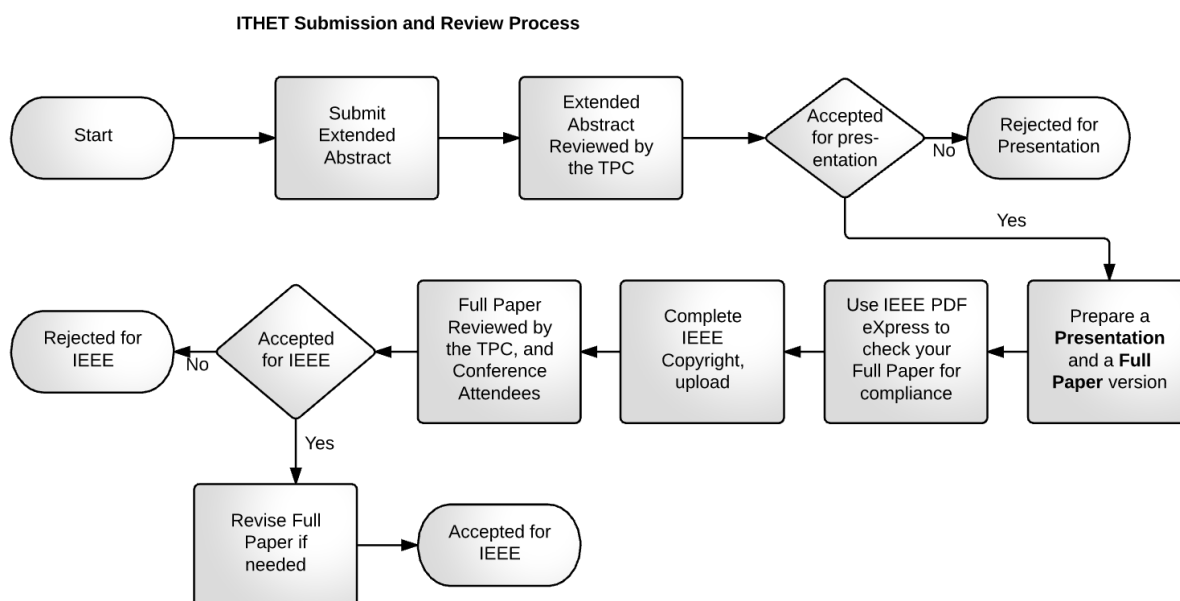


# SUBMISSION INSTRUCTIONS

## THE REVIEW PROCESS

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

1. Start by submitting a 1 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.



## FORMATTING YOUR EXTENDED ABSTRACT

The Extended 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.

## SUBMITTING YOUR EXTENDED ABSTRACT

The Submission, Review and Registration process is being managed by the VSIS ConfTool: Conference Management Tool.

The website is <http://ithet.from-wa.com/conftool/>

Follow these steps to get started

1. If you have not used the system before, you will need Create an Account
2. Click on this link [Register Now](#), or click on the “Register Now” link on the Conftool website
3. Next log in to the website, and follow the “Submit Contribution” link
4. Enter your details and submit your Abstract using the “Extended Abstract” type of submission.

## IF YOUR EXTENDED ABSTRACT IS ACCEPTED FOR PRESENTATION

### Follow these steps:

1. If your Abstract requires revision, do so and upload a revised version to the Conftool website
2. 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. 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 is also possible. See the website for account details

### Preparing your Full Paper for submission:

Your Full Paper must be checked by IEEE 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. Go to <http://www.pdf-express.org/>
  - a. First-time users should select the “New Users - Click Here” link.
  - b. Enter the following:
    - i. 41407X 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.
2. Previous users of PDF eXpress do not need to follow the above steps, but should enter the same password that was used for previous conferences. Verify that your contact information is valid.
3. Upload your paper to IEEE, which will be checked by the IEEE system

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## SUBMITTING 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 “Submit Contribution” link
2. Enter your details and submit your Full Paper using the “Full Paper” type of submission.