



## IEEE PDF *eXpress*<sup>TM</sup> Site Setup Confirmation

Dear **hichem sedjelmaci**:

This receipt verifies that an IEEE PDF *eXpress* site has been set up for access as follows:

### Project Info

Request Rec'd: **2016-08-31**

Full Publication Title: **2016 Global Information Infrastructure and Networking Symposium (GIIS)**

### Conference Contact for conference-related questions

Name: **hichem sedjelmaci**

Email: **Sid-Ahmed-Hichem.Sedjelmaci@u-bourgogne.fr**

### IEEE PDF eXpress Site Dates

Site opens: **2016-09-08**

Submission deadline: **2016-11-15**

Site closes: **2016-12-15**

(Please do not disclose "Site Close Date" to your authors)

Site support is maintained via 24 hour online help (PDFSupport@ieee.org).

**Please be sure to review the following pages. The pages include the additional publishing tasks required to create the conference proceedings with resource links to assist organizers and PDF instructions to be distributed to your authors.**

Thank you for using IEEE PDF eXpress!



## Required Publishing Tasks for Conference Publishers

- 1 Collect copyright transfer agreements**, one form per paper, not per author.  
IMPORTANT: The [IEEE Copyright Form](#) must be completed. An electronic copyright form is also available. Conference Organizers [register with eCopyright](#) to create an account that authors access online. The Organizer then receives a weekly report of which copyright transfers have been completed.
- Instruct your authors to add the copyright notice to their papers **before** creating PDFs. Copyright notice can be found in Section IV - Copyright Information in the Letter of Acquisition.
- Instruct your authors to use the IEEE PDF eXpress site to validate their papers (see following page).
- 4 Provide IEEE *Xplore*®-compatible PDFs to Conference Operations.**  
  
IMPORTANT: Any changes made to a PDF after IEEE PDF eXpress conversion or PDF Checking may invalidate *Xplore* compatibility. This includes headers, page numbers, copyright notice, watermarks, etc. If any of these elements are desired, they should be added to the document before a PDF is created.
- 5 All PDFs to be included in IEEE *Xplore*®** (e.g. title page, copyright page, author index, etc.) should be validated through PDF eXpress for *Xplore* compatibility.
- If you are not using a publishing vendor's assistance, use the use the IEEE Packing List Generator (from the [IEEE Publishing Technology Resources](#) web page ) to expedite delivery of your PDFs to *Xplore*.
- Distribute the following page to your authors to provide them access to free Word and LaTeX templates and to PDF instructions [MS Word and LaTeX templates](#).

## PDF Instructions for your Authors

### 2016 Global Information Infrastructure and Networking Symposium (GIIS)

#### Before Creating a PDF

- Add the copyright notice to the bottom of the first page of your source document. If necessary, contact **Pedro Faria** at [pnfar@isep.ipp.pt](mailto:pnfar@isep.ipp.pt) for the appropriate copyright notice. Add the copyright notice to the bottom of the first page of your source document. If necessary, contact **Hichem Sedjelmaci** at [Sid-Ahmed-Hichem.Sedjelmaci@u-bourgogne.fr](mailto:Sid-Ahmed-Hichem.Sedjelmaci@u-bourgogne.fr) for the appropriate copyright notice.
- Proofread your source document thoroughly to confirm that it will require no revision.

#### Creating your PDF eXpress Account

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

*First-time users should do the following:*

1. Select the New Users - Click Here link.
2. Enter the following:
  - **39192X** 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.

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

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 title "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, displaying an "Advanced Search" box with a search button and the text "Find the answer to your question". Below the search box, there are two search results. The first result is titled "How do I access the IEEE Electronic Copyright Form?" and includes the text: "The IEEE eCF is only available through an IEEE journal or conference that has registered to use the eCF. Please check with the Editor-In-Chief of the journal, or the Publication Chair of the... Date Updated: 07/14/2011". The second result is titled "How do I find out my conference ID?" and includes the text: "Contact your conference organizer, conference website, or other communication from your conference. IEEE PDF eXpress and IEEE PDF eXpress Plus are not able to provide this information for you, and... Date Updated: 06/29/2011". On the right side of the page, there is a "Contact Us" section with two options: "Contact Us" and "Give Feedback".

answered within 3 business  
days.