

Author Kit Instructions and Master Checklist



Instructions

This kit provides instructions and necessary forms for submitting final manuscripts for the MILCOM 2003 Unclassified Technical Program. Electronic manuscripts should be prepared following the formatting guidelines provided in this kit and submitted as described below, no later than **July 15, 2003**. Please read the instructions carefully and submit all Mandatory and appropriate Optional forms, accompanied by a copy of your manuscript.

All presenters must register for the conference. If you plan to attend any classified sessions, you must submit a completed Security Clearance Form no later than **September 5, 2003**. Please allow 4 – 6 weeks for your security office to process the form. Foreign nationals must submit through their embassies a Request for Visit to attend the MILCOM 2003 classified sessions.

MILCOM 2003 will not process any clearance forms at the conference.

Master Checklist

- Upload an electronic copy of manuscript no later than **July 15, 2003**.
[Electronic Manuscript Submittal Instructions](#)
- Mail a paper copy of your manuscript to the General Dynamics address below.

Mandatory Forms

- [IEEE Copyright Form](#)
- Approval Endorsement Forms (Choose applicable)
 - U.S. Authors (Except U.S. Government Employees) [Endorsement Form A](#)
 - U.S. Government Employee Authors [Endorsement Form B](#)
 - Foreign Nationals (Non-U.S. Authors) [Endorsement Form C](#)
- Over-length Paper Instructions Form (Required if paper length exceeds 6 pages.)
- [Speaker's Breakfast/Audiovisual/Media Interview Form](#)
- Author Biography (appx. 100 words)

Optional Forms

- [Student Travel Support Application Form](#)

Send all forms to:

General Dynamics C4 Systems
Attn: Security - MILCOM 2003
77 "A" Street
Needham, MA 02494-2892



General Information and Instructions

Please follow all instructions carefully. Omitting any step can jeopardize inclusion of your paper in the Conference Proceedings. Soft copy submission of your paper is required. Upload a soft copy of your final paper to our MILCOM Web Abstract Management System (WAMS) on the MILCOM 2003 Web site. Page size will be 8-1/2 in. x 11 in. not to exceed six pages (including all illustrations).

Paper Format Specifications

- Prepare your paper using full size format 8 1/2 x 11 in. (21.6 cm x 27.9 cm). Image area is 7 1/2 x 9 1/2 in.
- Top margin is 1/2 in., bottom margin is 1 in.
- Right and left margins are 1/2 in.
- Layout is 2-column, 3-5/8 in. per column, justified
- Paper title is all caps, centered, 12 pt. Times Roman bold
- Headings are all caps, centered, 11 pt. Times Roman bold
- Text font is 11 pt. Times Roman, single space
- Position figure numbers and title below each figure; position table numbers and titles above each table
- Embed all tables, charts, scans of photos and artwork within the text
- Page numbers are centered, 9 pt. Times Roman, placed in the footer in the format "1 of 6"
- The first paragraph must be the abstract in 11 pt. Times Roman Italic
- See figure at right for sample layout
- Footnotes may be placed at the bottom of the page in 9-pt. Times Roman, single-space.

SAMPLE TITLE OF SAMPLE PAPER WITH MORE THAN ONE AUTHOR

Janice Doe
The MITRE Corporation
Bedford, MA
and
John Smith
General Dynamics C4 Systems
Needham, MA

ABSTRACT

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet.

INTRODUCTION

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SAMPLE HEADING

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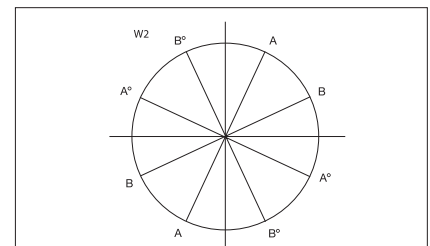


Figure 1. (U) Sample illustration with caption and unclassified marking

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Examples

Follow these examples for Paper with Single Author, Paper with Multiple Authors, and Artwork.

Paper Title

SAMPLE TITLE OF SAMPLE PAPER WITH ONE AUTHOR

Janice Doe
The MITRE Corporation
Bedford, MA

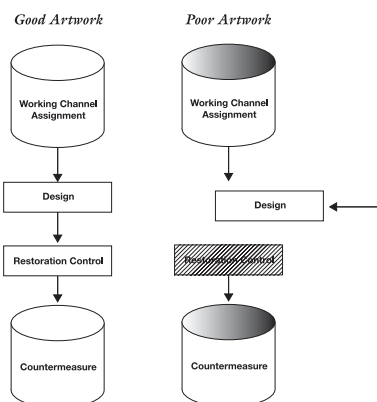
Paper Title with Multiple Authors

SAMPLE TITLE OF SAMPLE PAPER WITH MORE THAN ONE AUTHOR

Janice Doe
The MITRE Corporation
Bedford, MA
and
John Smith
General Dynamics C4 Systems
Needham, MA

Artwork

Artwork will reproduce well if these guidelines are followed: Line selection should be simple (a number 1 line with a number 2 line used for emphasis). Shading should be kept at a minimum: Use only to show emphasis or flow. Text should be sans serif (Helvetica, Arial, etc.), black: Do not use color or shadow text. Do not submit any hand drawn artwork or text. Good and Poor art examples are shown below.



Electronic Manuscript Formal Guidelines

Acceptable Formats

Papers are requested to be submitted electronically in Portable Document Format (PDF). PDF files are more likely to preserve your intended layout than other formats. You will need Adobe Acrobat to create PDF files.

Be sure to embed all fonts, images, and figures. Select Print in the file menu. Select Acrobat Distiller from the drop-down menu. Under Properties, select Print from the drop-down menu and deselect "Do not send fonts to Distiller." This box must *not* be checked.

For further instructions on how to prepare your PDF to meet IEEE standards, please see <http://www.ieee.org/organizations/pubs/confstandards> at the IEEE Web site under "IEEE Requirements for PDF Documents Intended for IEEE Xplore."

If you need assistance in creating your PDF file, send your document to the e-mail address below, and we will convert it. wams@spargointeractive.com
The subject line of your message must be "MILCOM Papers".

File Size Limits

File size must not exceed 5 MB.

Including Graphics/ Images

The type of graphics you include will affect the quality and size of your paper on the electronic document disc. In general, graphics produced by most presentation and drawing packages (i.e., MS PowerPoint) can be used without concern and are encouraged.

The use of bitmap images such as those produced when a photograph is scanned require significant storage space and must be used with care. Increasing the size, resolution (dots per inch), or number of colors in an image will dramatically increase the size of the image.

IMPORTANT

Naming Convention

Use your Abstract ID Paper Tracking No. as your file name, followed by the appropriate file extension. For example, if your paper tracking Number is 134, file name will be 134.pdf.

Upload your file(s).

Launch your Internet browser and go to the MILCOM 2003 Web site <http://www.milcom.org>
Once there, click on the Submit Paper link, and follow the instructions provided.

Check that your e-mail address is correct on the MILCOM 2003 Web site, to ensure that you can be notified that your paper has been received.

If you have a technical problem uploading your file, contact: wams@spargointeractive.com
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IEEE PUBLICATION TITLE (Journal, Magazine, Conference, Book):

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Applicability

Part I must be completed for all papers submitted by U.S. Authors (excluding U.S. Government Employees). Additionally, either Column A or Column B of Part II must be completed. If Part II Column B is completed, then Part III is required.

Title of Paper Paper Tracking No. (Required)

Author's Name

Part I - Author and Company or University First Endorsement

Signature in Part I certifies that author and coauthor(s), if any, have received all required company or university approvals.

Author's Phone Fax

Company/University Name

Note:

For jointly authored papers, only one signature is required, but all coauthors need to be advised of the above terms (i.e., they also need to have received all required approvals prior to signature) and agree with the column selected/signed in Part II.

Mailing Address

City, State, Zip

Author's Signature Date

Part II - Author and Company or University Second Endorsement

Column A

By signing below, author certifies that all information used in preparing this paper was derived from unclassified/open sources and that no information was used from work performed or derived under a U.S. Government contract or U.S. Government grant. (Part III is not required when author signs Part II, Column A).

Column B

For work performed or derived under a U.S. Government contract or grant, complete the following.

Contract or Grant Number

U.S. Government Agency Awarding Contract or Grant

Author's Signature Date

Author's Signature Date

Part III - U.S. Government Public Affairs Office Endorsement

Part III is required for unclassified papers to be presented in an unclassified (open) MILCOM 2003 session when Part II, Column B is signed. Part III is to be completed by a U.S. Government individual authorized to release and clear information for open publication or public disclosure (e.g., security/public release official).

Name of U.S. Government Releasing Official (Print or type)

Official's Title

Official's Phone

Company/Organization

Mailing Address

City, State, Zip

Releasing Official's Signature Date

Releasing Official

Your signature authorizes public release of this unclassified paper and its inclusion in the MILCOM 2003 Unclassified Conference Proceedings.

*Approval Endorsements: U.S. Government Employee
Author's Form B — Mandatory*



Applicability

This form is to be used only by U.S. Government Employee Authors (military and civilian). Complete Parts I and II for all papers.

Title of Paper Paper Tracking No. (Required)

Author's Name

Part I - U.S. Government Employee Author Endorsement

Signature in Part I certifies that author and coauthor(s), if any, have received all required U.S. Government agency approvals.

Author's Phone Fax

Government Organization

Note:

For jointly authored papers, only one signature is required, but all coauthors need to be advised of the above terms (i.e., they also need to have received all required approvals prior to signature).

Mailing Address

City, State, Zip

Author's Signature Date

Part II - Author and Government Second Endorsement

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Name of U.S. Government Releasing Official (Print or type)

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Government/Organization

Mailing Address

City, State, Zip

Releasing Official's Signature Date

Approval Endorsements: Foreign Nationals (Non-U.S. Authors) Form C — Mandatory



Applicability

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Title of Paper

Paper Tracking No. (Required)

Author's Name

Part I - Author Endorsement

Signature in Part I certifies that author and coauthor(s), if any, have received all required company/agency approvals.

Author's Phone

Fax

Company/University/Organization Name

Mailing Address

City, State, Zip

Author's Signature

Date

Part II - Endorsement

Part II is required for papers to be presented in an unclassified (open) MILCOM 2003 session. Part II is to be completed by an official authorized to release and clear information for open publication or public disclosure (e.g., public affairs officer or security review officer). If no agency/government approvals are required, the author must sign Part II.

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Official's Title

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Mailing Address

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Date

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Speakers' Breakfast, Audio-Visual Reservation- Media Interview — Mandatory



Speaker's General Information

Speaker's Name: _____ Date: _____

Title of Paper: _____

Business Phone: _____ Fax Number: _____ E-Mail: _____

Signature: _____

Speaker's Breakfast

Each speaker is entitled to a complimentary breakfast on the day of his/her presentation.

I will attend the Speaker's Breakfast Yes No

Audiovisual Equipment Reservation

A computer with a projector will be provided. Please bring your presentation on a laptop computer, floppy disk, Zip disk, or CD.

Presentations may be sent electronically in advance to: MILCOMAV@gdc4s.com. Deadline for advance submission is Friday, **September 12, 2003**. No presentation will be accepted via e-mail after that date.

Additional audio/visual equipment i.e., speakers, monitors, etc., will be made available at cost. To place an order for additional audio/visual equipment, please send your request to MILCOMAV@gdc4s.com. Orders must be received by Thursday, **September 18, 2003**.

I need the following audio/visual equipment: (Please be specific).

Media Interview Availability

Journalists from the general news media and trade press will be invited to attend all unclassified sessions at MILCOM 2003. They may report anything said or shown at these open sessions. Your presentations and artwork must be planned and cleared accordingly. If your presentation generates media interest, will you be available for an interview? Yes No

MILCOM's publicity committee will handle arrangements for media requests. The interview can be conducted in the hotel's media center, if you desire. Interviewees and their companies or organizations are solely responsible for the following:

- The decision to be interviewed
- The interview's content
- All security and media relations aspects connected with the information released

We recommend that you coordinate your actions with the public relations or public affairs function within your company or organization. If you have any questions call **MILCOM 2003 Communications Chair**: Regina Hansen, (703-883-7301), hansen@mitre.org or Cheryl Balian, (781-271-2502), cbalian@mitre.org

Student Travel Support Application Registration Additional Form (Optional)



Applicability

Travel grants are intended to provide partial reimbursement of travel costs for full-time students attending MILCOM 2003 and making technical presentations based on research conducted as part of graduate-level university degree program in engineering or science. Although the primary goal is to provide partial or full reimbursement of transportation costs, the MILCOM 2003 Conference Board does not wish to rule out the reimbursement of hotel, registration, or other expenses in certain instances.

Student Name: Last	First	Middle Initial
Student IEEE Number	Non-U.S. Citizen Passport No.	
University		
University Address		
City, State, Zip		
Advisor's Name	Advisor's Phone	
Title of Paper	Paper Tracking No.	
Student Signature: I am a full-time student at the university listed above		
Advisor's Signature: I confirm the above information and verify that alternate travel support for this student does not exist		

Guidelines for MILCOM 2003 Graduate Student Travel Grants

The guidelines provide uniformity in the selection of MILCOM Student Travel Grant recipients from year to year. However, these are guidelines, not restrictions. The final authority in awarding travel grants lies with the Technical Program Chair.

Eligibility Guidelines

- Eligibility is limited to full-time university students who are enrolled in a graduate program and are making satisfactory progress toward a graduate-level engineering or science degree, as certified by the student's graduate thesis advisor.
- The student must be the author or a coauthor of a technical paper that has been accepted for presentation at MILCOM 2003. The paper must be based on the student's graduate research, as certified by the student's thesis advisor.

- The student must submit this completed application form, the copy of the camera-ready manuscript, and a copy of the appropriate MILCOM 2003 approval form indicating that the paper has been approved for release and publication in the MILCOM 2003 Conference Proceedings. The student's university affiliation must be displayed on the paper, and no company affiliations may be given.
- The student must be a member or student member of IEEE.

Grant Awards

All recipients of a Student Travel Grant will receive a Grant Award Letter from the Technical Program Chair specifying the amount of the award.

Grant Reimbursement

After the paper is presented, the student should contact the MILCOM 2003 Registration Supervisor to receive the grant award. The student must present a copy of the Grant Award Letter signed by the Technical Program Chair and a photo ID.

Speaker Guidelines



The purpose of the MILCOM 03 conference is to share ideas and stimulate new developments in military and commercial communications. As a speaker, you have the honor of presenting your material to the communications community. You are responsible for maintaining the interest of conference participants.

The interest that your audience has in your material and the overall satisfaction they have for the conference as a whole is affected by the quality of your presentation. During previous conferences, surveys revealed what audiences liked and disliked about presentations. We have summarized some of those findings here to help you.

Even if you are an experienced presenter, we suggest you rehearse your material with a small group. Besides helping you become more practiced with your presentation, the group will provide candid feedback to help you refine your presentation.

These specific suggestions will help you reach your audience. If you have questions or need help, contact the person who signed your acceptance letter for assistance.

1. **Use the microphone effectively.** Speak to the microphone. Keep the volume level of your voice constant by pacing your breathing.
2. **Avoid reading your speech.** This is the most common complaint. Use an outline with key points to keep you on track. Each point should allow you to speak from memory for one or two minutes without referring to your notes. Use the outline to avoid running on.
3. **Less is more.** Center your speech on the unique features of the work being described. Provide enough context to allow the audience to follow your presentation. This leaves more time for interactive questions and answers.
Previous audiences have complained that speakers consumed the whole time slot, and conference participants had insufficient time for questions. Your moderator will provide guidance on when to terminate the question and answer period.
4. **Relax.** Stage fright causes people to speak faster. Breathe deeper and slower — speak slower — pause between thoughts.
5. **If English is not your first language.** You are to be commended for taking the time and effort to make a presentation under extra pressure. Practice your presentation with a native English speaker and seek advice on pronunciation and timing.
Speak slower than in conversation. If your paper has multiple authors, select the one who is most fluent in English to make the presentation.
6. **Have a clear introduction, body and conclusion.** Summarize key points in the conclusion. Explain why your work is significant.
7. **If time permits, solicit questions.** When answering, repeat the question and then address the key point of the question. Do not make an elaborate second speech.
8. **Use visuals.** Visuals are a valuable asset to your presentation if they are prepared and presented well. If you want the audience to read your material, the text must be large enough. At least 20-point text is needed for a viewgraph. Use no more than 8 to 10 lines of copy on any viewgraph. Graph lines should be broad and dark. Use a pointer to draw the audience to the key elements of your visuals.
9. **Use visuals as your outline.** Avoid bringing up ideas from the next visual because you could duplicate material. Practice your timing and the sequence of your visuals several times; have a contingency in case the visuals are not available.
10. **Feeling nervous about speaking is natural.** You should know that the participants want you to do well; they will support you. Before your speech, you may find it helpful to circulate in the room and find out what interests people. This will help with any nervousness you might be experiencing and provide the opportunity to discuss how your work correlates with the interests of others.
11. **You are an expert and you have a passion for this work; show it!** Your efforts are not some cold, isolated event. You worked hard — sometimes you stayed up all night, sometimes you made mistakes and sometimes you had brilliant insight. Share some of these moments; tell about the silly idea that blossomed into the discovery and what took you there. That is not in your paper, so share it now with your IEEE companions.
12. **Fortune favors the brave.**

Overlength Paper Instructions



Applicability

Complete this form if your manuscript exceeds 6 pages. The fee for pages 7, 8 and 9 is \$300 for each page. More than 9 pages will not be accepted. Payment for overlength charges must be enclosed in a check separate from any other MILCOM 2003 fees or charges.

If the camera-ready copy of your manuscript exceeds 6 pages and no payment is enclosed, the manuscript will be truncated at 6 pages.

Overlength Fee

Charge for (check all that apply)

<input type="checkbox"/>	Page 7 @ \$300 =	\$ _____
<input type="checkbox"/>	Page 8 @ \$300 =	\$ _____
<input type="checkbox"/>	Page 9 @ \$300 =	\$ _____
	Total payment enclosed	\$ _____

Checks must be drawn in U.S. dollars on a U.S. bank and made payable to MILCOM 2003.

Information

Title of Paper

Speaker's Name

Company/Organization

Business Address

City

State/Province

Country

Zip/Postal Code

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Check amount	_____		_____
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