



MILCOM 2007— CLASSIFIED AUTHOR'S KIT

Instructions and Master Checklist

Only U.S. originated papers (papers authored by U.S. citizens) will be accepted for the MILCOM2007 classified technical program.

This kit is to be completed by the principal author/presenter for each classified paper submitted.

Preparing Papers

Full and Final camera ready papers should be prepared per the Preparing Classified Papers guidelines.

Presentation charts should be prepared using the MILCOM2007 Power Point Template.

The Speakers Guidelines provide useful tips to enhance the effectiveness of your presentation.

Submitting Papers

Do **NOT** use WAMS to submit abstracts, or full papers for the Classified Technical Program.

Abstract

Submit unclassified abstracts of your proposed classified paper using the Classified Abstract Form. You will be assigned a classified Paper Tracking # which will be needed for completing the required forms. The Classified Abstract form can be found at www.milcom.org/classified.asp

Full Paper and Final Camera Ready Papers

Have your Document Control office mail three (3) hard copies or three (3) CDs (Adobe PDF format preferred) of your full paper via U.S. Registered Mail or U.S. Express Mail by April 20, 2007 to:

**Cage Code#91417
Harris Corporation GCSD
P.O. Box 37
Melbourne, FL 32902
321-727-6134**

Acceptance into the MILCOM2007 Classified Technical program will be based on the full papers. Authors will receive acceptance notification by May 25, 2007.

Instructions for Completing the Required Forms for the Classified Technical Program

STEP 1

LOGIN

Logging in will allow the MILCOM 2007 committee to keep track of your forms submissions and will give you a real-time report on your required forms completion process. To create a technical program forms login, go to www.milcom.org/classified.asp. Click on the "Create Technical Paper Forms Login" at the bottom of the page.

STEP 2

Complete the Required Forms

To view what information is needed for each form. Go to www.milcom.org/unclassified.asp to view the form samples.

STEP 3

Register with the MILCOM2007 Conference

As a requirement, the author/presenter must be registered for the MILCOM2007 conference in order to present your paper and have your paper published in the MILCOM2007 Unclassified Proceedings.

NOTE: Registering for the conference is required to finalize your presentation. Logging in to the technical program area is not a registration for the conference. Go to www.milcom.org to register.



CLASSIFIED TECHNICAL PROGRAM PAPER SUBMITTAL DEADLINES	Due Date
Submit abstract located at www.milcom.org	30 March 2007
Mail three (3) hard copies or 3 CDs of your full paper (see address above)	18 May 2007
Mail three (3) hard copies or 3 CDs of your final camera ready paper (see address above)	27 July 2007
Mail a CD of your final presentation using the MILCOM2007 Power Point Template (see address above)	28 September 2007

MANDATORY FORMS & DUE DATES	Due Date
Form F - Security Clearance Form	18 May 2007
Form H - Approval Endorsements Form(Full Paper)	18 May 2007
Form H - Approval Endorsement Form (Final Camera Ready Paper)	27 July 2007
Form C - Speakers RSVP, A/V Equipment Reservation (Final Camera Ready Paper)	27 July 2007
Form G - Biography Form (Final Camera Ready Paper)	27 July 2007
Form P - Approval for Release of Author Contact Information to Attendees Form (Final Camera Ready Paper)	27 July 2007

Notice:

MILCOM 2007 will NOT process any security clearance forms at the conference site.