

FINAL PAPER SUBMISSION INSTRUCTIONS

The submitter **AND ONLY THE SUBMITTER** of the paper has access in the [Navigation Center](#) to upload the final paper.

FINAL PAPER PREPARATION:

1. Remember to restore author names and affiliations, acknowledgments, and other material removed from the 3-page initial submission for double-blind review compliance. The final paper cannot exceed 4 pages.
2. Create a .PDF file of the paper.
3. Run the paper through the IEEE eXpress system to make sure it is compliant. The paper has to be compliant or you will receive an email asking you to make it compliant.

IEEE EXPRESS INSTRUCTIONS

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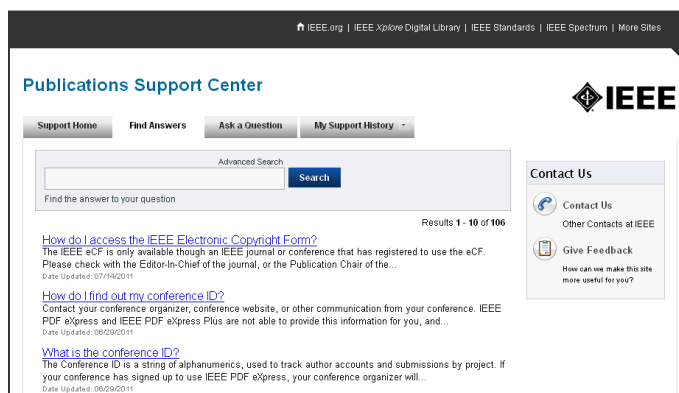
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REGISTER FOR THE CONFERENCE:

1. The speaker of your paper must register for the conference - **Due February 28**
2. Have the speaker of the paper register and give you their Registration Order ID number. The speaker can register after February 1 just go to the www.ims2018.org website and look for registration. If you have any questions regarding registration, please contact Nannette Jordan at Nannette@mpassociates.com.

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1. Log into your [Navigation Center](#)
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Welcome Thoalfakar Husseini!

Paper ID	Submission Title	Status [?]	Your Role [?]
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Important Information

5 December, 2017
Paper Submissions Due

29 January, 2018
Paper Disposition - Accept / Reject Notification

5 February, 2018
Confirmation Form Due

28 February, 2018
Speaker Registration Due

28 February, 2018
Copyright Form Due

7 March, 2018
Final Paper Due

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IMS Details for: 198-XH946
Full-Wave Circuit Analysis of a Split-Cylinder Cavity
My role for this submission: **Submitter**
Status of this submission: **Accepted**

TASKS

Deadline	Task	Action	Status
02/24/2016	Enter Registration Order ID		✓
	Statement to Confirm		✓
02/24/2016	IEEE Copyright	IEEE Copyright	X
	Enter Speaker Bio	Bio	X
02/29/2016	Upload final paper	Final Paper	X

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3. Click on the registration link and enter the speaker’s Registration Order ID. When the task is completed successfully the “Red X” will change to a “Blue Check”.
4. Read and accept the “Statement to Confirm” by clicking on the link, checking the box “I confirm” at the bottom of the page and saving.
5. Complete the IEEE electronic copyright form – **Due February 28. This button will take you to the IEEE copyright site.** Once you have completed the form you will be automatically redirected back to your Navigation Center to continue to complete the next tasks.
 - a. If you make any edits to the title or list of authors in the copyright form, please notify sandy@mpassociates.com of the changes and please make sure the changes are included in your final paper.
 - b. When you complete the copyright form, the status of the form will indicate a “yellow circle.” This is an indication that the copyright form is complete but pending approval as MP Associates needs to compare the copyright form to the final paper to make sure all information matches EXACTLY.
 - c. If you have any questions about the copyright form, please contact IEEE directly.

NOTE: The next two tasks require that your pop-up blocker be turned off.

6. Enter Speaker Bio – **Due March 7**. Enter a bio for the speaker in the box. Once you have completed this task the “Red X” will turn into a “Blue Check”.
7. Once you have completed steps 3, 4 and 5 you will then be able to upload the final paper to the system – **Due March 7**. Click the link to the “Final Paper”, click the “choose file” button and browse for your final paper.

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If you have any questions regarding this process, please contact Sandy Owens at sandy@mpassociates.com.