



SUBMITTING YOUR INITIAL PAPER – STEP BY STEP

IMPORTANT NOTE: Please use the appropriate case when entering all information. Do not use all upper case or all lower case as this information will be used in all official publications.

Step 1. Prepare the paper

- All paper templates and guidelines can be found at this [link](#).
- Use either the **Paper Template for Microsoft Word** or the **Paper Template for LaTeX**. Both are provided on the symposia website.
- Strictly adhere to the guidelines of the double-blind review policy provided on the symposia website
- Convert your paper to PDF format using your own PDF conversion software. *The initial paper does not have to be compatible with IEEE Xplore.*
- The paper abstract is limited to 150 words.
- The paper page limit is **four pages maximum with the second column of the fourth page containing ONLY acknowledgements and references.**
- File size cannot exceed **5MB**

Step 2. Access the submission site via the link provided on the symposia website.

a. Existing User Account:

Please log in using your username and password and skip to Step 3

- b. New User Account:** If you are submitting a paper for the first time, **select “Create a NEW USER ACCOUNT”** from the list, fill out the form, and then press the Save button. Because your login can be used for paper submission and review, as well as to track your conference registration we need complete contact information. **IEEE members please use the email address you used for your IEEE membership when creating your account.** Below is an image of the user account collection form.

Conference Header

Because your login can be used for paper submission and review, as well as to track your conference registration we need complete contact information. IEEE members please use the email address you used for your IEEE membership when creating your account. Thank you in advance for your time!

* First Name:

Middle Initial:

* Last Name:

* Company/Affiliation: -- select your affiliation --

Secondary Affiliation: -- select your affiliation --

* Country: -- Select --

* Email:

* Privacy Policy: ☐ I agree [Data Privacy Policy](#)

Username:

Password:

Confirm Password:

Activating your new account: Once you have clicked the SAVE button, an email will be sent to the email address you indicated in the form asking you to activate your account. Please click on the link **“Click here to activate.”** The image below is an example of the confirmation email.

Dear Sandy Owens:

Thank you for creating a EPMS.COM account for IMS submissions. Please click the link below to activate your account.

[Click here to activate](#) or copy and paste the link below.

<https://www.epmsinc.com/ml/Account/activateaccount.aspx?id=b120e608-54d3-4670-b5d7-7411cd3743d3&redirectto=login.aspx?redirectKey=58>

Once you have activated your account, you will be able to log into the Systems Navigation Center. Record your username and password in a safe place. You will need it if you ever want to update or check the status of your paper submission in the future.

Step 3.

- a. **Add New Submission:** Once you log in, you will be on the Navigation Center home page. Please take note of the Important Information on the right side of the page for all deadlines.
- b. Click **“Add New Submission”** to start your paper submission and the below page will display

[Home](#) [Resources](#) [Logout](#)

SUBMISSION LIST

Welcome Abby Owens!

[Add New Submission](#) [Add or Edit Participants](#)

Important Information

Paper Summary Deadline
02 December 2025

Accept/Reject Notification
27 January 2026

Confirmation Forms Due
03 February 2026

Copyright Forms Due
26 February 2026

Final Papers Due
26 February 2026

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

[Home](#) [Resources](#) [Logout](#)

SUBMISSION OVERVIEW

1 ADD PARTICIPANTS/CO-AUTHORS

Please be sure to add all individuals to be listed as a participant for your submission. (Submitter, Speaker, Co-Author, etc.)

Current List Of Participants

Edit	First Name	Last Name (Surname)
Edit	Abby	Owens

[Add Person](#)

2 ENTER YOUR SUBMISSIONS

Current List Of Submissions

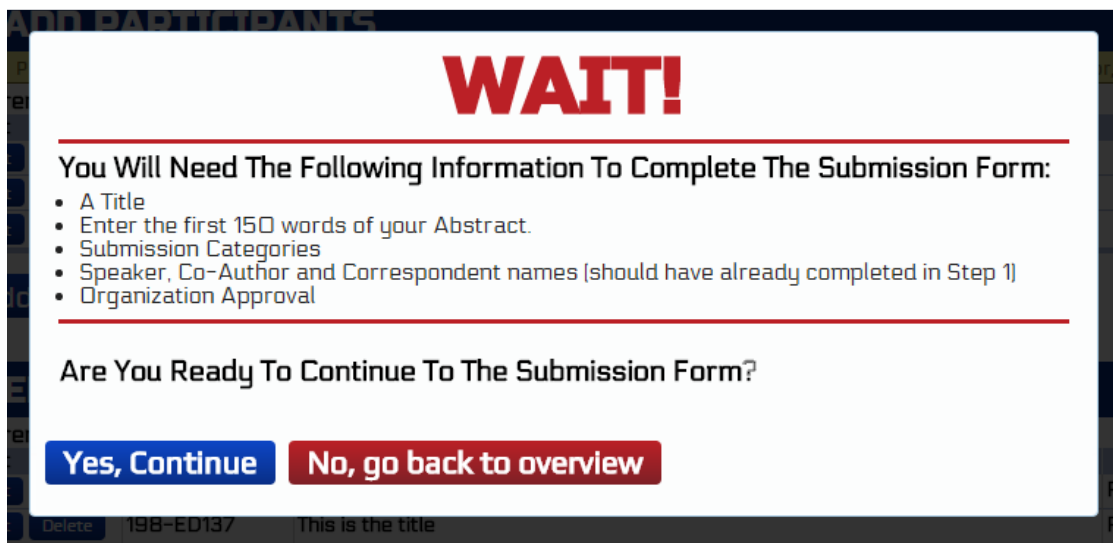
Edit	Submission ID	Title	Status
No submissions have been created.			

CONFIRMATION STATUS DEFINITIONS:
RECEIVED - Our server has received your submission and/or attachment. [\[dismiss\]](#)

[Add a New Submission](#)

#1. Add Participants: The system is designed to accommodate individuals that are creating one or multiple paper submissions, and therefore at the beginning of the process please enter all participants, whether from one or more paper submissions. Later in the process, you will select the co-authors and speakers from the list that you create here. You can edit this list throughout the submission period until the paper submission deadline. Click **“Add Person”** to enter a new individual.

#2. Enter Your Submission: Click **“Add a New Submission”**, and a box (image shown below) will pop up to make sure you have all the required information. Click **“Yes, Continue”** to move forward or **“No, go back to overview”** to enter your submission at a later date. If you click **“Yes, Continue”** the submission page will open up.



WAIT!

You Will Need The Following Information To Complete The Submission Form:

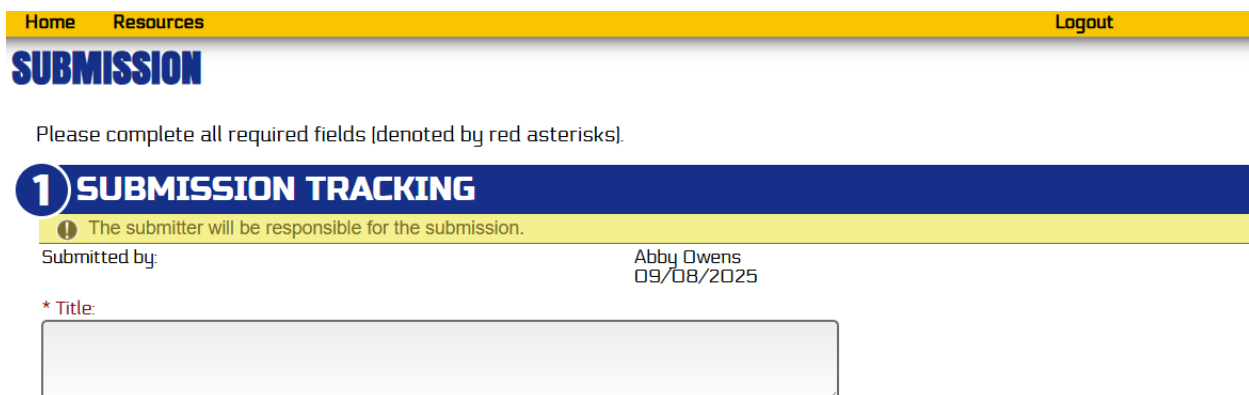
- A Title
- Enter the first 150 words of your Abstract.
- Submission Categories
- Speaker, Co-Author and Correspondent names (should have already completed in Step 1)
- Organization Approval

Are You Ready To Continue To The Submission Form?

Yes, Continue **No, go back to overview**

THE SUBMISSION PAGE APPEARS -

#1 Submission Tracking – This information gives you the name of the person responsible for the paper submission and the date of the submission. You are asked to enter the title of your paper in the text box.



Home Resources Logout

SUBMISSION

Please complete all required fields (denoted by red asterisks).

1 SUBMISSION TRACKING

ⓘ The submitter will be responsible for the submission.

Submitted by: Abby Owens
09/08/2025

* Title:

#2 Select Co-Authors – In this section you will use the dropdown menu to select the authors for the paper in the order that you want them to be published if the paper be accepted. All authors of the paper should have been input during the Add Participants stage.

2 SELECT CO-AUTHORS

! Choose Co-Authors in the order in which you would like them to appear in all electronic and printed publications.

* Author 1 | Choose Author #1

Author 2 | Choose Author #2

#3 Select Speaker – Use the dropdown menu to select the speaker of your paper. The speaker has to be an author of the paper and should have been input during the Add Participants stage.

3 SELECT SPEAKER

! The speaker agrees to register, present the submission at conference and will also be the main contact for the submission if it is accepted into the technical program.

* Speaker | Choose Speaker

#4 Topic Area – Use the dropdown menus to select the three topic areas that most clearly describe your paper.

4 TOPIC AREA

Please choose the area(s) which most closely describes your submission from the list below.

* Please select a topic area

-- Select --

* Please select a second topic area

-- Select --

* Please select a third topic area

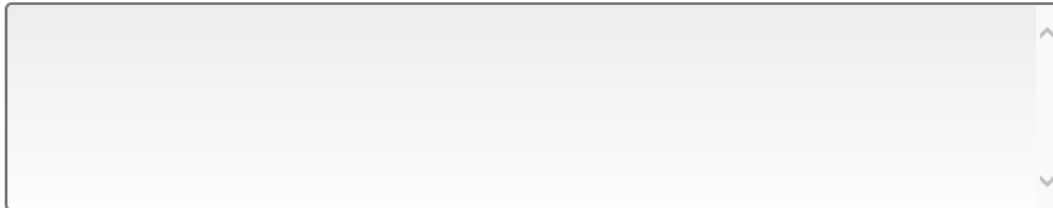
-- Select --

#5 Enter Abstract – Enter an abstract for your paper of 150 words or less. **NOTE:** The abstract entered on the submission page must be 150 words or less or it will not be accepted. The abstract in the paper itself does not have a limit and can be longer.

5 ENTER ABSTRACT

Enter an Abstract (150 word limit)

* Abstract



WORD COUNT: 0 WORDS REMAINING : 150

#6 Upload File - Use the “**Choose File**” button to identify the file that you wish to submit. The file name will then appear in the box next to the “**Choose File**” button. Please make sure your file size does not exceed the 5MB limit.

6 UPLOAD FILE

Paper length is four pages maximum and must follow guidelines from the call for papers and double blind instructions.
File size is limited to 5MB
Any previous uploaded files will be overwritten.

File Upload:

No file chosen

#7 Presentation Questions - Next, you will be presented with a series of questions regarding presentation format and optional competitions:

- **Submission Type:** Please select the option that best fits your paper.
- **“Indicate your preferred presentation format”** – You can select either the “**Oral Presentation**” or “**Interactive Forum**” format. If you select “**Oral Presentation**”, you will be asked to select either Full length (20 minutes) or Short length (10 minutes).
- **Select a Paper Competition to enter?** [Click Here for Guidelines](#)
 - **None**
 - **Industry Paper** – The purpose of the Industry Paper Competition (IPC) is to recognize outstanding technical contributions from industry sources. Eligible papers can have several authors but the work described must come from a corporate or government entity but not an academic institution.

- **Student Paper** – The purpose of the Student Paper Competition (SPC) is to recognize outstanding technical contributions from individual students. The first author of the paper must be a student. Faculty advisors will be contacted for verification only for those papers that are selected as SPC Finalists in March 2027.
- **“Enter RFSA/RFTT Industry Showcase”** - The RFSA/RFTT Industry Showcase will be immediately preceding the RFSA/RFTT Plenary session, and highlights selected papers submitted by industry authors. This work will be summarized in a poster format and authors will be available to discuss their work with attendees. Authors may also choose to give a demonstration of their work.
- **“Enter the Three Minute Thesis (3MT®) Competition?”** - [Click Here for Guidelines](#)
- *** Do you want to be considered for publication in the Microwave and Wireless Technology Letters?** The Microwave and Wireless Technology Letters (MWTL) Special “Top IMS2027 Papers”: The RFSA and RFTT TPRC’s will select high-quality papers for MWTL review. The corresponding authors will receive invitations to publish their papers in the MWTL special issue on “Top IMS2027 Papers.”

If authors opt for the MWTL special issue, an updated paper must be submitted before a fixed deadline and must address all technical comments from the TPRC and the MWTL editorial board. Those papers that do not comply will revert back to the respective symposia digest, either RFSA or RFTT.

To assure smooth transition from the RFSA/RFTT paper submission to a potential MWTL paper without loss of content/quality with regard to the accepted RFSA/RFTT paper, the submission must adhere to the following “four pages maximum, where the second column of the last page contains only references and acknowledgements.

- *** ** I have read the author instructions and understand that failure to comply with the double-blind instructions and quality standards as outlined in the word/latex templates will result in immediate rejection.

7 PAPER PRESENTATION QUESTIONS

* Submission Type:

- ☐ Government Submission
- ☐ Academic Submission
- ☐ Industry Submission
- ☐ Other

* Indicate your preferred presentation format:

- ☐ Oral Presentation
- ☐ Interactive Forum

* Select a paper Competition to enter? [click here for guidelines](#)

- ☐ None
- ☐ Industry Paper
- ☐ Student Paper

* **"Enter RFSA/RFTT Industry Showcase"** - The RFSA/RFTT Industry Showcase will be immediately preceding the RFSA/RFTT Plenary session, and highlights selected papers submitted by industry authors. This work will be summarized in a poster format and authors will be available to discuss their work with attendees. Authors may also choose to give a demonstration of their work.

- ☐ Yes
- ☐ No
- ☐ N/A

* Enter Three Minute Thesis (3MT®) Competition? [click here for guidelines](#)

- ☐ Yes
- ☐ No

* **Do you want to be considered for publication in the Microwave and Wireless Technology Letters?** The Microwave and Wireless Technology Letters (MWTL) Special "Top IMS2026 Papers": The RFSA and RFTT TPRC's will select high-quality papers for MWTL review. The corresponding authors will receive invitations to publish their papers in the MWTL special issue on "Top IMS 2026 Papers."

If authors opt for the MWTL special issue, an updated paper must be submitted before a fixed deadline and must address all technical comments from the TPRC and the MWTL editorial board. Those papers that do not comply will revert back to the respective symposia digest, either RFSA or RFTT.

To assure smooth transition from the RFSA/RFTT paper submission to a potential MWTL paper without loss of content/quality with regard to the accepted RFSA/RFTT paper, the submission must adhere to the following "four pages maximum, where the second column of the last page contains only references and acknowledgements.

- ☐ Yes
- ☐ No

* ☐ I have read the author instructions and understand that failure to comply with the double-blind instructions and quality standards as outlined in the word/latex templates will result in immediate rejection. Please see "Resources" in the menu bar for details.

#8 Approval Agreement – All submissions are subject to and must agree to seven statements. Make sure to read each and certify that you have all the required approvals to submit your paper.

8 APPROVAL AGREEMENT

*** Appropriate Organizational approvals AGREEMENT**

☐ By submitting the paper to IMS you agree to the following:

1. STATEMENT OF CLEARANCE APPROVAL: I certify that (1) the information contained in any materials submitted to the IEEE in connection with the Work is not restricted by U.S. International Traffic in Arms Regulations (ITAR) or any other applicable U.S. export control laws; (2) any and all necessary authorization(s) from the undersigned's employer(s) for the disclosure of the information discussed in the Work have been obtained and will be retained by the authors; and (3) the foregoing applies to all future versions of the Work, whether edited by the undersigned, an assistant, co-author or any person working with the undersigned. (4) For jointly authored Works, I agree to act as the authorized agent for the other authors.

2. STATEMENT OF COPYRIGHT ASSIGNMENT: I certify that I/we will complete the required Copyright Form for this paper as part of this Final manuscript submission process. I/we, the authors, understand that copyright for this material must be assigned to the publisher prior to publication.

3. STATEMENT OF EXCLUSIVITY: I certify that neither this material nor essentially similar material has been or will be submitted to any other publication or meeting, until after presentation at the Symposium.

4. STATEMENT OF COMPLIANCE: I certify that my/our submission complies with the letter and spirit of the guidelines found in the Final Manuscript Submission instructions.

5. STATEMENT OF OBLIGATION: I certify that if this submission is accepted for the Symposium, we are obligated to submit by the deadline in the Call For Papers an IEEE Xplore compliant version of this paper suitable for publication in the Symposium Digest. I/we understand that if we do not meet this deadline our presentation may be deleted from the Symposium.

6. STATEMENT OF PRESENTATION OBLIGATION: I/we certify that if this submission is accepted for presentation at the Symposium, we are obligated to present the paper at conference or the paper will be considered a no-show and pulled from the proceedings. I/we further certify that if this submission is accepted for presentation at the Symposium, we are obligated to submit by the appropriate deadline presentation materials which comply with presentation guidelines, and which will be disseminated to conference attendees. I/we further acknowledge that the copyright to this presentation material is retained by us, the authors.

7. STATEMENT OF ABSENCE OF PROHIBITED AUTHORS: I certify that none of the authors of this paper are listed on the IEEE Prohibited Authors List.

Submit

Click the **“Submit”** button.

Step 4. Once you have completed the submission form and clicked on the “**Submit**” button, a pop-up box labeled “**File Confirmation**” will appear. Please confirm that the PDF file of your submission is the correct and latest version. If you confirm the file, you will be directed to a submission complete confirmation page and then back to your Navigation Center Home page.

File Confirmation

Please click on the following link (or right click and save the file) and make sure your attachment meets the following criteria:

The file opens and is readable.
The file is printable.
The file is the correct attachment and meets the guidelines in the Call for Contributions.
[Click to Open and Confirm your file.](#)

☐ I confirm I have opened the attachment and it is the correct file.
☐ I would like to attach a new file.

Once the submission is complete, it will be listed on the Navigation Center Home page.

HomeResourcesLogout

SUBMISSION LIST

Welcome Abby Owens!

Add New Submission

Add or Edit Participants

	Paper ID	Submission Title	Status [?]	Your Role [?]
View	335-LE240	This is a test	Received	Submitter

Important Information

Paper Summary Deadline

02 December 2025

Accept/Reject Notification

27 January 2026

Confirmation Forms Due

03 February 2026

Copyright Forms Due

26 February 2026

Final Papers Due

26 February 2026

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

Your submission is now complete. You may now close this window, exit this website, or quit your browser.

5.3. Editing/Updating a Submission

Step 1. If you wish to edit/update your submission in the future, you will log into the paper's submission site. The Navigation Center home page will list your submission(s).

The screenshot shows a web interface for submission management. At the top is a yellow navigation bar with 'Home' and 'Resources' on the left, and 'Logout' on the right. Below the navigation bar is a blue button labeled 'Back to your Submission List'. The main heading is 'SUBMISSION DETAILS' in large blue letters. Below this, the text reads 'IMS Details for: 335-LE240' and 'This is a test'. Further down, it states 'My role for this submission: Submitter' and 'Status of this submission: Received'. There are three blue buttons: 'Edit Submission Form or Upload Paper', 'View Submitted File', and 'Correct Your Information'. On the right side, there is a box titled 'Important Information!' containing several deadlines: 'Paper Summary Deadline 02 December 2025', 'Accept/Reject Notification 27 January 2026', 'Confirmation Forms Due 03 February 2026', 'Copyright Forms Due 26 February 2026', and 'Final Papers Due 26 February 2026'. A red note at the bottom of this box states: 'Paper length is four pages maximum and must follow guidelines from the call for papers and double blind instructions.'

Home Resources Logout

Back to your Submission List

SUBMISSION DETAILS

IMS Details for: 335-LE240
This is a test

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

Edit Submission Form or Upload Paper View Submitted File Correct Your Information

Important Information!
Paper Summary Deadline
02 December 2025
Accept/Reject Notification
27 January 2026
Confirmation Forms Due
03 February 2026
Copyright Forms Due
26 February 2026
Final Papers Due
26 February 2026
Paper length is four pages maximum and must follow guidelines from the call for papers and double blind instructions.

Step 2. Click on the “**View**” button next to the submission you would like to update.

Step 3. There are three options:

- Edit Submission Form or Upload Paper – This allows the submitting author to edit the submission form or upload a new PDF file submission.
- View Submission File – This allows the submitting author to download a copy of the PDF submission to ensure it is the correct file.
- Correct Your Information – Opens a box with submitting author’s full contact information and has a link to allow the submitting author to edit/update personal information.

5.4. Withdrawing a Submission

Withdrawing a submitted submission **AFTER** the submission deadline is strongly discouraged. It is our policy that if a paper must be removed after the final approval date for the symposia proceedings (2 April 2027), it will be done at the author's and/or the sponsoring organization's expense.

If the paper submission deadline has passed and you wish to withdraw your submission, please contact the symposia TPC chairs and request the withdrawal.

If you wish to withdraw your submission **BEFORE** the paper submission deadline, you will log into the paper submission website and complete the following steps:

Click Here

Home Resources Logout

SUBMISSION LIST

Welcome Abbotsons!

[Add New Submission](#) [Add or Edit Participants](#)

	Paper ID	Submission Title	Status [?]	Your Role [?]
View	335-LE240	This is a test	Received	Submitter

Important Information

Paper Summary Deadline
02 December 2025

Accept/Reject Notification
27 January 2026

Confirmation Forms Due
03 February 2026

Copyright Forms Due
26 February 2026

Final Papers Due
26 February 2026

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

1. Click on the **"Add New Submission"** button.
2. In Section #2, click on the **"Delete"** button next to the Submission ID and Title of the submission you would like to withdraw from consideration.

3. After a pop-up box appears asking you if you are sure you want to delete this submission, click "Ok"

[Home](#) [Resources](#) [Logout](#)

SUBMISSION OVERVIEW

1 ADD PARTICIPANTS/CO-AUTHORS

ⓘ Please be sure to add all individuals to be listed as a participant for your submission. (Submitter, Speaker, Co-Author, etc.)

Current List Of Participants

Edit	First Name	Last Name (Surname)
Edit	Abby	Owens

[Add Person](#)

2 ENTER YOUR SUBMISSIONS

Current List Of Submissions

Edit	Submission ID	Title	Status
Edit Delete	335-LE240	This is a test	Received

CONFIRMATION STATUS DEFINITIONS: [\[dismiss\]](#)
RECEIVED - Our server has received your submission and/or attachment.

[Add a New Submission](#) **Click Here**

If you encounter any technical problems in the use of this website, please contact Sandy Owens at sandy@epmsinc.com.

SPECIAL NOTE: Please ensure your spam filter is set to allow email from sandy@epmsinc.com