

2012 IEEE Green Technologies Conference

Guidelines for Final Paper Submission

Important:

1. The deadline for final submissions is February 24, 2012. This includes the IEEE Copyright form and conference registration. Papers submitted after this date cannot be included in the proceedings.
2. All final submissions will be made through IEEE Conference Xpress, not EDAS, in Word or Latex format, not PDF. The site will do PDF conversion.
3. Check your acceptance email for the proper length for your submission: Full papers (6 pages), short papers (3 pages) and posters (1 page).

Instructions for final paper submission.

1. On-line author's registration prior to the final submission is required. Go to <http://www.ieeegreentech.org/Registration.htm> (click on Online Conference Registration)
2. Follow the IEEE conference paper template strictly (available at http://www.ieee.org/conferences_events/conferences/publishing/templates.html). Failure to comply with this template will cause the automatic declination of the IEEE Xplore publication by IEEE.
3. Go to the instruction website at http://www.ieee.org/conferences_events/conferences/publishing/gtc12.html. This site contains complete instructions for setting up your account and uploading your paper. It is highly recommended that authors read these carefully.
4. Upload source document(s) in either Word or Latex (refer to IEEE Conference Xpress at <http://www.conf-express.org/>) Please use "Create an Account" if you do not have one. The conference ID is **gtc12**.
5. PDF approval in IEEE Conference Xpress
6. Final verification of IEEE Xplore® metadata (you will receive an automatic email from IEEE Conference Xpress if your final submission is successful)
7. Electronic copyright form submission in IEEE Conference Xpress (you will receive an acknowledgment if your electronic copyright form is submitted successfully). Please do remember to submit this copyright form during the final submission. Failure to submit IEEE Copyright Form will cause automatic declination of the IEEE Xplore publication by IEEE.

Important Notes:

- At least one author needs to register for the conference at a regular rate (not student rate) prior to the final manuscript submission for the IEEE publication. If one author is submitting several manuscripts (papers or posters), they can register once at the regular rate, and make additional registrations at the additional paper rate. If there are five or more papers from the same institution, they may register at the group rate. For the group rate, all registrations must be made at the same time. Contact Robert Leland if you intend to use the group rate.
- Authors need to type their registration numbers in the strict format as XXX-XXX-XXX (dashes are necessary in between). They can NOT get in IEEE Conference Xpress account to upload their final manuscripts if the dashes are missing. The EDAS paper numbers for your accepted paper(s) are also required for final submission to IEEE Conference Xpress.
- **Final Manuscript Submission Deadline is February 24, 2012, 11:59 PM, US Eastern Time.**
- Please direct any questions regarding registration or manuscript submission to **Dr. Robert Leland** (rleland@oru.edu), General Co-Chair of IEEE Green Technologies Conference 2012.