

# FINAL PAPER SUBMISSION INSTRUCTIONS

The submitter **AND ONLY THE SUBMITTER** of the paper has access in the [Navigation Center](#) to upload the final paper.

## FINAL PAPER PREPARATION:

1. Undo the double-blind steps for the paper. Remember to restore author names and affiliations, acknowledgments, and other material removed (including modified figures) from the initial submission for double-blind review compliance.
2. Create a .PDF file of the paper.
3. Run the paper through the IEEE eXpress system to make sure it is compliant. The paper must be compliant, or you will receive an email asking you to make it compliant.

## IEEE EXPRESS INSTRUCTIONS

### Creating your PDF eXpress Account

Log in to the [IEEE PDF eXpress TM site](#)

#### *First-time users should do the following:*

1. Select the New Users - Click Here link.
2. Enter the following:
  - **40360X** for the Conference ID
  - your email address
  - a password
3. Continue to enter information as prompted.

An Online confirmation will be displayed and an email confirmation will be sent verifying your account setup.

*Previous users* of PDF eXpress 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.

### Contacting PDF eXpress Support

Access the [Publications Support Center](#) for IEEE PDF eXpress.

The screenshot shows the IEEE Publications Support Center website. At the top, there is a navigation bar with links for IEEE.org, IEEE Xplore Digital Library, IEEE Standards, IEEE Spectrum, and More Sites. The main header includes the IEEE logo and the text 'Publications Support Center'. Below the header, there are four tabs: 'Support Home', 'Find Answers', 'Ask a Question', and 'My Support History'. The 'Find Answers' tab is active. A search bar is present with the text 'Advanced Search' and a 'Search' button. Below the search bar, there is a section titled 'Find the answer to your question' with the text 'Results 1 - 10 of 106'. Three search results are displayed, each with a title, a brief description, and a 'Date Updated' field. The first result is 'How do I access the IEEE Electronic Copyright Form?' with a date of 07/14/2011. The second is 'How do I find out my conference ID?' with a date of 06/29/2011. The third is 'What is the conference ID?' with a date of 06/29/2011. On the right side of the page, there is a 'Contact Us' section with two links: 'Contact Us' and 'Give Feedback'.

If you do not find an answer in the Find Answers tab, go to the *Ask A Question* tab. Your question will be forwarded to IEEE PDF Support and answered within 3 business days.

**REGISTER FOR THE CONFERENCE:**

1. Have the presenter (speaker) of your paper register for a full conference registration - **Due 28 February 2025**. If the presenter requires a United States VISA to attend IMS2025, we strongly recommend that they register for the conference as soon as possible since a valid registration is required for the VISA. They should complete the VISA request letter via [this application form](#). Note that United States VISA processing times have increased significantly compared to past years. For more information about a VISA please go [here](#).
  - a. The presenter must register for a full conference registration at [www.ims-ieee.org/registration](http://www.ims-ieee.org/registration) If you have any questions regarding registration, please contact [IMS@csreg.zohodesk.com](mailto:IMS@csreg.zohodesk.com) or 224-563-3136.
  - b. Please have the presenter of the paper register and give you their Badge number, which is required to submit your final paper. (The number can be found in the confirmation email the registration company sends.)

**UPLOAD THE FINAL PAPER:**

2. Log into your [Navigation Center](#)
3. Click on the "View" link next to the title of your accepted paper.

**SUBMISSION LIST**

Welcome

	Paper ID	Submission Title	Status [?]	Your Role [?]
<a href="#">View</a>	314-VO409	Dosimetry performances of a MultiWell-Plate-Based Near-Field RF Applicator for the Investigation of EM Impact on Biological Cells	Accepted	Submitter

**Important Information**

**Paper Summary Deadline**  
03 December 2024

**Accept/Reject Notification**  
31 January 2025

**Confirmation Forms Due**  
06 February 2025

**Copyright Forms Due**  
03 March 2025

**Final Papers Due**  
06 March 2025

Paper length is four pages maximum and must follow guidelines from the call for papers and double blind instructions.

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**SUBMISSION DETAILS**

IMS Details for: 314-VO409  
 Dosimetry performances of a MultiWell-Plate-Based Near-Field RF Applicator for the Investigation of EM Impact on Biological Cells

My role for this submission: **Submitter**  
 Status of this submission: **Accepted**

**TASKS**

Deadline	Task	Action	Status
04/16/2021	Registration Confirmation Number	<a href="#">Enter Reg ID</a>	X
	Statement to Confirm	<a href="#">Read &amp; Accept</a>	X
03/03/2021	IEEE Copyright	<a href="#">IEEE Copyright</a>	X
04/21/2021	Upload Draft or Final Slides	<a href="#">Slides</a>	X
	Enter Speaker Bio	<a href="#">Bio</a>	X
03/03/2021	Upload final paper	<a href="#">Final Paper</a>	X

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4. Click on the registration link and enter the speaker's Confirmation or Registration Order ID. When the task is completed successfully the "Red X" will change to a "Blue Check".
5. Read and accept the "Statement to Confirm" by clicking on the link, checking the box "I confirm" at the bottom of the page and saving.

6. Complete the IEEE electronic copyright form – **Due 6 March. This button will take you to the IEEE copyright site.** Once you have completed the form, you will be automatically redirected back to your Navigation Center to continue to complete the next tasks.
  - a. If you make any edits to the title or list of authors in the copyright form, please notify [sandy@epmsinc.com](mailto:sandy@epmsinc.com) of the changes and please make sure the changes are included in your final paper.
  - b. When you complete the copyright form, the status of the form will indicate a **“yellow circle.”** This is an indication that the copyright form is complete but pending approval as EPMS, Inc. needs to compare the copyright form to the final paper to make sure all information matches EXACTLY.
  - c. If you have any questions about the copyright form, please contact IEEE directly.

**NOTE: The next two tasks require that your pop-up blocker be turned off.**

7. Enter Speaker Bio – **Due 6 March.** Enter a bio for the speaker in the box. Once you have completed this task the “Red X” will turn into a “Blue Check”.
8. Once you have completed steps 3, 4 and 5, you will then be able to upload the final paper to the system – **Due 6 March.** Click the link to the “Final Paper”, click the “choose file” button and browse for your final paper.

Once you have completed all the tasks above, EPMS, Inc. will send all the papers to the technical editor (**Causal Productions**) who will handle the production of the conference proceedings. NOTE: Causal may contact you directly should there be corrections needed to your paper.

If you have any questions regarding this process, please contact Sandy Owens at [sandy@epmsinc.com](mailto:sandy@epmsinc.com).