

Camera Ready Submission Instructions

IEEE 11th LASCAS 2020

Deadline

The submission deadline for camera ready material and copyright forms is December 16, 2019 (11:59pm UTC-6)

For each paper, at least one author has to be registered for attending the conference. Without a valid registration at the conference, your paper will not be published. Papers that arrive after the deadline may not appear on the conference proceedings and may not be placed in IEEE Xplore. LASCAS 2020 will apply IEEE's no show policy, and those papers not presented at the conference, will be removed from the final proceedings to be published in the IEEE Xplore Digital Library.

Author Kit

Papers should be presented following the IEEE Proceedings format: ([download it here for MSWord](#)) or ([download it here for Latex](#)). Papers must not exceed four pages in length. Ignore the header, and please do not number your pages. Bios and photos are not included in Conference Proceedings, thus please do not include them either.

Accordingly, check that the bibliography is properly formatted according to IEEE specifications for conferences. Failing to respect the styles might require additional steps, and/or might prevent the inclusion of your paper in the final proceedings.

Paper length

Papers accepted can be up to 4 pages long (strict).

How to submit camera ready papers

Please follow the following steps to submit the camera-ready version of your paper:

Step 1: Revise your paper

Please read reviewer comments and revise your paper to address them (if applicable), add author information. Refer to the author kit above for proper publication templates. **Pages must not be numbered.** Proofread your document (it will not be checked before final inclusion in the

proceedings). Ensure that there is no header or footer added to the manuscript, except the copyright notice (see step 2 below).

If you update your abstract, remember to update accordingly the field on EasyChair when submitting the camera-ready version.

Step 2: Copyright Notice

You will also need to include a copyright notice at the bottom of the first page of your paper. The exact notice depends on the outcome of the copyright transfer process:

- For papers in which all authors are employed by the US government, the copyright notice is:
U.S. Government work not protected by U.S. copyright
- For papers in which all authors are employed by a Crown government (UK, Canada, and Australia), the copyright notice is:
978-1-7281-3427-7/20/\$31.00 © 2020 Crown
- For papers in which all authors are employed by the European Union, the copyright notice is:
978-1-7281-3427-7/20/\$31.00 © 2020 European Union
- For all other papers the copyright notice is:
978-1-7281-3427-7/20/\$31.00 © 2020 IEEE

LaTeX users can add the following lines just before `\begin{document}` for the copyright notice to show up. What is shown below is an example for the fourth copyright case above, in the other cases the copyright text should be adapted accordingly.

```
\IEEEoverridecommandlockouts \IEEEpubid{\makebox[\columnwidth]{ 978-1-7281-3427-7/20/$31.00/$31.00~\copyright{}2020 IEEE \hfill}\hspace{\columnsep}\makebox[\columnwidth]{ }}
```

MSWord users can use: 'Insert' -> 'Text box', insert the appropriate copyright notice in the textbox, and place the box (without border) at the bottom left on the first page.

Step 3: PDF eXpress paper validation

After carefully checking if your manuscript conforms to IEEE Xplore guidelines, you need to get it approved by IEEE PDF eXpress. We have set up a PDF eXpress page for you to upload your paper for approval. The detailed instructions can be found in the following link:

http://www.ie.tec.ac.cr/lascas2020/docs/LASCAS_PDFinstr_45839X.pdf

Step 4: Paper upload

Upload of camera-ready manuscripts is handled through [easychair](#).

1. Login to [easychair](#) using your username and password.
2. Access your submission information by clicking the view icon.
3. In the upper right menu click the option “Add file”
4. Choose your camera-ready paper and upload it. **THE FILE UPLOADED MUST BE THE RESULT AFTER GOING THROUGH THE PDFEXPRES PROCESS.**
5. Click Submit a new version.

If you have multiple papers accepted at the conference, you will need to repeat these steps for each accepted paper.

Step 5: Author registration

At least one author has to be registered for attending the conference by the late registration deadline. One registration fulfills the obligation for up to two (2) accepted papers. Please specify the easychair paper-IDs for which your registration is covering the expenses during the registration process. Failing to register the IDs (paper ID is the number in easychair system), will prevent the inclusion of your manuscripts in the final proceedings.

Student registrations do not cover publication costs (full registrations are required). If you select a student registration, you will not be prompted to enter paper IDs.

Step 6: Copyright Transfer

Copyright transfer to IEEE for inclusion on the digital library is required. One copyright transfer form is required per each paper, not one per author! The corresponding author will receive a separate e-mail with the the instruction to submit the form.