

All Authors Kit

Instructions and Master Checklist



This kit is to be completed by ALL authors. Additionally, authors presenting classified OR unclassified papers in the Classified Technical Program must also complete the Classified Technical Program *Supplemental Authors Kit*.

Instructions

Authors preparing and submitting papers for the Unclassified Technical Program

This kit provides instructions and all necessary forms for submitting papers for the MILCOM 2004 Unclassified Technical Program. Electronic papers for the Unclassified Technical Program must be prepared following the formatting guidelines provided in this kit and submitted as described below.

Authors preparing and submitting papers for the Classified Technical Program

The Classified Technical Program *Supplemental Authors Kit* contains additional forms and instructions for preparing and submitting papers for the Classified Technical Program. Authors submitting papers for the Classified Technical Program must complete all applicable **Mandatory** and **Optional** forms in this kit and the additional Classified Technical Program forms (H through L) in the *Supplemental Authors Kit*. Papers for the Classified Technical Program must be prepared and submitted following the formatting guidelines and instruction provided in the *Supplemental Authors Kit*.

Draft papers for the Unclassified Technical Program are to be uploaded to WAMS **no later than June 15**. **Final** papers for the Unclassified Technical Program are to be uploaded to WAMS **no later than August 27**. Please read all instructions carefully. **All presenters must register for the conference.** (See [On-line Conference Registration](#).)

If you plan to attend any Classified Technical Program session:

U.S. Citizens must submit Form K (Security Clearance Form - U.S. Citizens) in the Classified Technical Program *Supplemental Authors Kit*. International Visitors (non-U.S. citizens) must submit Form L (International Visitor Application for Classified Program Attendance) in the Classified Technical Program *Supplemental Authors Kit*. **Completed form must be submitted no later than September 1, 2004. Please allow 4 – 6 weeks for your security office to process the form. MILCOM 2004 will not process any clearance forms at the conference.**

Presentations (Deadline for advance submission is September 27, 2004.) Presentations for the Unclassified Technical Program should be provided in advance to the appropriate session chair per their instructions. Presentations for the Classified Technical Program **must** be submitted following the instructions in the *Supplemental Authors Kit*. **No hand-carried presentations will be accepted.**

Master Checklist (Unclassified Technical Program)

Due Date

- Upload an electronic copy of **draft** paper to the Web Abstract Management System (WAMS) **April-2 June 15**
- Upload an electronic copy of **final** paper to the Web Abstract Management System (WAMS) **July-2 August 27**

Mandatory Forms

- IEEE Copyright - **Form A** **August 2**
- Approval Endorsement Forms (Choose applicable)*
 - U.S. Authors (Except U.S. Government Employees) - **Form B** **July-2 June 15 and August 27**
 - U.S. Government Employee Authors - **Form C** **July-2 June 15 and August 27**
 - International Authors (Non-U.S. Authors) - **Form D** **August-2 June 15 and August 27**
- Speakers Breakfast RSVP, Audio/Visual Equipment Reservation, and Media Interview Availability - **Form E** **September 1**
- Over-length Paper Instructions (Required if paper length exceeds 7 pages.) - **Form F** **July 2**

Optional Forms

- Student Travel Support Application - **Form G** **July 2**

Export Control Statement

U.S. Authors are responsible for ensuring that all materials submitted for potential publication or disclosure at MILCOM 2004 have received the necessary governmental foreign disclosure and/or public release approvals and for complying with all applicable U.S. export control laws and regulations, including the International Traffic in Arms Regulations (ITAR), 22 C.F.R. 120 et seq. For more information, see <http://www.pmdtc.org>



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 2004 Web site. Page size will be 8-1/2 in. x 11 in., not to exceed seven (7) pages, including all illustrations. For papers that exceed seven (7) pages, see Form F (Over-length Paper Instructions).

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 titles 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 PAPER WITH MULTIPLE AUTHORS HAVING DIFFERENT AFFILIATIONS

Janice Doe
Lockheed Martin Corporation
Sunnyvale, CA

and

John Smith
Hewlett Packard Company
Palo Alto, CA

ABSTRACT

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INTRODUCTION

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SAMPLE HEADING

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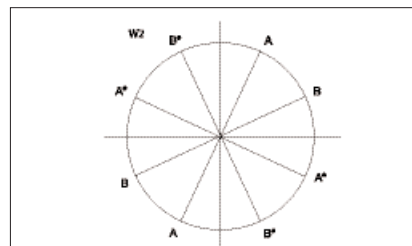


Figure 1. Sample figure with title

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TITLE OF PAPER/ARTICLE/REPORT/PRESENTATION/SPEECH (hereinafter, "the Work"): _____

COMPLETE LIST OF AUTHORS: _____

IEEE PUBLICATION TITLE (Journal, Magazine, Conference, Book): MILCOM 2004 Proceedings

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(1) _____
Author/Authorized Agent for Joint Authors _____
Date

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(Form continues on next page)



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Piscataway, NJ 08854-1131.

Telephone +1 (732) 562-3966

**Send form to:
Lockheed Martin Space Systems Company
Attn: Liz Mazzei - MILCOM 2004
1111 Lockheed Martin Way, O/MM1S, B/153
Sunnyvale, CA 94089**

**Form due by:
August 2, 2004**

Form B: Approval Endorsements - U.S. Authors



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 co-author(s), if any, have received all required company or university approvals.

 Author's Phone Fax

 Company/University Name

 Mailing Address

 City, State, Zip

 Author's Signature Date

Note: For jointly authored papers, only one signature is required, but all co-authors 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.

Part II - Author and Company or University Second Endorsement (Complete Column A or Column B)

Column A

By signing below, author certifies that all information used in preparing this paper was derived from unclassified/open sources that are publicly available, that no information was used from work performed or derived from a U.S. Government contract or U.S. Government grant.

 Author's Signature Date
 This paper has been cleared for public release and is compliant with all U.S. export control laws and regulations. (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

Approval for public release Required Not Required

 Author's Signature Date

 Releasing Authority 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 2004 session when Part II, Column B is signed and approval for public release is required. 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 2004 Unclassified Conference Proceedings.

**Fax form to MILCOM 2004, Form B
 Fax Number: (408) 742-8791**

**Form due by:
 July 2, June 15 and August 27, 2004**

Form C: Approval Endorsements - U.S. Government Employee Authors



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 co-author(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 co-authors 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

Part II is required for unclassified papers to be presented in an unclassified (open) MILCOM 2004 session. Part II 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)

DoD Clearance Stamp (if applicable)

Official's Title

Official's Phone

Releasing Official

Your signature authorizes public release of this unclassified paper and its inclusion in the MILCOM 2004 Unclassified Conference Proceedings.

Government/Organization

Mailing Address

City, State, Zip

Releasing Official's Signature Date

Form D: Approval Endorsements - International Authors (Non-U.S. Authors)



Applicability

This form is to be used only by non-U.S. citizen authors. Complete Parts I and II for all papers. If the paper is co-authored with a U.S. citizen, the applicable author form B or C is also required.

Title of Paper Paper Tracking No. (Required)

Author's Name

Part I - Author Endorsement

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

Author's Phone Fax

Company/University/Organization Name

Mailing Address

City, Postal Code, Country

Author's Signature Date

Part II - Endorsement

Part II is required for papers to be presented in an unclassified (open) MILCOM 2004 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.

Name of Releasing Official (Print or type)

Official's Title

Official's Phone

Company/Organization

Mailing Address

City, Postal Code, Country

Releasing Official's Signature Date

Releasing Official

Your signature authorizes public release of this unclassified paper and its inclusion in the MILCOM 2004 Unclassified Conference Proceedings.

Form E: Speakers Breakfast RSVP, Audio/Visual Equipment Reservation, and Media Interview Availability



Speaker General Information

Speaker Name: _____ Date: _____

Title of Paper (Unclassified): _____

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

Signature: _____

Speakers Breakfast RSVP

Each speaker is entitled to a complimentary breakfast on the day of his/her presentation. Speakers are encouraged to attend the breakfast to find out about last-minute details.

I will attend the Speakers Breakfast Yes No

Audio/Visual Equipment Reservation

An Intel-based computer with a projector will be provided. Computer Operating System (OS) is Windows XP with Microsoft Office software. **Microsoft PowerPoint is the preferred application for presentations.**

Additional audio/visual equipment, i.e., speakers, monitors, etc., will be made available at cost. To place an order, please list the additional equipment that you will need.

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

Media Interview Availability (Unclassified Program Only)

Journalists from the general news media and trade press will be invited to attend all unclassified sessions at MILCOM 2004. 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

The MILCOM 2004 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 or e-mail the MILCOM 2004 Publicity Chair Steve Tatum, 408-742-7531, stephen.o.tatum@lmco.com.

Send form to:
Lockheed Martin Space Systems Company
Attn: Liz Mazzei - MILCOM 2004
1111 Lockheed Martin Way, O/MM1S, B/153
Sunnyvale, CA 94089

Form due by:
September 1, 2004

Form F: Over-length Paper Instructions



Applicability

Complete this form if your manuscript exceeds seven (7) pages. The fee for pages eight (8), nine (9) and ten (10) is \$300 for each page. More than 10 pages will not be accepted. Payment for over-length charges must be received in a check, separate from any other MILCOM 2004 fees or charges, by July 2, 2004.

If your final paper exceeds seven (7) pages and no payment is received by July 2, 2004, the manuscript will be truncated at seven (7) pages.

Over-length Fee

Charge for (check all that apply)

- Page 8 @ \$300 = \$ _____
- Page 9 @ \$300 = \$ _____
- Page 10 @ \$300 = \$ _____
- Total payment enclosed \$ _____

Checks must be drawn in U.S. dollars on a U.S. bank and made payable to MILCOM 2004.

Information

Title of Paper

Author's Name

Company/Organization

Business Address

City

State/Province

Country

Zip/Postal Code

Business Phone

Home Phone

E-mail

For Office Use Only	
Paper number	Author(s)
Check amount	
Check number	
Check date	

Send form and check to:
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Attn: Liz Mazzei - MILCOM 2004
1111 Lockheed Martin Way, O/MM1S, B/153
Sunnyvale, CA 94089

Form due by:
July 2, 2004

Form G: Student Travel Support Application



Applicability

Travel grants are intended to provide partial reimbursement of travel costs for full-time students attending MILCOM 2004 and making technical presentations based on research conducted as part of a 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 2004 Conference Board does not wish to rule out the reimbursement of hotel, registration, or other expenses in certain instances. *Applicants are responsible for all Visa requirements.*

Student Name: Last	First	Middle Initial
Student IEEE Number	Non-U.S. Citizen Passport No.	
University		
University Address		
City, State, Zip (City, Postal Code, Country)		
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 2004 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 co-author of a technical paper that has been accepted for presentation at MILCOM 2004. 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, a copy of the appropriate MILCOM 2004 approval form indicating that the paper has been approved for release and publication in the MILCOM 2004 Conference Proceeding, and upload the final paper to WAMS. 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 2004 Finance Chair, Bob Crouse, 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.

Send form to:
Lockheed Martin Space Systems Company
Attn: Liz Mazzei - MILCOM 2004
1111 Lockheed Martin Way, O/MM1S, B/153
Sunnyvale, CA 94089

Form due by:
July 2, 2004

Speaker Guidelines



The purpose of the MILCOM 2004 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 to be read easily (at least 20-point text and no more than 8 to 10 lines of copy on any charts). 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.**