

INSTRUCTIONS FOR VALIDATION AND FINAL SUBMISSION OF CVPR 2008 WORKSHOP PAPERS

Please read these instructions carefully and follow them exactly to minimize problems with production of the conference proceedings. These instructions apply to papers in the workshops only.

Deadline for final submission (completion of **all** steps below) is **May 1, 2008**. This deadline will not be extended. Papers that arrive after the deadline may not appear on the conference workshops CD-ROM, and may not be placed in IEEE Xplore.

Note: Conference attendees will receive a conference DVD-ROM containing all conference papers (and supplementary material), a CD-ROM containing workshop papers (and supplementary material), and an abstracts book containing the abstracts for the main conference papers. None of these items are produced by IEEE, and none of them will be available for purchase from IEEE after the meeting. They are published exclusively for meeting attendees. All CVPR papers that are submitted on time, for which the extra page charges (if applicable) have been paid, and which are compliant with IEEE Xplore, and for which the IEEE copyright has been completed, will be placed in IEEE Xplore shortly after the meeting. **Only those papers that are placed in IEEE Xplore can be considered archival.**

1. Use IEEE PDF eXpress to validate your paper for inclusion in IEEE Xplore

There is a strict size limit of 10 megabytes (10,485,760 bytes) for PDF files in the workshop proceedings. If your paper is larger than this, you are probably using very large images in your figures. As a rule, your images will look fine at 600 pixels per inch and you should down-sample the images used in your figures accordingly. Smaller PDF files are also validated more quickly by PDF eXpress.

The page limit varies between workshops. Make sure that your paper satisfies the page limit for the workshop. However, the absolute maximum is 8 pages. Papers longer than 8 pages will not be processed and will not appear on the workshop CD-ROM or on IEEE Xplore.

IEEE requires that all papers to be entered into the IEEE Xplore digital library meet the IEEE style guidelines. LaTeX and MS-Word style files compatible with IEEE requirements are available at the CVPR submissions web site:

<http://vision.eecs.ucf.edu/submissions.htm>

Papers that do not meet these guidelines will not be placed in Xplore. This is IEEE policy.

Note: PDF eXpress does not collect the papers. After validating your paper, you must still upload it to the workshop paper collection website for production, as described in Step 2.

There are two ways to use IEEE PDF express. If you generate your own PDF file, PDF eXpress can validate it. If you are using any of the following document formatting systems, PDF eXpress can generate an Xplore-compliant document from the following source files: MS-Word, WordPerfect, RTF (rich text format), Freelance, LaTeX, PageMaker, FrameMaker, Word Pro, or Quark. If you used LaTeX, PageMaker, or Quark to prepare your paper, there are a few extra steps required to supply the images to IEEE.

- a. Login to PDF express: <http://216.228.1.34/pdfeXpress/log.asp>
The conference ID is: **wcvpr08x**
- b. If you have not used PDF eXpress before, you must create an account. Click the "New User" button and follow the instructions. If you have used PDF eXpress for a previous conference, you can log in using your old email address and password. Ignore the error message and click "continue". Verify your contact information and then click "submit". Once you have an account, you can login as often as you need to process all of your papers.
- c. Create a new title for each CVPR 2008 workshop paper that you are submitting.
- d. Submit the PDF file you wish to validate, or submit the source file(s) you wish to convert. PDF eXpress will digest the file(s) submitted and send you e-mail with the validation result, or the generated PDF, as appropriate.
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A primary source of failure in validating a PDF file is the use of non-embeddable fonts in figures. Make sure that your paper uses embeddable fonts for the main text of the paper as well as the figures, figure captions, references, footnotes, etc. Another source of failure is the line in the Latex source file that includes the hyperref package. If you are having difficulty, you may want to comment out this line. **Contact pdfsupport@ieee.org if you have trouble with IEEE PDF eXpress.**

2. Final paper submission for production

Deadline: May 1, 2008. The deadline for the workshop papers is May 1, 2008. This deadline will not be extended. Papers that arrive after the deadline may not appear on the workshop CD-ROM, and may not be placed in IEEE Xplore.

- a. Login to the paper collection site:
<http://ieee-cvpr.omnicms.com/ieeecvpr/2008/callforpapers.cgi>
- b. Edit the Title + Authors + Abstract information for your paper, correcting typos, author names, order of authors, etc. If an author's name has accent characters,

please enter them as a LaTeX sequence. Note: changes to this information will not be reflected in the online program until the final PDF version is generated.

- c. Upload the PDF file validated by PDF eXpress. Any file that fails validation will be discarded.
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- e. Before you can complete your paper submission, you must first complete and submit the **IEEE Electronic Copyright Form** as described in Step 3 below. After completing the electronic copyright, you should be able to complete the paper submission process. If you submit a paper more than once, the paper collection site should remember that you have already filled out the copyright form for that paper so that you don't have to resubmit the electronic copyright.
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- g. Register for the conference at
<http://vision.eecs.ucf.edu/registration.htm>
or by following the **Registration** link from the main CVPR 2008 web page. At least one author for each paper must register to attend the meeting. Papers and posters that are not presented due to no-shows may not appear in IEEE Xplore.

3. Complete and digitally sign the IEEE Electronic Copyright Form for your paper.

During the process of submitting your paper to the paper collection site (<http://iee-cvpr.omnicms.com/ieeecvpr/2008/callforpapers.cgi>) you will be required to complete and submit an IEEE Electronic Copyright Form before you can complete the paper submission. To do this, you will be required to follow a link from the submission site to an IEEE site to complete the IEEE Electronic Copyright form. You must follow the instructions on the web sites for submitting the copyright form. Once the copyright is completed, you will be returned to the paper collection site to finish and confirm paper submission. **This must be done by the May 1, 2008 deadline.**

Papers without completed copyright forms will not appear on the workshops CD-ROM and will not be enrolled in IEEE Xplore.

Final reminder: Papers will be placed in IEEE Xplore **only** if all of these conditions are met:

- a.** The final PDF submission is 10MB or less in size, 8 pages or less in length, has been validated by PDF eXpress, and has been uploaded to the workshop paper collection web site (after validation) by May 1, 2008.
- b.** Any supplemental material file (if applicable) has been uploaded to the workshop paper collection site by May 1, 2008.
- c.** At least one author registers for the conference.
- d.** The IEEE Electronic Copyright form is completed online.