

RAWCON2001 Manuscript Preparation Instructions

Each paper in the RAWCON2001 Conference Proceedings will be printed from a file uploaded by the author at the rawcon.org web page. Because of anomalies that sometimes occur when converting Postscript files or MS Word files to pdf (such as figures that change position on the page, etc.) it is strongly recommended that each author perform the conversion to pdf before submitting their manuscript. Authors should print the pdf file and proofread it carefully. The danger of submitting a Postscript or MS Word file is that any errors in the conversion to pdf might not be detected before the Proceedings are produced.

The total length of your paper may not exceed four pages. Longer papers will be excluded from the Proceedings unless special arrangements are made with the Technical Program Chair.

Manuscript Preparation

- Manuscripts are to be *black-and-white only*
- Use either A4 or U.S. Letter (8.5"x11") pages
- Stay within these margins:
 - For A4 paper: 2.5 cm (top), 2.5 cm (left), 4.2 cm (bottom), 2 cm (right)
 - For U.S. Letter: : 1" (top), 1" (left), 1" (bottom), 1" (right)
- Single space using font size of at least 10 point
- Use two columns per page (with 0.25" gutter between columns)
- Position all figures and captions within the text
- Ensure legibility; simplify all figures and tables
- Maintain uniformity of style throughout

Title, Author, and Abstract

- Capitalize only initial letters in title and author information
- Center title across the page in boldface type
- Center author(s) name below title; skip a line between title and authors
- Center affiliation name below each author(s) name
- Include phone, fax, and email for the corresponding author
- Skip a line before abstract (single column centered on page) in italics

Public Release

Receipt of your manuscript by this Conference, together with the IEEE Copyright Form, constitutes release for open publication. No cancellation of such release is permissible. Do not send your manuscript if it is not fully cleared.

Registration and Attendance

Submission of your manuscript entails a commitment of the corresponding author to ensure that at least one author registers for the conference and presents the paper.

Submission (by June 22, 2001)

Upload your pdf file using the rawcon.org web page. Submit the completed and signed IEEE Copyright Form (by mail or fax) to the RAWCON2001 General Chair:

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If you have questions, please contact the General Chair or the Technical Program Chair, Dr. Peter Staecker (email p.staecker@ieee.org)

2001 IEEE Radio and Wireless Conference (RAWCON2001) *Supplemental Publication Opportunities*

Place Your Presentation on the RAWCON Web Page

RAWCON2001 is offering authors the opportunity to post their presentation (viewgraphs or poster materials) to the rawcon.org web page. Submit your presentation materials (in pdf format) to Michael Heutmaker (heutmaker@lucent.com) and the file will be linked to your entry in the on-line program. Our plan is to place all submitted presentation materials on the web page by August 30, 2001.

RAWCON2001 Mini-Special Issue of the *IEEE Transactions on Microwave Theory and Techniques*

RAWCON2001 authors will be invited to submit an expanded manuscript to be considered for a RAWCON2001 Mini-Special Issue of the *IEEE Transactions on Microwave Theory and Techniques*. Instructions will be forthcoming.

Seven selected RAWCON2000 papers will appear in a Mini-Special Issue of the *Transactions* in August 2001.

2001 IEEE Radio and Wireless Conference (RAWCON2001)

Presentation Guidelines

Please observe the following guidelines as you prepare your presentation (either oral or poster) for RAWCON2001. Many of these suggestions may seem obvious, and they are all fairly easy to follow. The more you follow these guidelines, the more likely it is that the audience (most of whom are not experts in your subject) will comprehend your presentation.

Presentation Outline and Contents

In many cases the **Introduction** is the most important part of your presentation. Most of the people watching a RAWCON oral presentation (or standing near a poster) are not specialists in your field. One of the purposes of RAWCON is for attendees to learn outside their specialty. Therefore your Introduction should:

- Explain the question that is addressed by your work
- Explain the original aspects of your work
- Explain the significance of your results
- Point out any connections between your results and other disciplines or specialties

The **Body** describes your methods and results:

- Show your most important results first.
- Emphasize block diagrams and plots, not words and equations.
- If some of your results do not fit into the allotted time or space, refer the audience to your printed paper in the Proceedings.

The **Summary**:

- Remind the audience of the original question
- Briefly restate your results and their significance

Presentation Graphics

Some members of your audience will be sitting in the back of the room, or standing at the back of the group near your poster. Your presentation must be readable to them.

- Use large fonts and high contrast colors for text
- Use wide and dark lines, and high contrast in plots
- Please do NOT just display pages from your printed paper