

The IMS2009 Author's "One-Page Overview" of the Manuscript Preparation Process

We realize that most authors 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 [IMS2009 Author Information](#) web page. The 2009 International Microwave Symposium and the 2009 RFIC Symposium are using different paper submission procedures and have different submission deadlines for 2009. See the [Author Instructions](#) for greater detail.

The deadline for summary submissions is 8 December 2008 (11:59PM Hawaii time) in PDF-ONLY format!

- 1) Create your Summary submission using either the provided two-column [MS Word template](#), or a single-column format of your own choosing. (The two-column template is optional for the Summary submission but will be required for the Final submission). Choose from the list of [official IEEE keywords](#) for your Index Terms. For the Summary submission there is a 1-Megabyte file size limit with no page limit on all submittals. For the Final submission there is a 4-page limit as in past years.
- 2) Convert your submission into PDF using your own conversion software, or, for your convenience, you may use the [IEEE PDF eXpress site](#). Enter **ims09x** 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 paper competition 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 at the [student paper competition web page](#).
- 4) When you are ready to submit your paper, go to the [submission web site](#) and follow the step-by-step procedures provided. The submission site will open 8 October 2008. If you have any difficulties, please refer to the [Author Instructions](#) for screen captures that walk you through the entire submission process. Authors have 31 technical areas and several [focus session areas](#) from which to select. All of the technical areas are listed in the [IMS2009 Call for Papers](#), along with a detailed description of each area.
- 5) That's it. You are done! Copyright forms are NOT needed for the initial submissions.

Please remember **the submission deadline is 8 December 2008 (11:59PM Hawaii time) in PDF-ONLY format! Deadlines are firm. Don't even ask!**

- 6) The TPC Committee will meet 18 January 2009 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 notified that your paper has been accepted for publication, **you must submit the final version of your paper (Final Manuscript) no later than 20 March 2009.** You must resubmit your paper, *even if no changes were made from your initial submission!* The Final Manuscript must be prepared in a two-column format and in compliance with the guidelines listed in the [MS Word Template](#). Your Final Manuscript must be converted into IEEE Xplore compatible PDF using the [IEEE PDF eXpress site](#). There is a 4-page and a 1 Megabyte file size limit on the Final Manuscript submission. Complete instructions for submitting your Final Manuscript will be provided after 31 January 2009. Your Final Manuscript will appear in the Symposium Digest CD-ROM exactly as submitted. (There are no page charges.)
- 8) A copyright forms is required with your Final manuscript. Copyright forms are 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 **20 March 2009 deadline.**
- 9) For your convenience, a [Power Point slide template](#) is available on the Author Information web page to speed up your slide preparation. Be sure to bring a copy of your presentation on CD-ROM or on a USB memory stick to load on to the conference computers. Do not bring transparencies. Overhead projectors will not be available. Do not bring 35mm slides. Please adhere strictly to the time constraints. 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 Boston for IMS 2009!