

The Quick Start Guide

to publishing your IEEE Conference Proceedings



This Quick Start Guide was prepared by IEEE eXpress Conference Publishing to provide an overview of what is involved in publishing an IEEE conference proceedings. For more information about how IEEE eXpress Conference Publishing can help your conference produce a high-quality proceedings, please visit www.ieee.org/conferencepublishing.

Premier publisher of IEEE conference proceedings
IEEE eXpress Conference Publishing

What is an IEEE Conference?

A meeting where original technical information is exchanged and that is fully or partially sponsored by an IEEE entity, commonly referred to as an Organizational Unit (or OU).

What is an IEEE Conference Proceedings?

The publication of the technical information exchanged at an IEEE conference, further defined by the legal understanding as stipulated in the IEEE [Letter of Acquisition](#) (LoA). For more information regarding minimal components, please review [IEEE Conference Proceedings Defined](#).

What is IEEE eXpress Conference Publishing?

IEEE eXpress Conference Publishing is an in-house publishing group of IEEE. IEEE eXpress has been praised for the exceptional quality of their services and their commitment to IEEE's mission of "Advancing Technology for Humanity".

Speaking the Language

Explore— a verb in the English language

eXplore— a misspelled verb in the English language

Explorer— a noun in the English language; also refers to Microsoft® Internet Explorer.

eXplorer— a misspelled noun in the English language.

Xplore— Refers to the [IEEE Xplore® Digital Library](#).

the expresses—

FedEx (formerly Federal Express): a commercial delivery service

IEEE eXpress Conference Publishing (IEEE eXpress): an IEEE staff of publishing professionals

Conference eXpress: a full-range publishing service available only from IEEE eXpress

PDF eXpress / PDF eXpress Plus: tools for IEEE conference authors to obtain IEEE Xplore-compatible PDFs

Contact conferencepublishing@ieee.org for more information about IEEE eXpress, or visit <http://www.ieee.org/conferencepublishing>

IEEE provides conference organizers with thorough instructions about [primary publication duties](#), [creating a technical program](#), and much more. This guide is to help you get started with the first necessary steps.

Step 1

Secure IEEE sponsorship with an IEEE Technical Society or Geographic Unit. Visit [IEEE Society Memberships](#) for information about the different technical societies and contact information.

To find a geographic section or chapter, go to the [IEEE Regional World Map](#).

Step 2

Register your IEEE-sponsored conference on-line by completing the [IEEE Conference Application](#). You will receive a *conference record #* that identifies your unique application.

Step 3

After you have received the *conference record #* from [Step 2](#), complete the on-line [IEEE Conference Publication Form](#). The IEEE [Letter of Acquisition \(LoA\)](#) will be sent to you after this form has been successfully processed.

Before Conference	Publishing Task
10–18 Months	Secure IEEE sponsorship (see Step 1)
9–16 Months	Call for Papers
6–10 Months	<ul style="list-style-type: none"> Review submissions; define technical program Review publishing vendor bids; select vendor
4 Months	Send acceptance letters with final submission guidelines and visas (as needed) to authors
3 Months	<ul style="list-style-type: none"> Collect final submissions, metadata, copyright transfers Quality-check PDF conversion and LoA compliance Complete electronic prototype of proceedings
1 Month	Proof publication prototype
3 Weeks	Manufacture publication for distribution to conference attendees
7 Working Days	Ship
<i>after</i> last day of conference	Finalize IEEE <i>Xplore</i> submission (withdraw non-presented papers as conference chooses)
<i>within 30 days after</i> last day of conference	Submit proceedings articles to IEEE <i>Xplore</i>

PDF eXpress, PDF eXpress Plus, Conference eXpress—What’s the Difference?

PDF eXpress	A tool organizers can provide to their authors that creates IEEE <i>Xplore</i> compatible PDFs or checks <i>Xplore</i> compatibility of author-created PDFs.	<ol style="list-style-type: none"> When completing the Conference Publication form, the organizer registers for a free PDF eXpress account. The organizer receives the URL and instructions, and distributes this information to authors. Authors create individual accounts and submit their articles. When an author has a PDF that passes PDF eXpress, the author submits it to the conference
PDF eXpress Plus	A tool organizers can provide to their authors that creates IEEE <i>Xplore</i> compatible PDFs or checks <i>Xplore</i> compatibility of author-created PDFs.	<ul style="list-style-type: none"> <i>The same as 1–3 above.</i> When an author has a PDF that passes PDF eXpress Plus, the author approves it for collection. The organizer downloads author-approved PDFs from the PDF eXpress Plus site.
Conference eXpress	A full range of publishing service options— from collecting author source documents and copyright forms to delivery of completed conference proceedings.	Conference organizer selects from services that can include: <ul style="list-style-type: none"> compliance to LoA and IPR requirements delivery of publication to IEEE <i>Xplore</i> creation of master publication manufacturing meta data collection technical support for authors PDF validation (preflight and/or QA)