

IMS2024 Author Instructions

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1. Key Information

- In this document, “abstract” refers to the brief description (<150 words) of the work. “Paper submission” is the full work (not exceeding 4 pages).
- The deadline for initial paper submissions is **23:59 Hawaii Standard Time (HST), 5 December 2023**. Deadlines are absolute – Please do not ask for extensions!
- Authors follow the format provided in the [IMS2024 Paper Template for Microsoft Word](#) or the [IMS2024 Paper Template for LaTeX](#).
- Papers will be evaluated according to the four criteria in the [IMS2024 Call for Papers](#).
- Your abstract entered in the Electronic Paper Management System (EPMS) submission portal is strictly limited to 150 words; longer abstracts will be rejected. However, the abstract length in the paper submission may be longer if required.
- The paper submission page limit is **four pages**. Papers longer than four pages will not be considered.
- Submissions must be in **PDF** format and less than **4 MB**. Please do not ask for exceptions!
- Paper submissions must be submitted using the [IMS2024 Paper Submission Website](#) as described in the following pages. **Hardcopy and email submissions will not be accepted.**
- The instructions in this document also apply to papers submitted to Focus and Special Sessions.

2. Overview

The following instructions are to help guide you through the paper submission process for the [2024 IEEE MTT-S International Microwave Symposium](#) (IMS2024). Your initial paper submission, due on **5 December 2023**, is used by the IMS2024 Technical Program Review Committee (TPRC) to determine the suitability of the submitted work for inclusion in the symposium.

A disposition email notification (acceptance or rejection) to all corresponding authors is anticipated to be sent out on **1 February 2024**. If your paper is accepted, your final paper will be due by **8 March 2024** for publication in either the symposium digest or IEEE Microwave and Wireless Technology Letters (MWTL).

These instructions only apply to [2024 IEEE MTT-S International Microwave Symposium](#) authors. As shown in the [IMS2024 Call for Papers](#), authors have 32 technical (topic) areas from which to select, over a dozen of which are applicable to RF, microwave, or millimeter-wave integrated circuits (ICs) and their technologies. The TPRC reserves the right to reassign paper submissions to a different technical area. Authors of IC-related papers may also consult the [RFIC2024 website](#) for additional topical areas. If you are unsure whether your paper is best suited to IMS2024 or RFIC2024, please review both websites.

3. Double-Blind Review Policy

IMS2024 will continue the double-blind reviewing policy used since IMS2011. The double-blind review process creates ‘anonymity’ for both authors and reviewers. The reviewers will not be informed of the authors’ names or affiliations in the submitted paper; such information must therefore be redacted from the paper before submission. The double-blind review process is intended to eliminate any perception of bias for or against an author or his/her institution based on name recognition, country, gender, or other characteristics. This helps assure authors of the following:

- All submitted papers are judged equally, based on established evaluation criteria.
- The content and quality of submitted papers are judged and not the authors or their affiliations.

Beyond the obvious need to remove names and affiliations, there are additional, mandatory, changes to prepare a paper submission for a double-blind review. For example, citation of prior work is required to evaluate a submission. Referencing the authors’ own work should be reworded to avoid identifying connections to the authors. Simply cite your prior work in the same way that you cite work by others. For example, do not write “We demonstrated in [2] that ...” Rather, write “It was demonstrated in [2] that...” The authors should take every possible step to make the submission anonymous and avoid identification by inference. To make the process as simple as possible we summarize the steps of the procedure below. **Papers submitted to IMS2024 that do not follow the double-blind review requirements will not be considered.**

1. Eliminate author names, contact information, and affiliations from the title and the entire submission;
2. Eliminate acknowledgments and references to funding sources;
3. Reference the authors' own work in the third person;
4. Ensure figures do not contain any affiliation-related identifier (e.g., logos on hardware or in IC layouts);
5. Depersonalize the work by using anonymous text where necessary;
6. Remove or depersonalize citations to authors' unpublished work;
7. Remove references to patents filed by authors or their institutions.

One of the most common misunderstandings of the double-blind review policy relates to the reference list at the end of the paper. The table below provides examples of the correct and incorrect way of modifying the references, assuming that J. A. Doe and J. B. Doe are the names of you and your co-author:

| Correct handling of cited references | Incorrect way of handling cited references |
|---|--|
| <p>"This paper builds on the previous research of [2] by highlighting some of the recent advances..."</p> <p>[2] J. A. Doe and J. B. Doe, "Previous research: a review," in <i>2014 Int. Conf. on Writing Conf. Papers</i>, Luckenbach, TX, USA, Jun. 2014, pp. 1721–1734.</p> <p>Use anonymous, third-person language when referring to your own work. Do not redact any references, including your own.</p> | <p>"In this paper, we build on our previous research [2] and highlight some of the recent advances..."</p> <p>[2] (Redacted – double blind), "Previous research: a review," in <i>2014 Int. Conf. on Writing Conf. Papers</i>, Luckenbach, TX, USA, Jun. 2014, pp. 1721–1734.</p> <p>Do not use first-person language such as "we" and "our" when referring to your own work. Do not redact any references, including your own.</p> |

For additional examples of how to make your paper double-blind compliant, refer to "[Recent Advances in Eliminating Double-Blind Violations in Conference Papers](#)", authored by Ryan Gough.

If your initial paper submission is accepted, the final version (archival) of the paper must reinstate the information removed for the double-blind initial paper submission. Refer to Section 6 to compare the initial versus final paper submission requirements.

4. Initial Paper Submission Instructions

Prospective authors must electronically submit their initial paper via the [IMS2024 Paper Submission Website](#) by **23:59 Hawaii Standard Time (HST), 5 December 2023**. Deadlines are absolute. Please do not ask for extensions.

Authors must adhere to the IEEE two-column format as illustrated in the provided IMS2024 Paper Template for Microsoft Word or the IMS2024 Paper Template for La-Tex templates.

At its discretion, IMS2024 may use the abstract, entered in the submission system, in the symposium program book, on-line content, and other materials. Abstract entries in the Electronic Paper Management System (EPMS) submission portal are strictly limited to 150 words; longer abstracts will be rejected. However, the abstract length in the paper submission may be longer if required.

The paper submission length is four pages maximum. Papers longer than four pages will not be considered. Paper submissions must be in **PDF** format, and the size cannot exceed **4 MB**. Please do not ask for exceptions to these limits!

Authors must use their own conversion software to convert their initial paper submission to the required PDF format. The initial paper does not have to be compatible with IEEE Xplore. Authors may encounter difficulties with photographic images and the 4-MB size limit. This usually occurs when pictures are taken using a high-resolution digital camera, and the image is pasted directly into the paper. Using compression on photos and figures reduces the size – it is advisable to work this out well in advance of the deadline! If using Microsoft Word, note that there are two options for saving PDF files (save as- > more options -> PDF) and the option for “on-line publishing” which results in a smaller file. **Do not submit copyright forms with the initial paper submission.**

4.1. Submitting Your Initial Paper – Overview

All submissions must be submitted electronically via the [IMS2024 Paper Submission Website](#). The submission process consists of four steps:

Step 1. Convert your paper to PDF format using your own conversion software. Verify the file < **4 MB**.

Step 2. Go to the [IMS2024 Paper Submission Website](#) and log-in using the submitting authors existing account or create a new user account for the submitting author.



The screenshot shows the IMS Paper Submission page. At the top left is the IMS logo with the tagline "Connecting Minds. Exchanging Ideas." To the right, it says "International Microwave Symposium", "Washington, DC", and "16-21 June 2024". The main heading is "Welcome to the IMS Paper Submission page. Submit technical papers here." Below this is a note: "Please Note: if you do not already have an account you must click below and create a new user account to begin the submission process." There are two input fields for "Username:" and "Password:", followed by a "Log In" button. At the bottom, there are four links: "Create a NEW USER ACCOUNT", "Forgot your password?", "Forgot your Username?", and "Update your account".

Step 3. Add New Submission.

- a. Add Participants – Enter the information for each of the co-authors that you will use on all of your submissions, i.e. for all of your papers. Each participant will later be presented in a dropdown menu to select from later in the submission process. **You will need the name, affiliation, and email address for each person.**
- b. Enter your submissions – You will be asked to enter the following information to complete a new submission:
 - Enter your title
 - Select the co-authors
 - Select the speaker
 - Select three topic areas – please see the [IMS2024 Call for Papers](#) for a complete list. These are presented in a dropdown list.
 - Enter your abstract of 150 words or less
 - Upload the PDF file of your paper
 - Answer a set of presentation questions
 - Confirm all organizational approvals
- c. Submit the paper

Step 4. Confirm that the PDF file submission is the most current and correct file.

Important Note to Authors Submitting a Focus or Special Session Paper: Focus and Special Session papers are those that have been solicited or invited by the Focus or Special Session organizers and approved by

the IMS2024 Technical Program Committee. If you are submitting an approved Focus or Special Session paper, you need the “**Approval Code**” that you received from your session organizer and/or the IMS2024 Technical Program Committee. You will need to enter it during the above **Step 3b**. Failure to do so may result in your paper being automatically rejected without any review.

Please read the following directions for more detailed step-by-step instructions.

4.2. Submitting Your Initial Paper – Step by Step

Step 1. Convert your paper to PDF format using your own PDF conversion software. The initial paper does not have to be compatible with IEEE Xplore. Ensure that your paper meets all the guidelines specified in the [IMS2024 Paper Template for Microsoft Word](#) or the [IMS2024 Paper Template for LaTeX](#).

- Paper length – For the initial submission, the paper length is three pages minimum and four pages maximum. For accepted papers, the same paper length applies.
- Authors who want a smooth transition from the IMS paper submission to a potential MWTL paper for the MWTL Special Issue on IMS 2024 (see **MWTL Special “Top IMS2024 Papers section later in this document for more information**) must adhere to the following “*four pages maximum, where the second column of the last page can only contain acknowledgements and references.*”
- PDF file format (cannot exceed 4 MB)
- All double-blind review requirements are followed, e.g. author names/affiliations should be redacted, cited references should not be redacted, etc. See Section 3 above for more detail.

Step 2. Access the submission site by clicking on this link [IMS2024 Paper Submission Website](#), or cut and paste this link (<https://www.epmsinc.com/ml/account/login.aspx?redirectkey=58>) into your browser. You should now be at the “**Login**” screen.

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 an IMS2024 initial 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.


IMS
Connecting Minds. Exchanging Ideas.

International Microwave Symposium

Washington, DC
16-21 June 2024

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:

Secondary Affiliation:

State: (US only)

Province:

* Country:

* 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.



International Microwave Symposium

16-21 June 2024, Washington, DC



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 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 |
| <h2 style="margin: 0;">SUBMISSION LIST</h2> | |
| Welcome san owens! | |
| <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="background-color: #0056b3; color: white; padding: 10px 20px; border-radius: 5px; text-decoration: none;">Add New Submission</div> <div style="background-color: #0056b3; color: white; padding: 10px 20px; border-radius: 5px; text-decoration: none;">Add or Edit Participants</div> </div> | <div style="background-color: #0056b3; color: white; padding: 5px; border: 1px solid #0056b3; border-radius: 5px; text-align: center;">Important Information</div> <div style="padding: 10px; border: 1px solid #0056b3; margin-top: 5px;"> <p>Paper Summary Deadline 05 December 2023</p> <p>Accept/Reject Notification 01 February 2024</p> <p>Confirmation Forms Due 08 February 2024</p> <p>Copyright Forms Due 08 March 2024</p> <p>Final Papers Due 08 March 2024</p> <p>Paper length is three-four pages.</p> </div> |



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 | Phillip | Smith |

[Add Person](#)

2 ENTER YOUR SUBMISSIONS

Current List Of Submissions

| Edit | Submission ID | Title | Status |
|--|---------------|-------|--------|
| <i>No submissions have been created.</i> | | | |

CONFIRMATION STATUS DEFINITIONS:

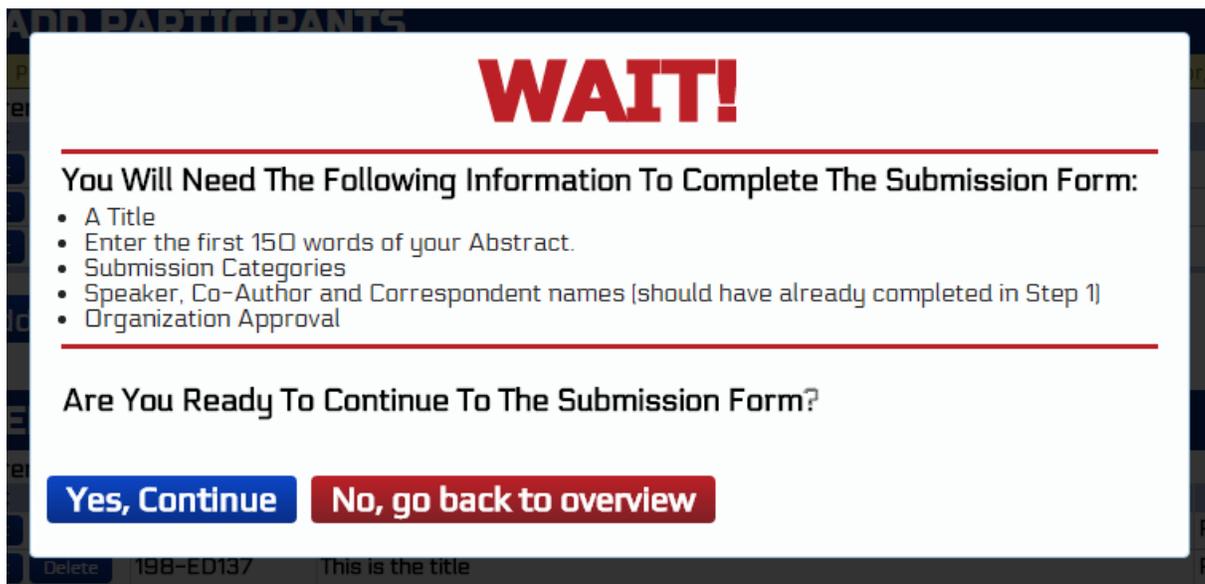
RECEIVED - Our server has received your submission and/or attachment.

[\[dismiss\]](#)

[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 deadline on 7 December 2023. 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. *(Please read the Important Note at the top of the page regarding Focus and Special Sessions.)* You are asked to enter the title of your paper in the text box.

NOTE: Do not use all upper case or all lower case since this information may appear, as you enter it, in official publications.

SUBMISSION

If you are submitting a paper in response to the IMS Call for Papers (CFP) and are not submitting a paper to a Focus or Special Session, please disregard the following note and proceed with your paper submission.

Important Note to Authors Submitting a Focus or Special Session Paper: Focus Session Papers highlight emerging technical topics, are not considered as invited, and are subject to the same review process and criteria as regular paper submissions. Special Session presentations recognize technically-significant historical achievements, are invited, and require an associated abstract. If you are submitting a paper to an approved Focus or Special Session, please have in hand the "Approval Code" that you received from your session organizer and/or the IMS Technical Program Committee. You will need to enter it later in this form. Failure to do so may result in your paper being automatically rejected without any review.

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

1 SUBMISSION TRACKING

i The submitter will be responsible for the submission.

Submitted by:

san owens
09/07/2023

* 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. See page 8, #1 for instructions.

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. See page 8, #1 for instructions.

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 | Smith, Phillip

#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 4MB limit. The paper must strictly adhere to Double-Blind Review Policy as discussed in Section 3 above.

6 UPLOAD FILE

The paper length is four pages maximum.
File size is limited to 4MB
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). See the [IMS2024 Call for Papers](#) for details about these styles of presentations.
- **Is this presentation for a Special Session or Focus Session?** – Most authors should answer **“No”** to this question. Select **“Focus Session”** or **“Special Session”** only if your paper has been solicited or invited by the Focus or Special Session organizers, and approved by the IMS2024 Technical Program Committee. If you are submitting an approved Focus or Special Session paper, you need the **“Approval Code”** that you received from your session organizer and/or the IMS2024 Technical

Program Committee. Authors who were invited to submit Focus or Special Session papers must follow all technical paper guidelines. Complying with the double-blind review policy **is required for Focus Session papers**, and similar to regular papers, they will be evaluated according to the four criteria in the [IMS2024 Call for Papers](#). Complying with the double-blind review policy **is not required for Special Session papers**.

- **Select a paper Competition to enter?** [click here for guidelines](#)
 - None
 - **Advanced Practice** – The purpose of the APPC is to recognize outstanding technical contributions that apply to practical applications. Eligible papers could have authors in any sector (industry/government/academic/etc.).
 - **Industry Paper** – The purpose of the 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 otherwise private source, not a government or 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 2024.
 - **Early Career** – The purpose of the Early Career Competition is to recognize the work of early career engineers in industry, government organizations/laboratories, and post-docs who are less than 10 years of receiving their first professional degree.
- **“Enter IMS Industry Showcase”** - The IMS Industry Showcase will be immediately preceding the IMS Opening 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. The media will cover this event, making it an excellent opportunity to announce your companies’ latest developments and breakthroughs.
- **“Enter the Three Minute Thesis (3MT®) Competition?”** - [click here for guidelines](#)
- *** Do you want to be considered for MWTL?** Microwave and Wireless Technologies Letters (MWTL) Special “Top IMS2024 Papers”: IMS2024 TPRC will select approximately 50 high-quality papers for MWTL review. The corresponding authors will receive invitations to publish their papers in the MWTL special issue on “Top IMS 2024 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 IMS2024 Digest.

To assure smooth transition from the IMS paper submission to a potential MWTL paper without loss of content/quality with regard to the accepted IMS paper, the submission must adhere to the following “four pages maximum, where the second column of the last page contains only references and acknowledgements. [click here for guidelines](#).

- * 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

* **Is this presentation for a Special Session or Focus Session?**

- No
- Focus Session
- Special Session

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

- None
- Advanced Practice
- Industry Paper
- Student Paper
- Early Career

* **Enter IMS Industry Showcase?** The IMS Industry Showcase will be immediately preceding the IMS Opening 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. The media will cover this event, making it an excellent opportunity to announce your companies' latest developments and breakthroughs.

- Yes
- No
- N/A

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

- Yes
- No

* **Do you want to be considered for MWTL? Microwave and Wireless Technologies Letters (MWTL) Special "Top IMS2024 Papers":** IMS2024 TPRC will select approximately 50 high-quality papers for MWTL review. The corresponding authors will receive invitations to publish their papers in the MWTL special issue on "Top IMS 2024 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 IMS2024 Digest.

To assure smooth transition from the IMS paper submission to a potential MWTL paper without loss of content/quality with regard to the accepted IMS paper, the submission must adhere to the following “four pages maximum, where the second column of the last page contains only references and acknowledgements. [click here for guidelines](#).

- 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 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. 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](#).

Home Resources
Logout

SUBMISSION LIST

Welcome san owens!

Add New Submission
Add or Edit Participants

| | Paper ID | Submission Title | Status [?] | Your Role [?] |
|----------------------|-----------|-----------------------------------|------------|---------------|
| View | 319-SK965 | This is a test of the papers site | Received | Submitter |

Important Information

Paper Summary Deadline
05 December 2023

Accept/Reject Notification
01 February 2024

Confirmation Forms Due
08 February 2024

Copyright Forms Due
08 March 2024

Final Papers Due
08 March 2024

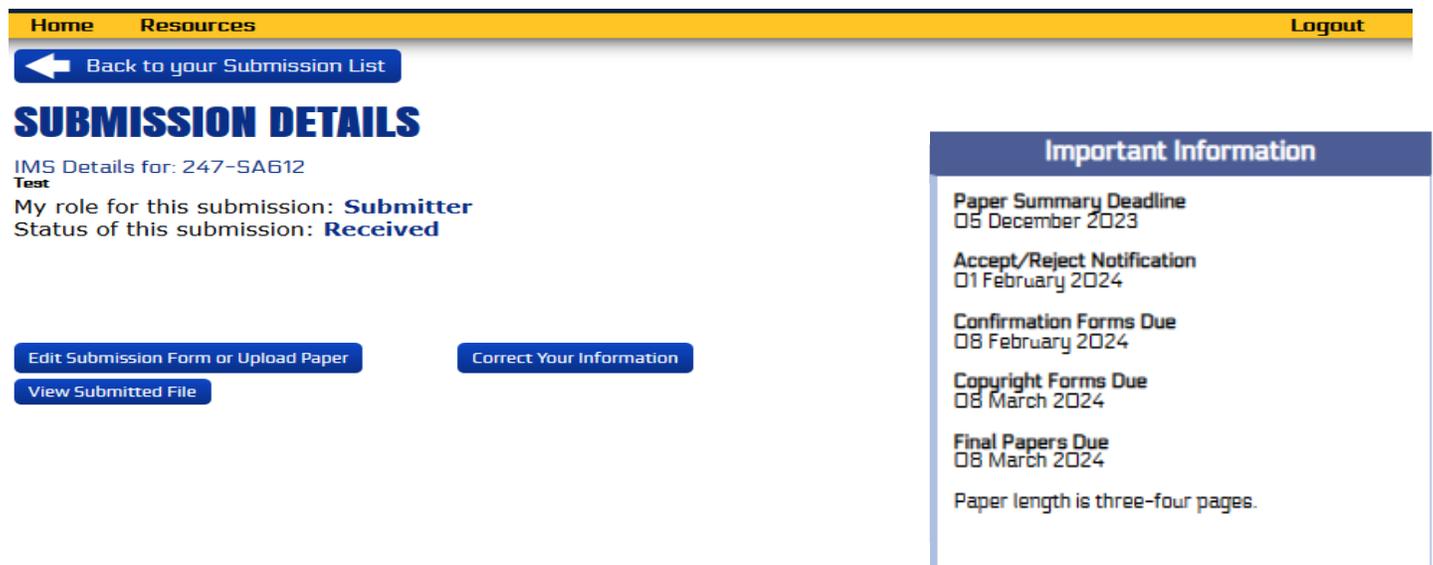
Paper length is three-four pages.

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

The submission process is meant to be self-explanatory. However, if after reading this documentation and the online help screens you are still having problems, support is available via e-mail from the IMS2024 TPRC Co-Chairs Dalma Novak and Robert M. Weikle at ims2024tpcchairs@gmail.com. Please be sure to read the available documentation before requesting help by email. 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

4.3. Editing/Updating a Submission

Step 1. If you wish to edit/update your submission in the future, you will log into the [IMS2024 Paper Submission Website](#). The [Navigation Center home page](#) will list your submissions.



The screenshot shows a web interface with a yellow navigation bar at the top containing 'Home', 'Resources', and 'Logout'. Below the navigation bar is a blue button with a left-pointing arrow and the text 'Back to your Submission List'. The main content area is titled 'SUBMISSION DETAILS' in large blue letters. Below this title, it says 'IMS Details for: 247-SA612' and 'Test'. The user's role is listed as 'Submitter' and the status as 'Received'. There are three blue buttons: 'Edit Submission Form or Upload Paper', 'View Submitted File', and 'Correct Your Information'. To the right, there is a box titled 'Important Information' with a blue header. Inside this box, the following information is listed: 'Paper Summary Deadline 05 December 2023', 'Accept/Reject Notification 01 February 2024', 'Confirmation Forms Due 08 February 2024', 'Copyright Forms Due 08 March 2024', and 'Final Papers Due 08 March 2024'. At the bottom of the box, it states 'Paper length is three-four pages.'

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.

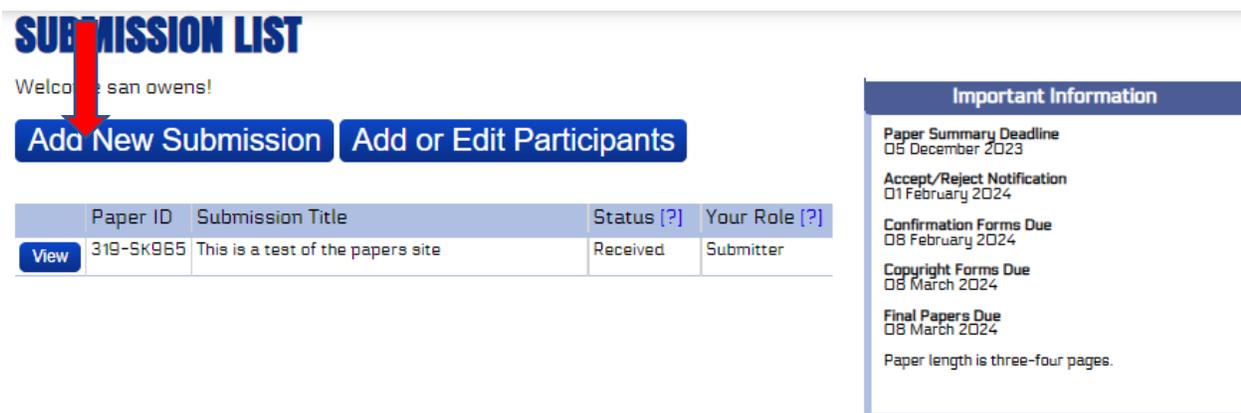
4.4. Withdrawing a Submission

Withdrawing a submitted submission **AFTER** the submission deadline of 5 December 2023 is strongly discouraged. It is our policy that if a paper must be removed after the final approval date for the symposium proceedings (10 April 2024), it will be done at the author's and/or the sponsoring organization's expense.

If the deadline of 5 December 2023 has passed and you wish to withdraw your submission, please contact the IMS 2024 TPC Co-Chairs Dalma Novak and Robert M. Weikle at ims2024tpcchairs@gmail.com.

If you wish to withdraw your submission **BEFORE** the 5 December 2023 deadline, you will log into the [IMS2024 Paper Submission Website](#) and complete the following steps:

Click Here



SUBMISSION LIST

Welcome, san owens!

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

| | Paper ID | Submission Title | Status [?] | Your Role [?] |
|----------------------|-----------|-----------------------------------|------------|---------------|
| View | 319-SK965 | This is a test of the papers site | Received | Submitter |

Important Information

Paper Summary Deadline
08 December 2023

Accept/Reject Notification
01 February 2024

Confirmation Forms Due
08 February 2024

Copyright Forms Due
08 March 2024

Final Papers Due
08 March 2024

Paper length is three-four pages.

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”

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 | James | Maxwell |
| Edit | Phillip | Smith |

Add Person

2 ENTER YOUR SUBMISSIONS

Current List Of Submissions

| Edit | Submission ID | Title | Status |
|-------------|---------------|--------------------------------------|----------|
| Edit Delete | 220-PM265 | Recent Advances in Smith Chart Usage | Received |

CONFIRMATION STATUS DEFINITIONS:

RECEIVED - Our server has received your submission and/or attachment.

[dismiss] 

Add a New Submission

Click Here

5. Initial Paper Review and Disposition

All initial papers will be reviewed and ranked by the IMS2024 TPRC according to the four criteria in the [IMS2024 Call for Papers](#). The review process occurs during the December 2023 – January 2024 time frame, and all authors will subsequently be notified whether their paper was accepted or rejected. Historically, the acceptance rate has been approximately 50%. An email notification to all authors is anticipated to occur on **1 February 2024** regarding the disposition (accepted or rejected) status. Please do not contact us before then to ask about the disposition of your paper. You may also log into the IMS2024 Paper Submission Website to check the paper disposition status on or after 1 February 2024.

6. Final Paper Submission

All authors of accepted papers must submit the final version of their paper no later than **8 March 2023**. The final paper can be max. 4 pages. **You must resubmit your paper, even if no changes are made to your initial submission!**

Complete instructions for submitting your final paper will be provided after 1 February 2024, but the key differences between the initial paper and final paper are shown in the table below.

| | Initial Paper due 5 December 2023 | Final Paper due 8 March 2024 |
|--------------------------|--|--|
| Authors and Affiliations | Must be redacted for double-blind review | Include all authors and affiliations |
| Third-person language | Must use anonymous third-person language when referring to one's own cited work, e.g. "In [3], the investigators showed that..." | May use first-person language when referring to one's own cited work, e.g. "In [3], we showed that..." |
| Acknowledgments | Must not be included | May be included |
| Cited References | Must NOT be redacted | Must not be redacted |
| Page length | 3-4 pages, of which final column is dedicated to ack and references | 3-4 pages |
| PDF conversion | Use your own conversion software. Need not be compatible with IEEE Xplore | Must use PDF eXpress® for compatibility with IEEE Xplore |
| Copyright form | Do not submit | Required |

The final paper will appear in the Symposium Digest exactly as submitted. There are no page charges. Copyright forms are required to be submitted electronically by the **8 March 2023** deadline. During the submission of your final paper, you will be automatically routed to the IEEE electronic copyright form (eCF) website. Your final paper submission will not be complete without the electronic copyright submission.

Concluding Remarks

We hope that you find the structure and layout of the paper submission process informative and easy to use. We also hope to see you in Washington, DC for IMS2024!

Thank you

IMS2024 TPRC Co-Chairs

Dalma Novak and Robert M. Weikle at
ims2024tpcchairs@gmail.com

IMS Electronic Paper Management

Sandy Owens
sandy@epmsinc.com