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Thank you for participating in the IVEC 2016 Conference. This web page will instruct you on the formatting and submission instructions for your abstract (2 page paper).

Please read the whole page. Submissions that do not conform to the IVEC & IEEE standards, specifications, guidelines, and formats will be returned to the author for corrections and/or alterations.

The deadline for abstract submission is December 23, 2015.

Prospective authors are invited to submit a 2-page abstract of the work to be reported including as many details as possible. The inclusion of figures, tables and especially numerical data is strongly recommended. In addition to the standard 2-page abstract, authors will be requested to submit a 300-word (or less) summary of their abstract which will be printed in the Advance Program booklet which will be distributed at the conference.

Final Abstract Submission guidelines will be provided in your paper acceptance notification and will also provide details to aid authors in making their abstracts IEEE Xplore compliant.

Author notifications will be made on January 22, 2016.

Abstracts of work accepted for presentation will be published on electronic media and distributed at the conference. Accepted papers presented at the conference by one of the abstract authors will also be published by IEEE via IEEE Xplore. The only hardcopy distribution at the conference will be the Advance Program booklet which will contain 300-word summaries of each accepted abstract.

Authors of accepted papers WILL BE REQUIRED to resubmit their material, in IEEE compliant format by February 19, 2016. The instructions for resubmittal will be included in author notification letters.

1. PAGE LIMIT

Abstract Papers = 2 Page Limit

2. MANDATORY FIELDS TO BE COMPLETED ON THE SUBMISSION PAGE & INFORMATION TO BE INCLUDED WITHIN YOUR SUBMISSION

Title & Subtitle Fields Must be in Initial Caps Meaning First Letter of the Main Words
Should be in Capital Letters on the First Page of your Abstract
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Authors' Complete Names Make sure that every author's name is entered correctly for spelling, accents, and the fields filled in properly for each authors' first, middle, and last (*surname/family*) names. IVEC, PCM, and IEEE request that you enter and use the authors' full

names on the abstract, not initials only.

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Authors' Affiliation Information Make sure that every author's affiliation is entered properly (spelling and correct affiliation name), including department or lab (if any in its appropriate field), main institution or corporate affiliation, as well as the specific location (city, state/providence, and country).

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Abstract **This text is being collected electronically on the submission page and will be printed in the hardcopy Advance Program booklet which will be distributed at the conference.** The maximum allowable length is 300 words. Cut and paste the abstract text from your document into this field on the submission page. The abstract on the submission page is the one that will appear in databases – please make sure that it includes the key points that you want searchers to be able to find and MATCHES the abstract on your submission word for word.

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Keywords This section is your (author) choice of terms you would like to be indexed by. Providing keywords is mandatory.

Acknowledgements It is the contact or submitting author's responsibility to be sure that any necessary acknowledgements are included in the paper prior to submitting the final version (either as a title note or using the Acknowledgement section before the listing of the References).

Please refer to Sample PDF.

3. Preparation Requirements for your Submission: Page Size, Bad Breaks, Figures/Images, Page Numbering

Page Size Submissions that do not conform to the IVEC standards, templates, and formats will be returned to the author for corrections and/or alterations prior to being included in the proceedings (if they are accepted). The page size for this publication is **US Letter (8-1/2x11 inches)**.

Bad Breaks Be sure that there are no bad page or column breaks
Meaning no widows (last line of a paragraph at the top of a column). If this happens either tighten the previous column or force an additional line to move to the next column.
Section and Sub-section heads should remain with at least 2 lines of body text when near the end of a page or column.

Images & Figures **(a) Colors and Black & White (Gray Scale) Print Testing.** If you have any images in color, it is always good practice to print your paper out in black and white to ensure that the tones and screens used in your images or figures reproduce well in black and white. Note that images will appear in full color in the electronic

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4. AFTER YOU SUBMIT

- (a) You will receive a confirmation email to the contact author's email address entered on the submission page
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