**AUTHOR’S KIT**

**2022 IEEE 28th International Conference on Engineering, Technology and Innovation (ICE/ITMC) & 31st International Association For Management of Technology (IAMOT) Joint Conference**

**Papers & Proceedings**

**NOTE** – **At least one author for each paper must register and attend the conference, submit an IEEE copyright form, and present their paper at the conference for their paper to be included in the Conference Proceedings. Both, paper submission and conference registration are managed via ConfTool. More information regarding this policy can be found below.**

**IMPORTANT DATES TO REMEMBER**

**From 1st  March to 30th April 2022**

Authors are notified about acceptance and necessary improvements.

**Before 15 May, 2022**

A completed **registration as a Participant** for ICE-IAMOT 2022 by at least one of the authors of the paper (this must be completed prior to submitting the final version of your paper). All details about the registration can be found at: <https://ice-iamot-2022-conference.org/2-dates.html>

**Before 15th May 2022**

Check for the right **Copyright Information (form and notice)**.

The **IEEE copyright form** will be available in ConfTool and **must be signed and uploaded** (**ONLY ONE AUTHOR NEEDS TO SIGN THE COPYRIGHT FORM**).

The **copyright notice** is the one included in the ICE-IAMOT/IEEE paper template (©2022 IEEE) and must not be changed.

In case all authors of the paper you are submitting are (a) all employed by the US government, (b) all employed by a Crown government (UK, Canada, and Australia), or (c) all employed by the European Union, please inform us at [ice-iamot-2022-contact@univ-lorraine.fr](mailto:ice-iamot-2022-contact@univ-lorraine.fr) .

You must also **submit your final paper**. The submission of your final paper will only be possible with the signed and uploaded copyright form. A **PDF** version of your paper (using IEEE PDF eXpress, explained below), submitted to the ICE-IAMOT 2022 at:

<https://www.conftool.pro/ice-iamot-2022/>

The **PDF version** of your paper **must be prepared using** the free **IEEE PDF eXpress** service which will ensure that your PDF file is IEEE Xplore compliant. For the IEEE PDF eXpress Login Page go to:

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

To create your account on IEEE PDF eXpress you need the Conference ID that is: **55089X**

Click on the link "New Users - Click Here" and fill in your information.

Please note that the PDF eXpress site is NOT the paper submission system; it is simply a paper preparation system to create an **IEEE-compliant PDF version of your paper**, and it is this PDF version of your paper that you must submit before 15th May 2022 via the ConfTool site <https://www.conftool.pro/ice-iamot-2022/> on your accepted submission page. It is the PDF version of your paper that will be included on the conference proceedings.

General information about IEEE PDF eXpress is available at:

<http://www.ieee.org/pdfexpress>

If you have any difficulties generating the PDF file, please contact their customer support via their website. In the event you cannot seem to successfully prepare a PDF version of your paper, please submit your paper via the ConfTool site as a Word document (in the format provided by the author template described below in the “Formatting Instructions” section of this kit).

**We expect that all material submitted is properly available for publication. Before submitting your paper, please obtain all required reviews, clearance, and permissions and sign the copyright transfer (please review the IEEE copyright web site at** <http://www.ieee.org/copyright> **to understand copyright requirements; also note that** **U.S. authors need to ensure any ITAR requirements are met, as well, as documented at the IEEE copyright web site). Material submitted to the Conference Proceedings should not have been published elsewhere, nor be under consideration elsewhere. Substantially revised versions of papers are acceptable. Authors are responsible for making all appropriate acknowledgments and disclaimers, and for obtaining whatever permissions are needed to reprint any copyrighted materials.**

**FORMATTING INSTRUCTIONS**

The formatting is quite simple and well-instructed. Simply follow these and your paper should pass the PDF eXpress test without errors. Please download the ICE/IEEE paper template found at:

<https://ice-iamot-2022-conference.org/assets/paper-template/conference-template-a4-2022.docx>

You may simply type over the text in this template, copying and pasting paragraphs as needed. Font sizes and margins provided in this template must be used. DO NOT add page numbers or anything else in the headers or footers of the pages. The IEEE footer on page one must remain, and not be revised.

All papers must be submitted in electronic form, preferably as PDF files generated using the IEEE PDF eXpress service described above. Papers that deviate significantly from these instructions will be returned to you for revision. Please ensure furthermore your filename does not exceed 50 characters including the dot and pdf extension (.pdf). Only use alphanumeric characters and hyphen or underscores. No special characters in filenames and NO spaces.

**PRESENTING YOUR PAPER AT THE CONFERENCE**

Presenters are expected to attend the conference and discuss their paper. In the case of multiple-authored papers, at least one author must register. Registration can be completed in ConfTool. For more details see the ICE-IAMOT 2022 website

Presenters must have paid the registration fee when they submit their final paper.

If you will not be able to present your paper at the conference, please notify the Conference Chairs immediately [ice-iamot-2022-contact@univ-lorraine.fr](mailto:ice-iamot-2022-contact@univ-lorraine.fr) ).

Any presenter who is unable to attend the conference is responsible for finding a replacement; the replacement must register for the conference (without any additional payment) and present the paper. **If no replacement is found or you do not show up at the conference, the paper will NOT be included in the Proceedings for publication in IEEE Xplore.** (If a paper is **withdrawn** prior to **31 April**, no fee is due)

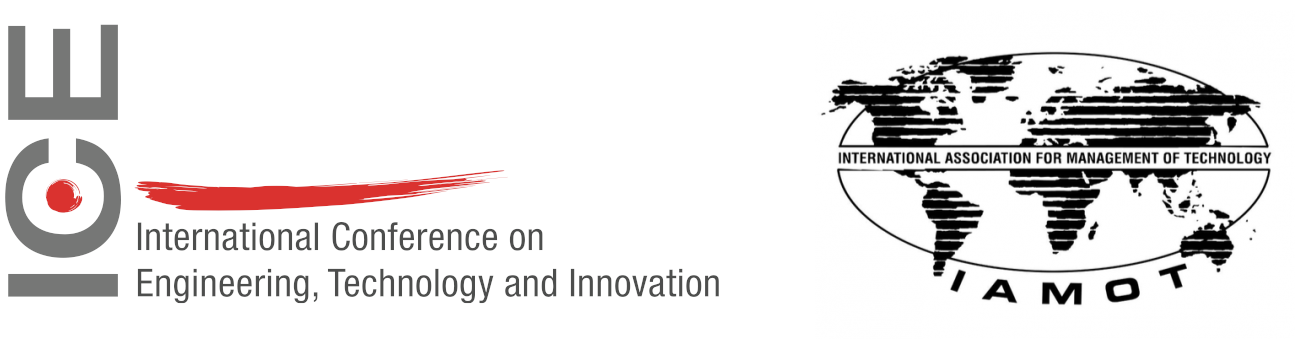
**PUBLICATION, ABSTRACTING & INDEXING**

After successful acceptance and presentation of Conference content, the papers will be submitted for publication in the digital conference proceedings to be available via IEEE Xplore® (with ISBN Number and DOI for the paper). The publication is expected to be completed by the end of 2022.

You can see an example of previous years proceedings at :

<https://ieeexplore.ieee.org/xpl/conhome/1800514/all-proceedings>

Further, IEEE helps to promote your article through active partnerships with abstracting and indexing (A&I). For more information see <http://ieeeauthorcenter.ieee.org/when-your-article-is-published/abstracting-indexing-ai-databases/>.



**ICE-IAMOT 2022 will bring together individuals from around the globe, and the Conference Proceedings are both a permanent record of the presentations and an important resource for future research. To ensure that publication of the Proceedings runs smoothly, we ask that you follow these guidelines. We look forward to seeing you in Nancy!**