

# RWW 2020 Summary Submission Instructions

## Detailed Version

The detailed version of these instructions is intended to guide you through the Summary Paper Submission process for the Radio & Wireless Week (RWW2020) and to provide some comments on Student Paper Competition and Demo Track proposals. Your summary paper will be reviewed and evaluated by the RWW2020 technical program committees. The deadline for summary paper submissions is 24 July 2019, 5:00pm Mountain Daylight Time (2300 UTC). Authors may wish to print out these instructions, please follow them very carefully. These instructions apply to all authors of the co-located conferences:

- IEEE Radio and Wireless Symposium (RWS)
- IEEE Topical Conference on RF/Microwave Power Amplifiers for Radio and Wireless Applications (PAWR)
- 20<sup>th</sup> Topical Meeting on Silicon Monolithic Integrated Circuits in RF Systems (SiRF)
- IEEE Topical Conference on Wireless Sensors and Sensors Networks (WISNET)
- IEEE Space Hardware and Radio Conference (SHaRC 2020)

Paper submission instructions can also be found at <http://www.radiowirelessweek.org/>. In order to complete your submission to RWW2020, please make sure you have the following information ready:

1. Paper Title
2. Co-Authors and Speaker
3. Topic Area
4. Abstract
5. 3-Page Manuscript in PDF Format (less than 4 MB in size)
6. Preferred Format of Presentation
7. To be considered in the Student Paper Competition or not
8. To be considered in the Demo Track and to Present Your Work in as a Live Demonstration

The submitting author is the correspondent for the paper until the final paper and copyright form have been received and approved by the Technical Program Chair. All accepted papers will be published in a digest and be included in IEEE Xplore Digital Library. Submission will be evaluated based on novelty, significance of the work, technical content, interest to the audience, and presentation.

# Paper Submission Process

## Step 1: Submission Site and User Account

Log on to the summary submission site through the RWW2020 author homepage by clicking on the [Summary Submission Site link](#). You should now be at the “Start” screen as shown below:

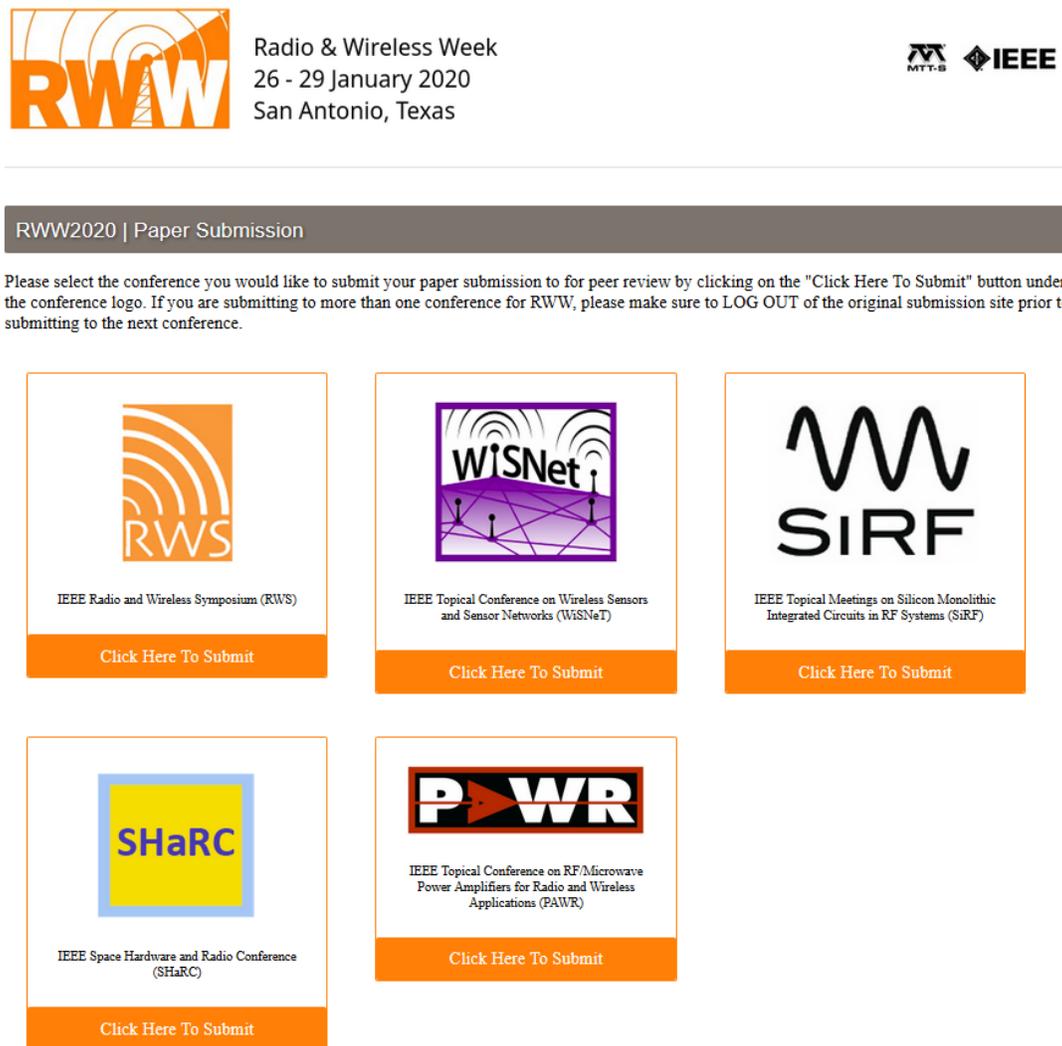


Fig. 1: Homepage to the RWW2020 submission site.

- Click on the **Conference Logo** for the Call of Paper.
- Click on the “**Click Here to Submit**” button to submit your summary paper.
- Existing User Account:** Please log in using your username and password and skip to Step 2. We do not require a separate account for submitting to multiple conferences.
- New User Account:** If you are performing a RWW2020 paper submission for the first time, select “Create a NEW USER ACCOUNT” from the list, fill out the form, and then press the Save button as shown in Fig. 2. If you cannot locate your company/affiliation, remember to scroll all the way to the end in the drop-down menu. Select “-- MY AFFILIATION IS NOT LISTED --”, and enter your affiliation accordingly.

Note: your login information can be used for paper submission and review as well as to track your conference registration. We require you to complete the contact information.



## 2020 IEEE Radio & Wireless Symposium



26-29 January, 2020  
San Antonio, Texas

Because your login can be used for paper submission and review, as well as to track your conference registration we need complete contact information. Thank you in advance for your time!

\* First Name:

Middle Initial:

\* Last Name:

\* Company/Affiliation: -- select your affiliation --

Secondary Affiliation: -- select your affiliation --

\* Address 1:

Address 2:

\* City:

State: (US only) -- Select --

Province:

\* ZIP/Post Code:

\* Country: -- Select --

\* Phone:

\* Email:

\* Privacy Policy:  I agree [Data Privacy Policy](#)

Username:

Password:

Confirm Password:

Fig. 2: User account information.

Once you have clicked the Save button, an email will be sent to the email address you indicated in the form asking you to activate your account. Please click on the link “Click here to activate”. Fig. 3 shows the confirmation of a successful account activation.

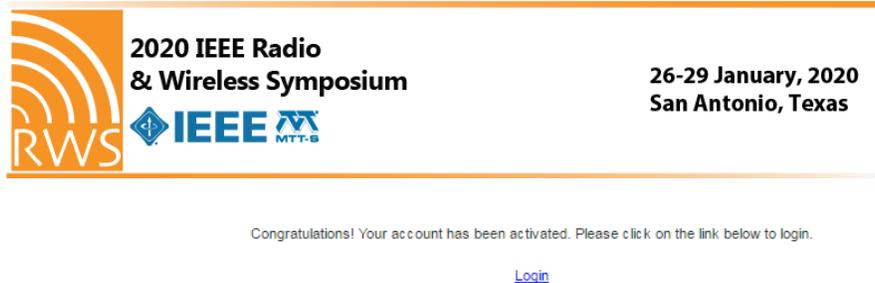


Fig. 3: Confirmation of account activation.

## Step 2: New Paper Submission

Once the user account is properly set up, you may log in and should see the Navigation Center homepage as shown in Fig. 4. This page currently allows two tasks: Add New Submission and Add or Edit Participants. Next to these two tasks contains important information, such as Paper Summary Deadline, Accept/Reject Notice Date, etc. Please make note of the Important Information. For returning users, a table summarizing any already submitted manuscripts will appear below the task buttons.

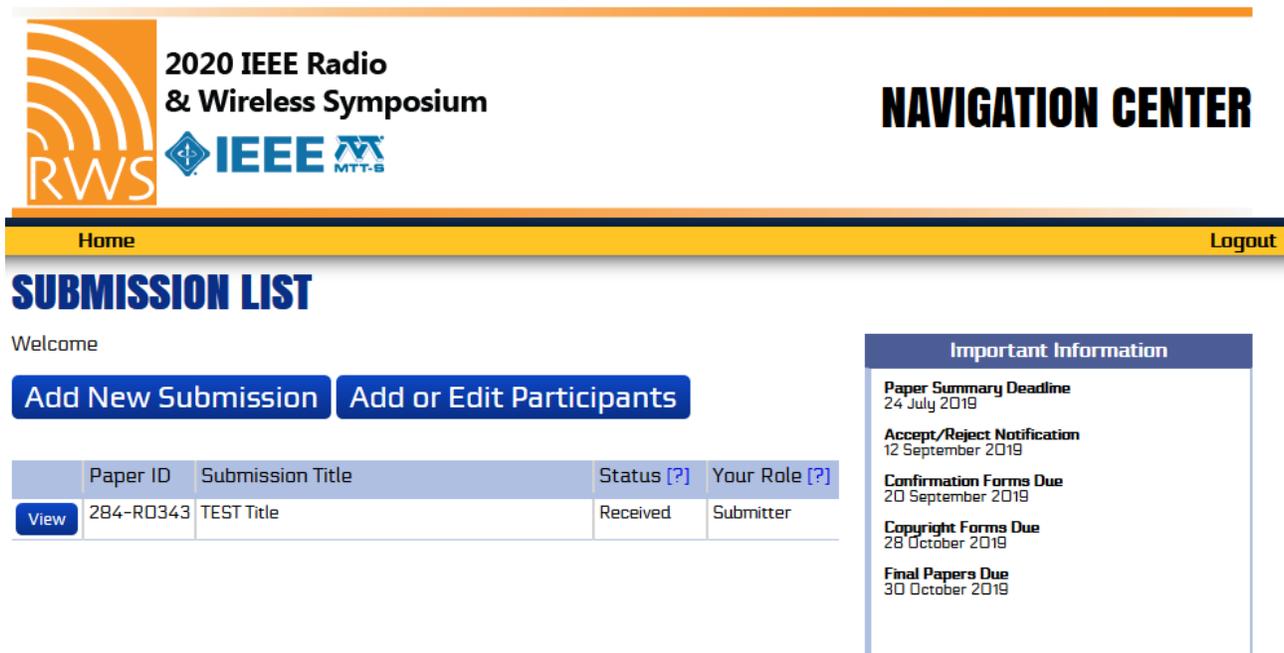


Fig. 4: Navigation center.

Click “Add New Submission” to begin the paper submission process, and the website will display an overview of your account activities as shown in Fig. 5. Here you will see a list of all authors and paper status related to your account.

Fig. 5: Author Submission Overview.

- 1) **Add Participants/Co-Authors:** When a new submission is first created, you will be the only author of your submission. Please enter information of all co-authors associated with your paper by clicking on the “Add Person” button. If you have more than one paper or multiple submissions, enter all participants here. Later in the process, you will select the co-authors, speaker and corresponding author for each submission. The available names for these roles will draw from the list that you create here.
- 2) **Enter Your Submissions:** Click on the “Add a New Submission” button, and a box (image presented below) will pop up to make sure you have all the required information. Click “Yes, Continue” to proceed or “No, go back to overview” to enter your submission at a later date.

Fig. 6: A Checklist to complete paper submission.

### Step 3: Paper Submission Information

- 1) **Submission Tracking:** This information gives you the name of the person responsible for the submission and the date of the submission. Enter the appropriate title of your paper in the text box.

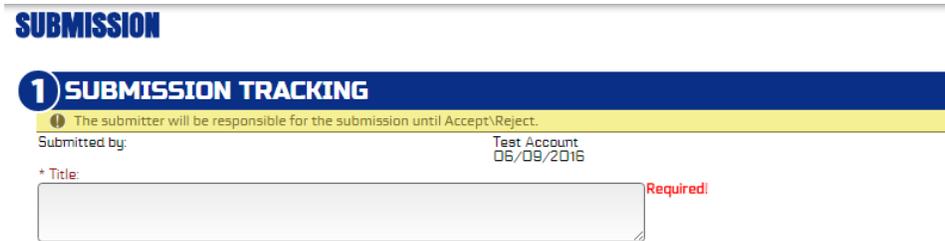


Fig. 7: Entering paper title.

- 2) **Select Co-Authors:** Choose co-authors in the order in which you would like them to appear in all electronic and printed publications. All authors of the submission should have been input during Step 2 #1 (Add Participants/Co-Authors).

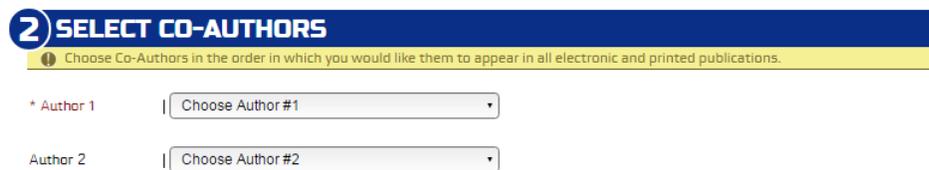


Fig. 8: Listing co-authors in order.

- 3) **Select Speaker:** In this section, you will identify the speaker, who agrees to register, present the work at conference and will also be the main contact for the submission if it is accepted into the technical program. The speaker has to be an author of the paper.

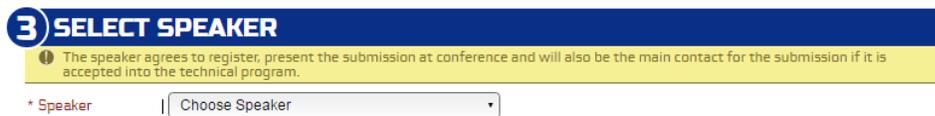


Fig. 9: Identifying speaker of the paper.

- 4) **Topic Area:** Choose the technical areas that most closely describe your submission from the list below. A limit of two areas is allowed per paper submission. Note: the technical program chair reserves the right to re-assign your paper to a different topic area if found more appropriate.

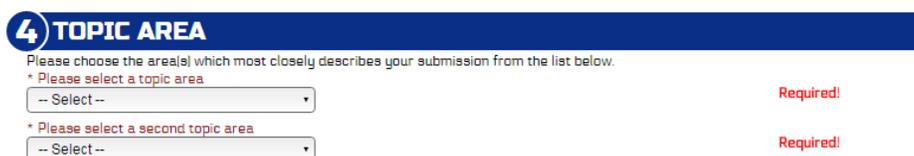


Fig. 10: Selecting up to two relevant areas.

- 5) **Enter Abstract:** Each paper is allowed an abstract of 150 words or less. Note: the abstract in the paper itself does not have a limit and can be of a longer length.

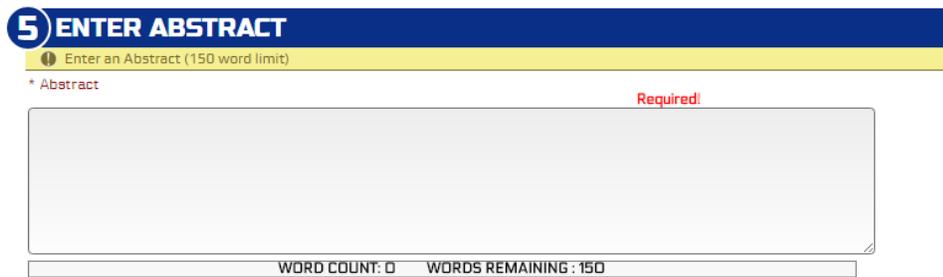


Fig. 11: Entering abstract up to 150 words.

- 6) **Upload File:** Paper length and file size are limited to 3 pages and 1 MB respectively. The only accepted file format is PDF.



Fig. 12: Uploading file.

- 7) **Presentation Questions:** You must indicate your preferred presentation format: oral or interactive forum. We also ask authors who are eligible for the student paper competition to identify themselves during the submission, so we have a record in the system. Last but not least, we extend the offer to authors of accepted papers to not only present their work at the conference but also to present a table top demonstration of their research. Clicking “Yes” to the Demo Track presentation will prompt you to enter a brief description of the proposed Demo Track (150 word limit). A link at the end of paragraph will take you to the Call for Demo Proposals for more details or visit <http://radiowirelessweek.org/authors/demo-track-guide>.

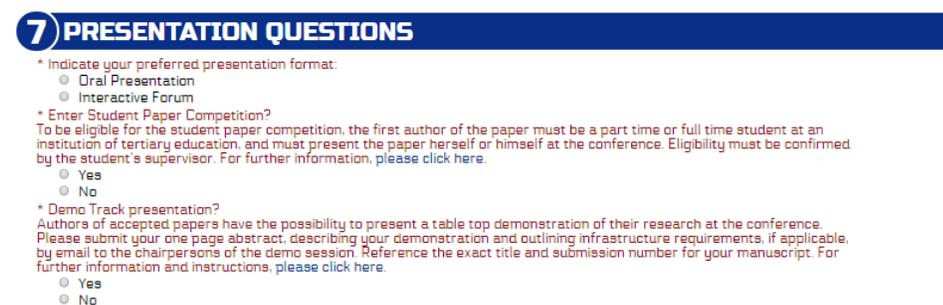


Fig. 13: Presentation questions: presentation format, student paper and Demo Track.

- 8) **Approval Agreement:** Be sure you read through all eight statements and certify that you agree to all of them. All submissions are subject to and must agree to seven statements. When you ready, click on the “Submit” button at the end of the page.

## 8 APPROVAL AGREEMENT

### \* Appropriate Organizational approvals AGREEMENT

By submitting the paper to RWW you agree to the following:

STATEMENT OF CLEARANCE APPROVAL: I certify that (1) the information contained in any materials submitted to the IEEE in connection with the Work is not restricted by U.S. International Traffic in Arms Regulations (ITAR) or any other applicable U.S. export control laws; (2) any and all necessary authorization(s) from the undersigned's employer(s) for the disclosure of the information discussed in the Work have been obtained and will be retained by the authors; and (3) the foregoing applies to all future versions of the Work, whether edited by the undersigned, an assistant, co-author or any person working with the undersigned. (4) For jointly authored Works, I agree to act as the authorized agent for the other authors.

STATEMENT OF COPYRIGHT ASSIGNMENT: I certify that if this submission is accepted for presentation at RWW, I/we, the authors, understand that the copyright for this material must be assigned to the IEEE prior to publication.

STATEMENT OF EXCLUSIVITY: I certify that neither this material nor essentially similar material has been submitted to any other publication or meeting, and will not be until disposition is received from RWW.

STATEMENT OF COMPLIANCE: I certify that if my/our submission does not comply with the letter and spirit of the guidelines found in the Call for Papers and the Summary Submission Author's Guide, then our submission may be arbitrarily truncated or rejected without review.

STATEMENT OF OBLIGATION: I certify that if this submission is accepted for presentation at RWW, we are obligated to submit a .pdf version of this paper suitable for uploading onto IEEE Xplore by the deadline in the Call For Papers. I/we understand that if we do not meet this deadline our presentation may be deleted from the Symposium.

STATEMENT OF REGISTRATION REQUIREMENT: I certify that if this Summary is accepted for presentation at RWW, I/we, the author(s), understand that at least one of the authors has to complete a full registration for the Symposium.

STATEMENT OF PRESENTATION REQUIREMENT: I certify if this paper is accepted for presentation, I and my co-authors further understand that if no one is available to present at the conference, the conference organizers reserve the right to exclude the manuscript from the final conference record and from inclusion in IEEE Xplore. You may wish to check these items before proceeding.

STATEMENT OF APPEARANCE IN IEEE Xplore: I certify that I understand that the "IEEE reserves the right to exclude a submission from distribution after the conference, including exclusion from IEEE Xplore, if the submission does not meet IEEE standards for scope and/or quality."

Fig. 14: Statements.

## Step 4: Submission List

After you have submitted the paper successfully, a confirmation email will be sent to you immediately. Only the submitter has permission to change the submission information. You can re-upload any changes to your paper before the **submission deadline of 24 July 2019**.

	Paper ID	Submission Title	Status [?]	Your Role [?]
<a href="#">View</a>	213-HT971	TEST TEST TEST 1.0	Abstract Received	Submitter

Fig. 15: Submission list.

Thank you. Your submission is complete.  
You may now close this window, exit this web site, or quit your browser.

If you have any questions, well in advance of the 24 July 2019 deadline, please contact the chair well in advance of the deadline. Thank you for choosing RWW2020 to publish your work.

Best Regards,

Spyridon Pavlidis ([spavlidis@ncsu.edu](mailto:spavlidis@ncsu.edu))  
Paper Submission Management Chair RWW2020

Kevin Chuang ([kevinchuang@ieee.org](mailto:kevinchuang@ieee.org))  
Technical Program Chair RWW2020