



Authors Kit for Classified Technical Program Instructions and Master Checklist

This Authors kit for the CLASSIFIED Technical Program must be completed by ALL authors submitting papers for the MILCOM 2006 CLASSIFIED Technical Program.

Instructions

Only U.S. originated papers (papers authored by US citizens) will be accepted for the MILCOM 2006 Classified Technical Program.

All abstracts and papers for the Classified Technical Program must be prepared following the instructions and formatting guidelines in this kit.

All abstracts must be UNCLASSIFIED. Email unclassified **abstract** by **April 21, 2006** to:

MILCOM2006@mitre.org

Mail three (3) hard copies or three (3) CDs (Adobe PDF format preferred) of your **draft paper** along with the appropriate approval endorsement form (Approval Endorsements for Classified Papers—U.S. Government Authors/Contractors) via U.S. Registered Mail or U.S. Express Mail to arrive by **July 21, 2006** to:

*Cage # 7L030
MILCOM2006
C/O The MITRE Corporation
ATTN: Security N070
7515 Colshire Drive
McLean, VA 22102-7508*

Acceptance into the MILCOM CLASSIFIED Technical program will be based on the draft papers. Authors will receive notification by June 30, 2006.

Mail three (3) hard copies or three (3) CDs (Adobe PDF format preferred) of your publication-ready, **final paper** and the appropriate approval endorsement form (Approval Endorsements for Classified Papers—U.S. Government Authors/Contractors) via U.S. Registered Mail or U.S. Express Mail to arrive by **Aug 25, 2006** to:

*Cage # 7L030
MILCOM2006
C/O The MITRE Corporation
ATTN: Security N070
7515 Colshire Drive
McLean, VA 22102-7508*

All authors are required to provide all applicable approvals/endorsement forms with their paper and presentation materials.

All presenters must register for the conference, including the Classified Technical Program. (See On-line Conference Registration.)

All attendees and presenters at the Classified Technical Program must be U.S. citizens and submit a Security Clearance Form—U.S. Citizen.

Notice: MILCOM 2006 will NOT process any clearance forms at the conference.

Presentations (**Deadline for submission is September 12, 2006**)

Presentations for the Classified Technical Program **MUST** be submitted in advance on CD.

Mail two CDs containing the presentation along with all applicable approvals/endorsement forms via U.S. Registered Mail or U.S. Express Mail to:

*Cage # 7L030
MILCOM2006
C/O The MITRE Corporation
ATTN: Security N070
7515 Colshire Drive
McLean, VA 22102-7508*

Presentations shall be in Microsoft PowerPoint Office 2000 or later version.

Notice: Hand-carried presentations will NOT be accepted at the conference.

Master Checklist (Classified Technical Program)

Due Date

- | | |
|---|------------------------|
| <input type="checkbox"/> Email unclassified Abstract to MILCOM2006@mitre.org | April 21, 2006 |
| <input type="checkbox"/> Mail three (3) hard copies or three CDs of your DRAFT paper via U.S. Registered Mail or U.S. Express Mail to the address above | June 16, 2006 |
| <input type="checkbox"/> Mail three (3) hard copies or three CDs of your publication-ready, FINAL paper via U.S. Registered Mail or U.S. Express Mail to the address above | August 25, 2006 |
| <input type="checkbox"/> Mail two (2) CD copies of your FINAL presentation via U.S. Registered Mail or U.S. Express Mail to the address above | Sept. 12, 2006 |

MANDATORY FORMS

- | | |
|---|--|
| <input type="checkbox"/> Security Clearance Form—U.S. Citizen— Form F | Sept. 1, 2006 |
| <input type="checkbox"/> Approval Endorsements—for Classified Papers for U.S. Government Authors/Contractors— Form H | July 21, 2006 & August 25, 2006 |
| <input type="checkbox"/> Approval for release of point of contact information to attendees of Classified Technical Program— Form P | May 31, 2006 |



Authors Kit for Classified Technical Program Preparing Final Papers for the Classified Technical Program

General Information and Instructions

Please follow all instructions carefully. Omitting any step can jeopardize inclusion of your paper in the Classified Technical Program.

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
- Page numbers are centered, 9 pt. Times Roman, placed in the footer and should be in a format "1 of 6"
- The first paragraph must be the abstract in 11 pt. Times Roman Italic
- See figure on the next page for sample layout
- Footnotes may be placed at the bottom of the page in 9 pt. Times Roman, single-space.

Title Examples

**SAMPLE TITLE OF PAPER WITH ONE
AUTHOR OR MULTIPLE AUTHORS ALL
HAVING THE SAME AFFILIATION (U)**

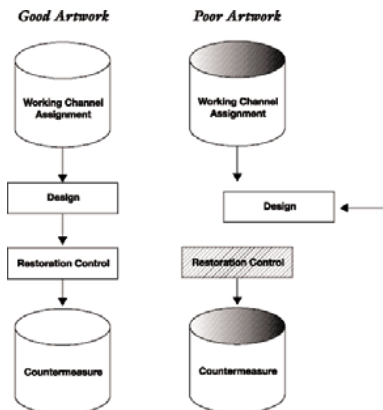
**Janice Doe
Northrop Grumman
McLean, VA**

**SAMPLE TITLE OF PAPER WITH ONE
AUTHOR OR MULTIPLE AUTHORS ALL
HAVING THE DIFFERENT AFFILIATIONS (U)**

**Janice Doe John Smith
Northrop Grumman and MITRE Corporation
McLean, VA McLean, VA**

Artwork

Artwork will reproduce best 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 to a minimum: Use only to show emphasis or flow. Text should be 11 pt. Times Roman, 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.





Authors Kit for Classified Technical Program

Preparing Final Papers for the Classified Technical Program (continued)

Transmittal of Classified Material

Transmit classified material in accordance with the DoD National Industrial Security Program Operating Manual (NISPOM) via U.S. Registered Mail or U.S. Express Mail only. All applicable Approvals Endorsement Forms must be submitted with the **DRAFT Paper** and **FINAL Paper**.

Instructions for Marking Classified Papers and Presentations

The Classification Marking Example shows a properly marked document. Format, typing and instructions for unclassified papers also apply to classified papers.

The first and last page must reflect the overall classification of the paper and presentation and each subsequent page marked to reflect the highest classification of the information on that page. Be sure to label all pages that do not contain classified material as unclassified and mark all such portions with (U). Use 14 pt. Times Roman **bold** font for the classification markings centered at the top and bottom of the pages.

All of the following information must appear on the first page:

- The level of the highest classification shall be at the top and bottom of title page.
- Derivative classified presentations can only be up to the SECRET level.
- Presentations must be properly marked with the level of classification and appropriate dissemination control markings, etc., SECRET/ReITo.
- The following declassification information shall be included:
 - Derived From: List the name of the document that is the source of derivation classification.
 - Declassify on: Indicate date of declassification from the source document.
- Title followed by classification of the title in parentheses. All titles must be unclassified
- Author, organization, and location
- Enter standard notation "Multiple Sources" on the "Derived from line" of the derivative document to indicate that more than one classified source was used.
- Declassify on: Indicate date which is most remote from Multiple Sources used.

The Classification Marking Example shows a properly marked Classified document. For Unclassified documents, mark top and bottom of pages with UNCLASSIFIED. Mark each paragraph according to its highest classification level.

This paper sample is unclassified. Security markings are for illustration purposes only.

SECRET

**SAMPLE TITLE OF SAMPLE PAPER
WITH MORE THAN ONE AUTHOR (U)**

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

Date of Submission _____
Derived from _____
Declassify on _____

(U) ABSTRACT

(U) 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, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.

(U) INTRODUCTION

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(U) 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.

(U) SAMPLE HEADING

(U) 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, 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, 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.

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

1 of 6

SECRET



Authors Kit for Classified Technical Program Preparing Final Papers for the Classified Technical Program (continued)

Classification Sources

To complete the "Derived from" line, identify the applicable DD Form 254 or other classification guide. If the source is DD Form 254, include the date and applicable contract number. If the source is a classification guide, identify the guide and its date. If there are two guides, cite both. If there are more than two guides use the phrase "Multiple Sources." Maintain a bibliography of the multiple sources.

Portion Marking

Mark each section, part, paragraph, subparagraph, or portion to show the level of classification or that a portion is unclassified. Use a capital letter in parentheses: (S), (C) or (U) to denote Secret, Confidential, and Unclassified respectively.

Headings, Subheadings, and Captions

Place the abbreviated marking before the first word of a heading, subheading, or caption. This marking must indicate the classification of that item only, except when a second level heading is included in the first line of a paragraph. In this case, the marking must show the classification of the paragraph.

Lists are marked as follows:

1. (U) Items preceded by letters
 - A. (C) This subordinate portion contains (CONFIDENTIAL) information
2. (U) Items in list preceded by numbers
 - 2.1.1 (S) This subordinate portion contains (SECRET) information
 - 2.1.2 (C) This subordinate portion contains (CONFIDENTIAL) information

Footnotes

Mark each narrative footnote with its own classification preceding the footnote.

Illustrations

Fully enclose each illustration, photograph, figure, graph, drawing, chart, table and similar display material, and clearly show its classified or unclassified status. Place the unabbreviated classification marking in the lower left corner of the box, i.e. SECRET or CONFIDENTIAL.

Figure Captions

Use a letter in parentheses to indicate the classification of a figure caption. Place the classification marking between the figure number and first word of the caption. Center the caption below the image area.

Figure 1. (U) Sample caption

Table Titles

Use a letter in parentheses to indicate the classification of a table title. Center the table number and title on one line above the table with the classification marking between the number and first word. Type the table classification in the lower left corner of the table.

Table 1. (U) Sample title		
Frequency	Gain	Distortion
1.45 GHz	20 dB	0.5 %
2.78 GHz	5 dB	1.1 %
UNCLASSIFIED		

References

Place the classification of the document after the title when referencing classified sources. No identifier is required after the title when referencing unclassified sources.



Authors Kit for Classified Technical Program Instructions for Completing Security Clearance Form F—U.S. Citizen

Penalty for Misrepresentation

Title 18, United States Code 1001, makes it a criminal offense, punishable by a maximum of 5 years imprisonment, \$10,000 fine, or both, to make a false statement of representation to any Department or Agency of the United States as to any matter within the jurisdiction of any Department or Agency of the United States. This includes any statement knowingly made by an employer or employee herein that is found to be incorrect, incomplete, or misleading in any important particular.

Security Clearance Required

All persons wishing to attend the MILCOM 2006 classified sessions must, at a minimum, possess a current SECRET personnel security clearance and be a U.S. citizen.

U.S. Citizens Employed by U.S. Government, U.S. Owned Firms, or U.S. Universities

Applicants who have been granted a SECRET clearance by the U.S. Government must submit a MILCOM 2006 Security Clearance Form—U.S. Citizen by **September 1, 2006**.

Additional Information

Costs for transportation, per diem, and registration fees must be paid by the organization sending the attendee. Each visitor is required to complete the conference registration form and send it directly to MILCOM 2006. Registration using the Internet is available at <http://www.milcom.org/>

Photograph Requirements

Attendees of the classified program will be issued a color photograph identification badge. Please provide a color photograph per one of the following options:

Option 1

E-mail a JPEG digital photograph together with your name and company/organization to: MILCOM06SECURITY@NGC.com

Option 2

Place a digital JPEG photograph on a 3.5 in. floppy diskette or CD-ROM and mail it along with the completed security clearance form to:

CAGE Code #0J198
C/O Northrop Grumman
Attn: MILCOM 2006 Security/Visitor Control
DH3/Lobby
1800 Glenn Curtiss St.
Carson, CA 90746
310-764-3702 Voice
310-764-3700 Fax



Authors Kit for Classified Technical Program Form F: Security Clearance—U.S. Citizen

(DoD Sponsors Security for Classified Program)

Attendance at the conference program of this conference is restricted to attendees who are US citizens and have a current SECRET personnel security clearance in accordance with the requirements of the DoD National Industrial Program (NISP) Operating Manual (NISPOM) and Information Security Program Regulation (DOD 5200.1). Forms received after September 1st, will risk not being processed in time for attendance at the classified sessions.

Hand-carried or faxed copies of clearances will not be accepted at MILCOM registration during the MILCOM conference 23-25 October 2006.

Please complete all parts of this form.

Attendee Individual Data

Last	First	Middle Initial
Social Security Number		
Rank (Military)/Title (Civilian)		
Date/Place of Birth	Citizenship	
Employing Organization		
Address		
City, State, Zip		
Business Phone	E-mail Address	

Personnel/Facility Clearance Data (Completed by Facility Security Officer or Government Security Manager)

Attendee Security Clearance Level	Date Granted
Issuing Agency	
CAGE Code (For Contractors Only)	
Facility Security Clearance Level (For Contractors Only)	
Cognizant Security Agency (For Contractors Only)	

As the Facility Security Officer or Government Security Manager, I hereby certify that the information provided herein is true and correct.

Typed Name	
Signature	Telephone

Acknowledgement will be emailed upon receipt of completed Security Form. For further assistance, call MILCOM 2006 Security/Visitor Control at 310-764-3702.

SEND or FAX FORM TO:

CAGE Code #0J198
C/O Northrop Grumman
Attn: MILCOM 2006 Security/Visitor Control
DH3/Lobby
1800 Glenn Curtiss St.
Carson, CA 90746
Fax: 310-764-3700



Authors Kit for Classified Technical Program
Form H: Approval Endorsements for Classified Papers—
U.S. Government Authors/Contractors

Applicability

This form is to be used by all U.S. Contractors and U.S. Government Authors submitting classified papers.

Title of Paper (Unclassified)

Paper Tracking Number (Required)

Author Name (printed/typed)

Classification (Unclassified, Confidential, Secret)

Contractor/Government

Part I—Author and Company or University Endorsement

Signature in Part I certifies that author and co-author(s), if any, have obtained all required company/agency approvals. Your signature authorizes presentation of this paper in a MILCOM 2006 classified session.

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

Classification (Unclassified, Confidential, Secret)

Author Phone

Fax

Company/University Name/Government Agency

Mailing Address

City, Postal Code, Country

Author's Signature

Contractor/Government

Part II—Government Contract Information

For work performed or derived under a U.S. Government contract or grant, provide the information requested below.

Contract or Grant Number

U.S. Government Agency Awarding Contract or Grant

Author or Company Official Signature

(Continue onto next page for conclusion of the form)

SEND FORM TO:

DISA
Attn: MPS6-MILCOM 2006
P.O. Box 4502
Arlington, VA 22204-4502

OR Fax: 703-607-4203

Include form with draft and final papers submittal.
Due date for draft papers submittal: June 16, 2006
Due date for final papers submittal: Aug 25, 2006



Authors Kit for Classified Technical Program
Form H: Approval Endorsements for Classified Papers—
U.S. Government Authors/Contractors (continued)

U.S. Contractor Authors—To be filled out by Contractor Authors Only
Part III—U.S. Government Contracting Officer Endorsement for Classified Disclosure

Your signature confirms the assigned classification listed in Part I, and authorizes disclosure in a MILCOM 2006 classified session subject to:

- All attendees at the MILCOM 2006 classified session are US citizens and have a SECRET or higher security clearance and need-to-know justifying access to the classified information.

Name of Government Contracting Official (Print or type)

Official's Title

Official's Phone

Company/Organization

Mailing Address

City, Postal Code, Country

Contracting Official's Signature Date

SEND FORM TO:

DISA
Attn: MPS6-MILCOM 2006
P.O. Box 4502
Arlington, VA 22204-4502

OR Fax: 703-607-4203

Include form with draft and final papers submittal.
Due date for draft papers submittal: June 16, 2006
Due date for final papers submittal: Aug 25, 2006



Authors Kit for Classified Technical Program
Form P: Approval for release of author contact information to attendees of MILCOM 2006 Classified technical program

To be filled out by all Authors of papers for the classified program

I authorize release of contact information list below:

Checking the box above and your signature below confirms that contact information listed on this form is releasable to attendees of the MILCOM 2006 CLASSIFIED technical program. The purpose of providing this information is for attendees to be able to request copies of classified papers and/or presentations directly from the authors. Your signature does not obligate you to provide the papers or presentations.

Name of Author (Print or type)

Paper Title

Author Phone

Company/Organization

Mailing Address

City, Postal Code, Country

Email Address

Author's Signature Date

I do NOT authorize release of contact information to attendees of the MILCOM 2006 CLASSIFIED Technical Program.

Checking the box above and your signature below confirms that contact information listed on this form will not be released to attendees of the MILCOM 2006 CLASSIFIED technical program.

Author's Signature Date

SEND FORM TO:
Francis B. Driscoll Jr.
The MITRE Corporation
McLean, VA 22102-7508

Due date for this form: May 31, 2006

Or Fax to 703.983.7852 (Attn: F. Driscoll)



Classified Technical Program Authors Kit
Form J: Speakers Breakfast RSVP, and A/V Equipment Reservation

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)

SEND FORM TO:
Francis B. Driscoll Jr.
The MITRE Corporation
McLean, VA 22102-7508

Or Fax to 703.983.7852 (Attn: F. Driscoll)



Classified Technical Program Authors Kit Speaker Guidelines

The purpose of the MILCOM 2006 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 visual 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.**