FINAL PAPER PREPARATION INSTRUCTION

Before finalizing your paper for publication, you are required to review carefully the comments provided by the reviewers. We strongly encourage you to improve your paper based on their feedback.

What to submit	Deadline	Where to
Camera-ready paper PDF for IEEE	September 15th	IEEE CPS
Proceeding		
(ITC has special requirements for this		
PDF – please see the requirements in		
this document. Failure to follow the		
requirements may result in exclusion of		
your PDF in the proceeding)		
Presentation PPT Slides	September 15th	Underline (ITC Virtual Site)
Presenter Photo/Bio	September 15th	Underline (ITC Virtual Site)
Optional Preview Video (MP4) – 2-5	September 15th	Underline (ITC Virtual Site)
minutes long		

Underline Submission Page: https://itc2023presenterform.paperform.co/

ITC Author Page: http://www.itctestweek.org/itc-authors-page/

Paper Type	Page Limit	Presentation Time Slot		
Regular Paper, TTTC-PhD	10	30 minutes		
Short Paper, IP Short	6	20 minutes		
Easychair Program Page: https://easychair.org/smart-program/ITC2023/				

All presenters must register ITC under the "Program Participant" category.

The advance registration deadline is **September 1st**. The hotel booking deadline is also September 1st. After the deadline, the hotel will NOT honor the ITC hotel rate any more.

Final Paper PDF (due Friday, September 15) – Note that this deadline is controlled by the IEEE CPS. This deadline is firm.

- You must upload your final paper PDF to IEEE CPS Author Submission Site
 - The link is: https://ieeecps.org/cps#!/auth/login?ak=1&pid=4shkR7NV8MygkPcMyCzJAb
- Your Paper ID is your Easychair submission ID
- Your PDF file must be the one that passes IEEE PDF eXpress check
 - When you submit your final paper PDF to the IEEE CPS above, you will go through the PDF eXpress check process. Please follow the instruction on the submission site.
 - When you enter the option "Paper Validation" shown on the left of the submission page, you can select "I would like to upload my PDF to PDF eXpress for validation". Then, follow the instruction to use the PDF eXpress check site.
 - o After your PDF passes the check, you will receive a copy of the **certified PDF** from the site (or you can download it from the site).
 - You need to submit **the certified PDF**. The certified PDF includes a PDF property in the PDF file indicating that the PDF file is certified. Do not submit your original PDF after passing the check.

• To prepare your final PDF

o Please refer to the Latex/Word sample files in this folder.

- If you are using Latex, please notice that **there are 2 blocks** using the "\fancyfoot" commands (you should search "fancyfoot" in the Latex text file to see them). You need both of them.
- Note the original IEEE paper templates can be found at: https://www.ieee.org/conferences/publishing/templates.html
- The specific requirements for ITC paper PDF are:
 - o The IEEE CPS office will insert the copyright string and ITC logo to your PDF during their proceeding production process. Hence, authors do not need to do that.
 - Important: A paper category ID should appear on bottom-right corner of every page:
 - There are four paper categories in ITC 2023 proceeding, including
 - "Regular Paper" (page limit = 10)
 - "Short Paper" (page limit = 6)
 - "IP Short" (page limit = 6): The industrial practice paper category, short paper
 - "TTTC-PhD" (page limit = 10): This is a paper from TTTC PhD competition

It is important that you label your PDF with the correct category ID. If a PDF is submitted with a wrong ID or without an ID, the PDF will not be included in the proceeding.

o IEEE Copyright form – The IEEE CPS submission site will collect your copyright form.

We do NOT use EASY CHAIR to request your paper PDF or presentation slides!

When you login to your easychair account as an "Author" for ITC, you will see your accepted paper listed with a "Program" access option (following is just an example):

BE AWARE: If you click on the "access" under "**Program**," you will see a different page where the upper-right corner you will find two buttons "**Add slides**" and "**Publish preprint**"



ITC DOES NOT USE THESE TWO FUNCTIONS at all!!! These functions will force you to publish your slides and papers through EasyChair online – This is not for publishing in ITC proceeding!!!