IEEE CONFERENCE PROCEEDINGS DEFINED

The purpose of this document is to identify the minimum content that is expected to be included in an IEEE conference proceedings. By using a standard conference proceedings definition and identifying the content types that are to be provided, a common identity will be established for the IEEE body of conference literature.

> The following definitions apply in this document.
>
> **An IEEE conference** is a gathering sponsored at least in part by some entity of the IEEE where technical information is exchanged and discussed. The gathering may be called a conference, symposium, meeting, workshop, etc.
>
> **An IEEE conference proceedings** is the official record of an IEEE conference meeting. It is a collection of documents, paper or electronic, which corresponds to the technical presentations given at the conference along with additional information, such as title and copyright pages, that identifies the collection as a set or connected group. Additional content may be included.
>
> **Technical presentations** represent original work published in full text or abbreviated form. The presentations collected in the proceedings, alternatively called manuscripts, documents, articles, papers, digests, extended abstracts, etc., are the primary feature of the proceedings. For the purposes of this document, the presentations will be referred to as technical articles.
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> **Additional content** that may be part of a proceedings include those types listed below. All electronic components must be submitted for the IEEE Xplore Digital Library as single article PDFs and not grouped into sections, such as "frontmatter". For conference organizers using the packing list submission, all components must be categorized according to Content Type.

Content Type Identification
Required for Packing List Submission

Content Type	Description
advert	Advertisements
awards	Article & people awards (includes the former list-award)
blank	Blank pages
breaker-page	Title page; copyright page; and pages that contain continuation text, used most often between parts of a conference proceedings.
bylaws	Society bylaws. Bylaw listings, changes, etc.
commentary	Commentary (includes conference "Keynote Address" and Trans Professional Communication "Interface" articles)
content-announce	Information on future special issues, future articles, future contents of other publications, etc.
errata	Corrections to an article
front-cover	A front cover that is not blank and does not contain a table of contents
future-events	Information on future conference locations and topics
index-author	Author index
index-subject	Subject index
info-author	Information for authors
info-society	All Society related material, including society news, Board of Governors meeting minutes, lists of IEEE fellows, etc.
list-contrib	Contributor Listings
list-reviewer	Reviewer and referee listings
list-staff	Conference or Society listings
lit-survey	Survey of the literature
obit	Obituaries, memorials, or dedications

opinion	An opinion piece, as in an editorial, forward/opening remarks, or a letter to the editor. In some magazines this type may look like a Section, a Column or Department (e.g. in Spectrum called "FORUM" section)
orig-research	Articles containing original research, published at any point in time. Includes reprinted articles.
panel-discussion	An article containing report of an organized panel discussion.
review	Reviews of current or newly available literature, software, products, etc. Reviews of one or more of books, software, videos, CDs, DVDs, and other media. Includes reviews of current or newly available literature, software, products, etc.
teaser-abstract	The TEASER-ABSTRACT is the abstract of an article/ paper that is presented elsewhere or in a different format (electronic versus paper). This type can used also be for items noted as 'Extended Abstracts" that do not fall under other categories.
tech-survey	Scanning the technology. Overview article describing an old or new technology.
toc	Table of contents
tutorial	Article aimed at teaching someone about a technical topic.

Printed Conference Proceedings

The minimal components for a printed conference proceedings are listed in the table below.

Section	Article
COVER	Front cover
	Spine
	Back cover
FRONT MATTER	Title page
	Copyright page
	Table of contents
TEXT	**Manuscripts of technical presentations**
BACK MATTER	Author index

The front cover must include the following information transcribed from the IEEE Letter of Acquisition:
- the official title of the Conference Proceedings, before/above any other information
- the location and dates of the conference
- the paper or print ISBN
- the IEEE catalog number

Optional information that can be added includes conference acronym, sponsors, logos, and editors as applicable.

The spine must include the following information transcribed from the IEEE Letter of Acquisition:
the official title of the Conference Proceedings; the paper or print ISBN; and the IEEE catalog number

There are no content requirements for the back cover.

Front matter

The *title page* is the first page of the book and includes the following information transcribed from the IEEE Letter of Acquisition:
- the official title of the Conference Proceedings, before any other information
- the location and dates of the conference
- the paper or print ISBN
- the IEEE catalog number

Optional information that can be added includes conference acronym, sponsors, logos, and editors as applicable.

The ***copyright page*** is the second page of the book. It must contain the following information, substituting the corresponding information from the Letter of Acquisition for the italicized text bracketed below.

The **table of contents** lists the technical article titles and corresponding author names that appear on the technical articles. It may also include session titles, technical content areas, author affiliations, as well as listing front matter and/or back matter. It is usually the last item of the front matter group, before the technical articles appear.

In the printed proceedings, front matter components are numbered in lower-case Roman numerals to differentiate them from the technical articles. No page numbers typically appear on either page i (the title page) or ii (the copyright page). Beginning with page iii, page numbers should be centered on the page in the bottom foot margin.

Text—the proceedings text is comprised of the technical presentations. These articles may be arranged to replicate the conference program order or alphabetically, as the conference chooses. The copyright notice indicated in the Letter of Acquisition must appear at the bottom of the first page of every article. The technical articles are paginated using consecutive Arabic numbers; the first paper begins with Arabic number 1. Odd-numbered pages should be on the right side and even-numbered pages on the left. The format of the technical articles should resemble IEEE Transactions articles. Templates for MS Word and LaTeX are available.

Back matter—the most common back matter component is an Author index:an alphabetical listing by family name of all authors of the technical articles with the starting page number(s) of their article(s). This index appears at the back of each printed volume but carries folios only in the final volume when it continues the pagination sequence of the item immediately preceding it. Other back matter may include sponsors, maps, advertising, etc.

Electronic Conference Proceedings

Because an electronic proceedings, whether distributed on CD, DVD or USB, is inherently searchable, it does not require pagination nor are a Table of Contents or an Author Index required as they are for a paper proceedings. Furthermore, because the IEEE conference proceedings articles in IEEE Xplore are available as both PDFs and html articles, it is highly recommended that **pagination is not included for Xplore submissions**.

Article	*Content item*
Title page	breaker-page
Copyright page	breaker-page
Technical Articles	orig-research

The ***title page*** must include the same information from the IEEE Letter of Acquisition as listed above, substituting the electronic ISBN for the print ISBN.

The ***copyright page*** must contain the same information as listed above, substituting the electronic ISBN for the print ISBN.

Text —Pagination not required for an electronic proceedings