

## Instructions for Validation and Final Submission of WACV 2019 Camera-Ready Papers

Please read these instructions carefully and follow them exactly to minimize problems and delays with production of the conference proceedings.

The deadline for final submission (completion of all steps below) is **Nov. 20, 2018** at 11:59pm Pacific Daylight Time. This deadline applies to all papers accepted in the first and second rounds and will not be extended. Papers that arrive after the deadline may not appear in the conference proceedings, and may not be placed in IEEE Xplore.

The WACV 2019 conference proceedings will only be available online and exclusively to registered conference attendees. The proceedings will contain all the papers (and supplementary material) for the main conference as well as the associated workshops. The online proceedings will only be available during the conference and for a short period before and some months after the conference. All WACV papers that are submitted on time, 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.

There are four steps to completing your final WACV 2019 paper submission:

1. Validate your camera-ready paper (without page numbers) using IEEE PDF eXpress.
2. Register at least one author for WACV 2019.
3. Submit the validated PDF and paper information to the paper collection site:  
<https://cmt3.research.microsoft.com/WACV2019>
4. Complete and submit the IEEE Electronic Copyright form.

These steps are detailed below.

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

**NOTE:** Do not include page numbers in your camera-ready paper.

There is a strict size limit of 10 MB (10,485,760 bytes) for PDF files in the conference 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 for all papers is 8 pages—with additional pages allowed that contains only cited references. To clarify, the main body of the paper, including figures, tables, equations, acknowledgments, etc., must be limited to no more than 8 pages. Additional pages may only contain cited references—not acknowledgments or other text, figures, tables, etc. Note that there are no paper or extra-page fees. However, papers that are longer than 8 pages (not including references), will not be processed and will not appear in the conference proceedings 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 through the WACV 2019 web site

<http://wacv19.wacv.net/submissions/authors-2/>

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 camera-ready paper collection website (CMT) for production, as described in Step 3. Please be sure to name your camera-ready submission file(s) according to the instructions in Step 3, it greatly simplifies and will eliminate the possibility of errors in processing and preparing your paper for publication.

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: <https://www.pdf-express.org/>

The conference ID is: 43230X

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 the email address and password from the previous conference; it will then ask you to create an account for this conference by entering a password—it can be the same password. Verify (and update if necessary) your contact information and 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 paper that you are submitting.

d. Submit the PDF file you wish to validate, or submit the source files 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.

e. Repeat step d until you are satisfied with the result.

f. Go to step c to process your other papers.

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. If you have further trouble with IEEE PDF eXpress, contact [pdfsupport@ieee.org](mailto:pdfsupport@ieee.org)

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## 2. Register at least one author for the conference at

<https://www.regonline.com/IEEEWACV2019>

or by following the online registration link at the top of the WACV "Attending" -> "Registration" web page. At least one author for each paper must register to attend the meeting. If there is not one author registered for the meeting, the paper will not be included in the proceedings and it will not appear in IEEE Xplore. Likewise, papers and posters that are not presented due to no-shows will not appear in IEEE Xplore.

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## 3. Final paper submission for production.

**Deadline:** Nov. 20, 2018. The deadline for all WACV 2019 papers (accepted in the first and second rounds) is Nov. 20, 2018 at 11:59pm Pacific Daylight Time. This deadline will not be extended. Papers that arrive after the deadline may not appear in the conference proceedings, and may not be placed in IEEE Xplore.

a. Login to the CMT paper collection site:

<https://cmt3.research.microsoft.com/WACV2019>

b. In the CMT "Author Console", your accepted paper(s) will appear with a "Create Camera Ready Submission" link—or "Edit Camera Ready Submission" if you're resubmitting/editing your camera-ready submission—and a "Submit IEEE Copyright Form" link in the "Actions" column.

Click on the "Create/Edit Camera Ready Submission" link to take you to the camera-ready submission page for your accepted paper. DO NOT click on the "Submit IEEE Copyright Form" at this time. You will submit the electronic copyright form later (in Step 4 below)—after updating your paper title and author list and submitting your camera-ready paper.

c. After reading the "Welcome" message on the camera-ready submission page, please verify that the paper title and abstract is correct in the "Title and Abstract" section. If necessary, update the paper title and/or abstract to match your camera-ready submission.

**NOTE:** Please ensure that the abstract is updated with your most recent version and that it is submitted as plain text without any LaTeX (or other form of) markup.

d. In the "Authors" section, update/correct (if necessary) the author list for your paper. Check that all the authors included in the camera-ready paper also appear in their proper order on CMT. Use the "Add" button to add a co-author to your paper and use the arrows at the right of each author listing to change the author order. Please check that all author names are spelled correctly and are in the correct order.

e. The name of your camera-ready submission must be in the form XXX.pdf where XXX is the three-digit paper ID (zero-padded if necessary). For example, if your paper ID is 24, the filename must be 024.pdf. Rename your camera-ready PDF file that was validated by PDF eXpress and upload it (and optionally a supplemental file) in the "Files" section.

f. If you wish to provide supplementary material, the file name must be in the form XXX-supp.pdf or XXX-supp.zip, where XXX is the zero-padded, three-digit paper ID as used in step e. Upload your supplemental file on the "Files" section as a single PDF or ZIP file of 20 MB in size or less. Only PDF and ZIP files are allowed for supplementary material. You can put anything in this file - movies, code, additional results, accompanying technical reports—anything that may make your paper more useful to readers. If your supplementary material includes video or image data, you are advised to use common codecs and file formats. This will make the material viewable by the largest number of readers (a desirable outcome). Please note that supplemental material will only be included in the conference proceedings; it will NOT be archived on IEEE Xplore.

g. Please ensure that you upload the correct camera-ready PDF—validated by PDF eXpress and renamed to XXX.pdf as described in step 3.e—as your camera-ready submission. Every year there is at least one author that accidentally submits the wrong PDF as their camera-ready submission.

h. You must agree to all the questions in the "Additional Questions" section. You will not be allowed to complete the camera-ready submission process until all of the questions on this page have been answered with "I Agree." Note that you can agree to the question regarding the copyright form as long as you plan to submit the completed form (see step 4 below).

i. Don't forget to click the "Submit" button—or "Save changes" button if you're editing a previous submission—at the bottom of the page to save all your changes. Unless you press the "Submit"/"Save changes" button, any changes you've made to the camera-ready submission—including file uploads and changes to title, abstract, and author list will not be saved.

j. Before your camera-ready paper submission can be considered complete, you must first complete and submit the IEEE Electronic Copyright Form as described in Step 4 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 will 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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**4. Complete and digitally sign the IEEE Electronic Copyright Form** for your paper and submit it along with your final paper.

**IMPORTANT NOTE:** Please be aware that once you submit your IEEE Electronic Copyright form, you will not be able to go back and make changes. IEEE does not have any mechanism to redo an electronic copyright form and you will not be able to complete more than one form per paper. As such, please be sure that the title, author list (including order), etc. (as specified in Step. 3) are correct on the CMT camera-ready submission page prior to completing and submitting the IEEE Electronic Copyright Form.

To complete your camera-ready submission, you must complete the IEEE Electronic Copyright Form and then upload the completed form to CMT. To do this, you will select the "Submit IEEE Copyright Form" in the CMT "Author Console". You must follow the instructions for completing, downloading, and submitting the copyright form. During this process, you will be transferred to an IEEE site to complete and submit the copyright form. Once the copyright is completed and downloaded, you will be returned to CMT to upload the IEEE Electronic Copyright form to CMT. Again, the copyright form can be completed only once per paper, so please make sure that all the information on the form is complete and final (including changes to paper title and authors) prior to submission. This must be done by the Nov. 20, 2018 deadline.

Papers without completed copyright forms will not appear on the conference proceedings disk and will not be enrolled in IEEE Xplore.

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**Final reminder:** Papers will appear in the WACV 2019 proceedings and placed in IEEE Xplore only if all of these conditions are met:

- a. The final PDF submission is 10 MB or less in size, 8 pages (not including cited references) or less in length, has been validated by PDF eXpress, and has been uploaded to the paper collection web site (after validation) by Nov. 20, 2018 at 11:59pm Pacific Daylight Time.
- b. Any supplemental material file (if applicable) has been uploaded to the submission site by Nov. 20, 2018.
- c. At least one author registers for and attends WACV 2019.
- d. The IEEE Electronic Copyright form is completed online and submitted to the paper collection site.