

Publishing your IEEE Conference Proceedings Quick Start Guide

IEEE eXpress Conference Publishing

IEEE conference organizers are often surprised to discover that publishing their conference proceedings is a world unto itself. This Quick Start Guide, produced by IEEE eXpress Conference Publishing, is intended to help clarify the first steps on the road to publishing your IEEE conference proceedings.

For more information on how IEEE eXpress Conference Publishing can help you seamlessly produce a high-quality conference proceedings, visit <http://www.ieee.org/conferencepublishing> or email conferencepublishing@ieee.org.

Step 1

Secure IEEE sponsorship with an IEEE Technical Society. (For more information about IEEE Societies, see <http://www.ieee.org/web/societies/home/index.html>.)

Step 2

Register your IEEE-sponsored conference on-line by completing the [IEEE Conference Information Schedule](#). A Conference Record # will be emailed to you to confirm receipt of your form.

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 to confirm the submission of the form.

Before Conference	Task
22–10 Months	Secure IEEE sponsorship
16–8 Months	Call for Papers
10–6 Months	<ul style="list-style-type: none"> Review submissions; define technical program Receive 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 QA PDF conversion and LoA compliance Complete master of electronic prototype
1 Month	Review and approve master
3 Weeks	Duplicate master
7 Working Days	Ship

IEEE Group	IEEE Conference Publications	IEEE eXpress Conference Publishing
IEEE Department	IEEE Technical Activities	IEEE Publications
Manager	Kevin Dresely	Gordon MacPherson
Contact Email	confpubs@ieee.org	conferencepublishing@ieee.org
Function	Legally functions as IEEE acquisitions — required for all conferences	Provides fee-based publishing services (Conference eXpress) — optional
When to Contact	Immediately after hiring a publishing vendor and no later than 6 months before conference	Two months before peer review is completed; seven months before conference
Associated Form	IEEE Conference Publication Form	IEEE eXpress Proposal Form (Choose to open file)
What Form Enables	IEEE Letter of Acquisition (LoA)—legal understanding of IEEE's acquisition of conference publication that includes permission to submit to IEEE <i>Xplore</i> ® digital library.	Tentative production schedule (from acceptance letter to IEEE <i>Xplore</i> delivery) and cost estimate for conference-identified services.

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This Quick Start Guide was prepared by IEEE eXpress Conference Publishing to give a broad overview of what is entailed 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.

Speaking the Language

What is an IEEE Conference?

In the barest terms, it is a meeting 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?

A conference proceedings, or the archival conference record, can be defined either by the legal understanding as stipulated in the IEEE Letter of Acquisition (LoA), or by its components. Review [IEEE Conference Proceedings Defined](#).

What is IEEE eXpress Conference Publishing (IEEE eXpress)?

One of IEEE's Publications Department staffs who provide, among a range of publishing services, the all-inclusive service **Conference eXpress**. IEEE eXpress is also the creator of the author tool **PDF eXpress**.

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—

Conference eXpress: the full range of publishing services available only from IEEE eXpress

FedEx: a delivery service corporation (formerly Federal Express)

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

PDF eXpress: a tool for IEEE conference authors to obtain IEEE Xplore compatibility for their PDFs

<p><i>PDF eXpress</i></p>	<p>A tool organizers can provide to their authors that creates IEEE Xplore compatible PDFs or checks Xplore compatibility of author-created PDFs.</p>	<ul style="list-style-type: none"> • After receiving the Letter of Acquisition, the conference organizer registers for a free PDF eXpress account. • The organizer receives the URL and instructions, and distributes this information to authors. • Authors are responsible for using PDF eXpress and then sending the Xplore-compatible files to the destination identified by the organizer.
<p><i>Conference eXpress</i></p>	<p>A full range of publishing services from collecting author source documents to delivery of completed conference proceedings.</p>	<p>Conference organizer selects from services that include:</p> <ul style="list-style-type: none"> • Customization/Coordination • Collection/Creation • Communication/Compliance • Delivery

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