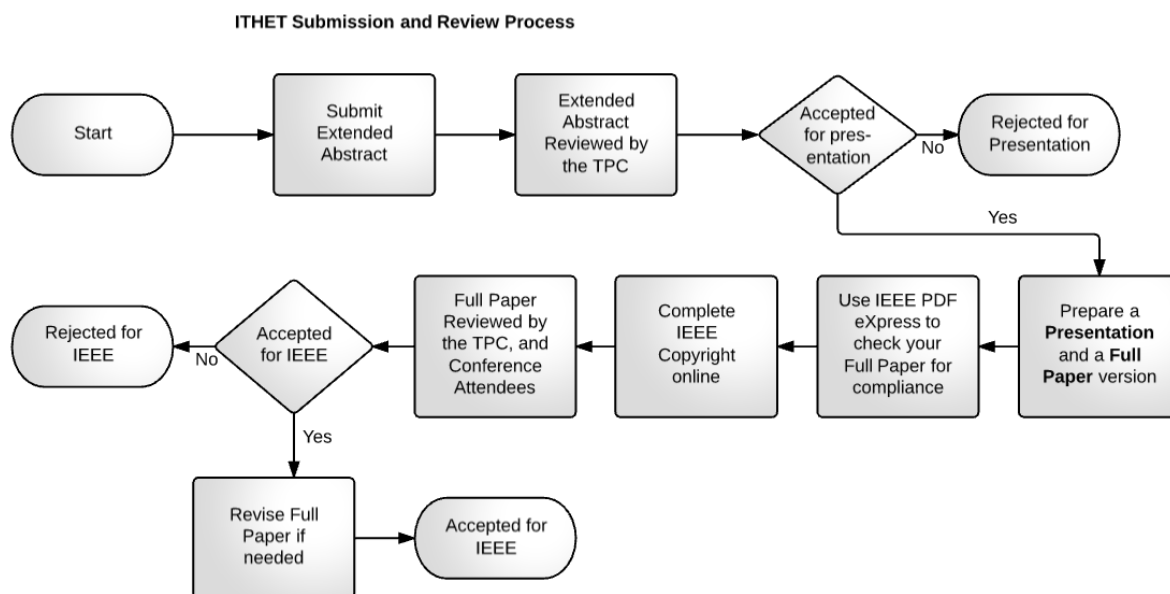


# SUBMISSION INSTRUCTIONS

## I. SUBMITTING AN EXTENDED ABSTRACT

The submission and review process for ITHET is a bit different to most conferences. It proceeds as follows:

1. Start by submitting a 1 to 2 page Extended Abstract, formatted according to the IEEE Conference style.
2. Your Abstract will be peer reviewed for acceptance/rejection of a presentation at the conference
3. If accepted for presentation:
  1. The Abstract will be published in the Conference Proceedings, and
  2. You will be invited to prepare a Full Paper version for possible publication by the IEEE
4. If you have been invited to prepare a Full Paper,
  1. It will be peer reviewed by the TPC, and by the attendees at the conference, and
  2. If accepted, it will be submitted to IEEE for inclusion in IEEE:Xplore and indexed in the normal way.



## II. FORMATTING YOUR EXTENDED ABSTRACT

The Extended Abstract must be formatted according to the IEEE Conference style. Details of the format as well as templates can be found at

[https://www.ieee.org/conferences\\_events/conferences/publishing/templates.html](https://www.ieee.org/conferences_events/conferences/publishing/templates.html).

Please choose the A4 template. Your Abstract should be submitted as a PDF document. At this stage, you do not require any IEEE copyright footers.

## III. SUBMITTING YOUR EXTENDED ABSTRACT

The ConfTool Conference Management Tool is managing the Submission, Review and Registration process.

The website is <https://www.conftool.net/ithet2018/>

Follow these steps to get started

1. If you have not used the system before, you will need Create an Account
2. Next log in to the website, and follow the **Your Submissions** link

## IV. IF YOUR EXTENDED ABSTRACT IS ACCEPTED FOR PRESENTATION

### A. PRELIMINARY ITEMS

1. **Revise your Abstract:** If your Abstract requires revision, do so and upload a revised version to the ConfTool system
2. **Update personal details:** Go to the Overview page of the ConfTool system, and choose "Edit User Account Details". Update your personal details.
  - a. The system can then create an Invitation Letter for you.
3. **Register as a Participant:** Go back to the Overview page and choose "Register as Participant".
  - a. Follow the process until you reach the Payment page
  - b. The preferred option to use is PayPal. It allows payment by Credit Card or from a PayPal balance.
  - c. Payment by direct transfer and check payment is also possible. See the website for account details

### B. PDF CHECKING BY IEEE

IEEE must check your Full Paper for compliance with IEEE requirements before you upload it. You use PDF eXpress to do that. (There is no need to check the Extended Abstract)

1. The maximum number of pages for the Full Paper is 8.
2. Go to <http://www.pdf-express.org/>
  - a. First-time users should select the "New Users - Click Here" link.
  - b. Enter the following:
    - i. **43696X** for the Conference ID
    - ii. your email address
    - iii. a password
  - c. Continue to enter information as prompted.
  - d. An Online confirmation will be displayed and an email confirmation will be sent verifying your account setup.
3. Upload your paper to IEEE, which will be checked by the IEEE system
4. Once your Full Paper is compliant you need to upload it to the ConfTool system

### C. IEEE COPYRIGHT FORM

1. The IEEE COPYRIGHT AND CONSENT FORM is intended for original material submitted to the IEEE and must accompany any such material in order to be published by the IEEE.
2. Please complete it online via the ConfTool system.

### D. UPLOADING YOUR FULL PAPER TO ITHET

The process is much the same as for submitting your Abstract.

1. Log in to the website, and follow the "Your Submissions" link
2. **Add your Full Paper as an extra upload to your original submission.**