



## ICE 2024 AUTHORS' KIT

### - IEEE 30th International Conference on Engineering, Technology and Innovation (ICE 2024) -

#### I. Papers & Proceedings

IMPORTANT – 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. ICE 2024 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 Madeira!

##### Important Dates

- **From 12<sup>th</sup> April** - Authors are notified about acceptance and necessary improvements.
- **From 17<sup>th</sup> May** - Final paper submission opens via ConfTool – to be completed by 1st June. *Make sure you submit an IEEE-compliant PDF version of your paper (using IEEE PDF eXpress, explained below).*

The IEEE copyright form is available in ConfTool and must be signed and uploaded as the 2nd File - ONLY ONE AUTHOR NEEDS TO SIGN THE COPYRIGHT FORM. The submission of your final paper will only be possible with the signed and uploaded copyright form.

- **Until 15<sup>th</sup> June** - You must have submitted your final paper and copyright form by 15<sup>th</sup> June. At least one author of each paper (Presenting Author) should also register as a Participant for ICE 2023 and payment must be done. All details about the registration can be found at: <https://mdtweek.digit-madeira.pt/registration.html>.

#### II. Final Paper Formatting (camera-ready) Instructions

The IEEE/ICE format MUST BE USED – authors will be asked for revisions until papers comply with the publication guidelines. If this process is not completed by the time of the conference, papers may not be included in the conference proceedings.

Please, make sure any changes you have made after reviewing still comply with this format. The formatting is quite simple and well-described. The final ICE/IEEE paper template is found at: [www.ice2023.org/papers](http://www.ice2023.org/papers). Font sizes and margins provided in this template must be used.



NOTE: In the final paper version (camera-ready) the IEEE footer on page one must be empty. DO NOT add page numbers or anything else in the headers or footers of the pages. Please, ensure that 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.

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### III. Final Paper Submission

Please note that the PDF eXpress site is NOT the paper submission system; it is simply a paper preparation system to ensure that your paper has been formatted in an IEEE compliant PDF, and it is this PDF version of your paper that you must submit before 1st June 2024 via the ConfTool site: <https://www.conftool.com/ice2024> on your accepted submission page (as the 1st File). It is this PDF version of your paper that will be included in the conference proceedings.

You must also submit a Copyright Form as part of your final submission. The form is generated through a clickable link and can be found within ConfTool. Once completed, please, save a copy and upload it as 2nd File for your submission.

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).

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## IV. 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 via bank transfer at <https://www.conftool.com/ice2024>. For more details see the ICE 2024 website.

Presenters must register for the conference before 15<sup>th</sup> June or their paper may be rejected for publication in Proceedings. If you will not be able to present your paper at the conference, please notify the Conference Chairs immediately at [mdtweek@digit-madeira.pt](mailto:mdtweek@digit-madeira.pt). 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.