



All Authors Kit

Instruction 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 2006 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 form (A through G) 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 May 31, 2006**.

Final papers for the Unclassified Technical Program are to be uploaded to WAMS **no later than August 4, 2006**.

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 E (Security Clearance Form – U.S. Citizens) in the Classified Technical Program Supplemental Authors Kit.

***MILCOM 2006 will not process any clearance forms at the conference.**

Presentations (Deadline for advance submission is September 29, 2006)

Presentations for the Unclassified Technical Program must be submitted electronically to WAMS using the associated paper identification number.

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

- | | |
|--|--------------|
| <input type="checkbox"/> Enter paper abstract into the Web Abstract Management System (WAMS) | Mar 31, 2006 |
| <input type="checkbox"/> Upload an electronic copy of DRAFT paper to the Web Abstract Management System (WAMS) | May 31, 2006 |
| <input type="checkbox"/> Upload an electronic copy of FINAL paper to the Web Abstract Management System (WAMS) | Aug 4, 2006 |
| <input type="checkbox"/> Upload an electronic copy of presentation to the Web Abstract Management System (WAMS) | Sep 29, 2006 |

MANDATORY FORMS

- | | |
|--|---------------|
| <input type="checkbox"/> Approval Endorsement Form – All Authors – Form B (draft papers) | May 31, 2006 |
| <input type="checkbox"/> IEEE Copyright – Form A | July 28, 2006 |
| <input type="checkbox"/> Approval Endorsement Form – All Authors – Form B (final papers) | July 28, 2006 |
| <input type="checkbox"/> Over-length Paper Instructions (Required if paper length exceeds 7 pages) – Form D | July 28, 2006 |
| <input type="checkbox"/> Speakers Breakfast RSVP, A/V Equipment Reservation and Media Interview Availability – Form C | Sept. 1, 2006 |

OPTIONAL FORMS

- | | |
|---|---------------|
| <input type="checkbox"/> Student Travel Support Application – Form E | July 28, 2006 |
|---|---------------|

Export Control Statement

U.S. Authors are responsible for ensuring that all materials submitted for potential publication or disclosure at MILCOM 2006 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 Regulation (ITAR), 22 C.F.R. 120 et seq. For more information, see <http://www.pmdtc.org>.



All Authors Kit

Preparing Unclassified Papers

General Information and Instructions

Please follow the instructions carefully. Omitting any step can jeopardize inclusion of your paper in the Conference Proceedings. Electronic submission of your paper is required. Upload an electronic copy of your final paper to the MILCOM Web Abstract Management System (WAMS) on the MILCOM 2006 website. 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 D (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 capitals, centered, 12 pt., Times Roman bold
- Headings are all capitals, 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 SAMPLE PAPER WITH MORE THAN ONE AUTHOR

Janice Doe
Northrop Grumman Corporation
Carson, CA
and
John Smith
The Mitre Corporation
McLean, VA

ABSTRACT

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque bibendum, justo eu sodales tincidunt, dolor turpis placerat neque, sed tincidunt sapien risus id nulla. Sed felis urna, lacinia sit amet, pretium sit amet, ornare ac, ipsum. Quisque placerat. Donec ornare nibh id lorem. Ut blandit, dui at tempor volupat, nibh velit rhoncus magna, eget posuere massa sem vel neque. Aliquam sodales, dui et iaculis ultricies, dolor felis pharetra lectus, quis auctor eros, justo at tellus.

INTRODUCTION

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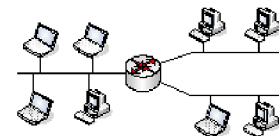


Figure 1. (U) Sample illustration with caption and unclassified marking

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COMPLETE LIST OF AUTHORS:

IEEE PUBLICATION TITLE (Journal, Magazine, Conference, Book): MILCOM 2006 Proceedings

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

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Authorized Signature **Date**
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Form A: IEEE Copyright (Continued)

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All Authors Kit

Form B: Approval Endorsements – Unclassified Papers

Applicability

This form must be completed for all draft and final papers submitted to MILCOM 2006. ABSTRACTS ARE EXEMPT FROM THIS REQUIREMENT.

Identifying Information

Title of Paper: _____ Paper Tracking No. (Required): _____

Author's/Presenter's Name: _____

Author's/Presenter's Phone: _____ Fax: _____

Company/University Name/Government Agency: _____

Email Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

SECTION 1 – CHECK AND CERTIFY APPROPRIATE STATEMENT

By signing below, author certifies that all information used in preparing this paper/presentation 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. Additionally, author certifies that he/she has received all required company, university, or departmental approvals.

Author's/Presenter's Signature _____ Date _____
(Skip to Section 4)

By signing below, author certifies that information used in preparing this paper/presentation **was** derived under U.S. Government contract or grant.

Author's/Presenter's Signature _____ Date _____
(Proceed to Section 2)

SECTION 4 – EXPORT CONTROL CERTIFICATION

All authors are responsible for ensuring that all materials submitted for potential publication or disclosure at MILCOM 2006 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 Regulation (ITAR), 22 C.F.R. 120 et seq. For more information, see <http://www.pmdtc.org>

Author's/Presenter's Signature _____ Date _____
(Proceed to Section 5)

SEND FORM TO:

Kathy Hudson:
kathy.hudson@ngc.com

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SECTION 2 – CONTRACT/GRANT INFORMATION

Contract or Grant Number: _____

US Government Agency Awarding Contract or Grant: _____

Government Contact Name and Phone Number or Contract or Grant: _____

Approval for Public Release

Required (Proceed to Section 3)

Not Required

Reason

Work performed under a grant or contract from a U.S. Government agency that does not require public release (typically an agency that participated in one or more Federal Demonstration Projects, i.e., NSF, ARO, AFOSR and ONR)

Other: _____

(Skip to Section 4)

SECTION 3 – U.S. GOVERNMENT PUBLIC AFFAIRS OFFICE (PAO) ENDORSEMENT

(Note. Gov't PAO's may contact Henry Kearney, C-E LCMC PAO, 732.532.1258 for questions)

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 _____
(Proceed to Section 4)

SECTION 5 – CERTIFICATION

I certify that all information provided on this form is true to the best of my knowledge.

Author's/Presenter's Signature _____



All Authors Kit

Form C: Speakers breakfast RSVP, A/V 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 2006. 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 2006 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 2006 Public Relations Chair: Christy Whitman, (571) 213-5302, christine.whitman@ngc.com.

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All Authors Kit

Form D: 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 other MILCOM 2006 fees or charges, by July 28, 2006.

If your final paper exceeds seven (7) pages and no payment is received by July 28, 2006, the manuscript will be truncated at seven (7) pages.

Over-length Fee

Charge for (*check all that apply*)

- Page 08 @ \$300 = \$ _____
- Page 09 @ \$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 2006.

Information

Title of Paper: _____

Author's Name: _____

Company/Organization: _____

Business Address: _____

City: _____ State/Providence: _____

Country: _____ Zip/Postal Code: _____

Business Phone: _____ Home Phone: _____

E-Mail: _____

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| Check Amount | _____ | | _____ |
| Check Number | _____ | | _____ |
| Check Date | _____ | | _____ |

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All Authors Kit

Form E: Student Travel Support Application

Applicability

Travel grants are intended to provide partial reimbursement of travel costs for full-time students attending MILCOM 2006 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 2006 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: _____

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 2006 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 2006. 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 2006 approval form indicating that the paper has been approved for release and publication in the MILCOM 2006 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 must contact the MILCOM 2006 Finance Chair, Dana Binford, 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.

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All 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. **Face your audience.** Make eye contact with the audience and engage them in your speech.
4. **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.

5. **Relax.** Stage fright causes people to speak faster. Breathe deeper and slower—speak slower—pause between thoughts.
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. **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.

13. **Fortune favors the brave.**