



MILCOM 2007— UNCLASSIFIED AUTHOR'S KIT

Instructions and Master Checklist

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

Preparing Papers

Electronic papers for the Unclassified Technical Program must be prepared following the Preparing Unclassified 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

Papers for the Unclassified program are submitted through WAMS. Once your abstract is submitted through WAMS, you will be given an Unclassified Tracking # which you will need in order to complete the required forms. All Required forms must be completed before the full or final camera ready paper can be uploaded to WAMS.

Instructions for Completing the Required Forms for the Unclassified 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/unclassified.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.

UNCLASSIFIED TECHNICAL PROGRAM PAPER SUBMITTAL DEADLINES	Due Date
Submit paper abstract into the Web Abstract Management System (WAMS)	30 March 2007
Upload electronic copy of full paper to the Web Abstract Management System (WAMS)	18 May 2007
Upload electronic copy of FINAL Camera Ready Paper to the Web Abstract Management System (WAMS)	27 July 2007
Upload electronic copy of presentation using MILCOM 2007 Power Point template to the Web Abstract Management System (WAMS)	28 September 2007



MANDATORY FORMS & DUE DATES	Due Date
Form A - IEEE Copyright Form (full paper)	20 July 2007
Form B - Approval Endorsement Form (full papers)	18 May 2007
Form B - Approval Endorsement Form (final camera ready papers)	27 July 2007
Form C - Speakers RSVP, A/V Equipment Reservation and Media Interview Availability (Final Camera Ready)	27 July 2007
Form D - Over-length Paper Instructions (Required if paper length exceeds 7 pages)	27 July 2007
Form G - Biography Form (Final Camera Ready)	27 July 2007

OPTIONAL FORMS	Due Date
Form E - Student Travel Support Application	27 July 2007

Export Control Statement

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