2018 International Conference on 3D Immersion (IC3D 2018)

General instructions for submitting authors

Introduction

The present document gives general instructions for (prospective) authors of the above conference to prepare and submit their papers. Additional information is found on the conference webpage:
http://www.stereopsia.com/ic3d

This webpage and the present document will be updated as necessary. In particular, you should consult this webpage regularly to keep abreast of possible changes in the various dates.

If you have any question about the submission process, or encounter difficulties, please contact
David Grogna, dgrogna@ulg.ac.be

Scope

Your paper must fall within the scope described in the Call for papers (CFP), which is available on the above webpage.

Language

Your paper must be written in English.

Length

Your paper - including all text sections, figures, tables, and references - should have at least four (4) pages and at most eight (8) pages.

Formatting of papers

You can write your paper using either LaTex, OpenDocument, or Microsoft Word. Rather than providing the detailed specifications for the paper layout, we provide a template for each of these formatting systems. These templates (and related files) are found in the corresponding Author Kits on the above webpage. The templates are:

- IC3D-Latex-Template.tex
- IC3D-OpenDocument-Template.odt
- IC3D-Word-Template.doc.

These templates are compatible with applicable IEEE standards, in particular those related to archiving on the IEEE Xplore digital library.

The Author Kits also give the PDF files that were produced from each of these templates. This shows you how the final paper should look like.

We highly recommend that you start from your preferred template and that you progressively transform it into your own paper. This is a good way to ensure that your paper is correctly formatted. Beside serving as a model, each template also contains some formatting information.

Please, do not modify any of the settings in the templates!

The margins are automatically set. All text sections, figures, and tables must be contained in a 178mm x 229mm area. Note that the left and top margins can slightly differ depending upon whether you print your document with the A4 setting or with the US Letter setting.

To achieve the best viewing experience for the conference proceedings, you must use a Times New Roman font, no smaller than 9-point type throughout the paper.

Please, enter up to 10 keywords separated by commas, just after the abstract, as indicated in the templates.

Figures and tables must appear within the designated margins. They may span both columns. Please, try to position most figures and most tables at the top.

Your paper (and your submission) cannot contain any audio or video content.

It is important that you do not paginate your paper.

Once you have formatted your paper, you must generate the corresponding PDF file and compare it with the PDF file provided in the Author Kit you have used. If you have followed the instructions correctly, your PDF file will look like the one provided in this kit.

If accepted, your paper will be archived in IEEE Xplore. To ensure that your paper is Xplore compliant, you must carefully follow the instructions in the document entitled "Simplified Requirements for Creating PDF Files for IEEE Xplore", which you will find on the above conference webpage. While the Xplore compliance is optional for the initial submission, it is mandatory for the final submission following acceptance. It is your responsibility to upload a final PDF file that is Xplore compliant. We, and then IEEE, will verify that the PDF file of your camera-ready paper is Xplore compliant. To avoid unnessary delays, we urge you to make sure that your final PDF file is Xplore compliant.

You are then ready to submit your paper.

Submission of papers

Your paper must be submitted by the deadline indicated on the above webpage.

You must submit your paper via the OpenConf submission system located at

http://ic3d-papersubmission.montefiore.ulg.ac.be

Please, be aware that the submission system may not yet be ready when you read these instructions.
We start with a high-level view of the submission process. You must first fill out a submission form with key information about this submission/paper. Upon completion of this step, you will receive a "submission ID" by email. Using this ID, you can then upload the PDF file of your paper. These steps are described in more detail below.

As an author, you must initially click on "Make Submission" on the homepage of the submission system. This leads you to a submission form that you must fill out. The form is self-explanatory. However, you should deal with the "Abstract" and "Optional Comments" fields in the following way:

For the "Abstract" field, simply copy and paste the abstract as it exists in your paper. Specifically, do not provide a different abstract.

At the top of the "Optional Comments" field, write one the following preferences: "Oral presentation preferred", "Poster presentation prefered", or "No preference for type of presentation (i.e. oral or poster)". If you do not provide any information here, we will assume that you have no preference. In all cases, the final determination of the type of presentation will be made by the organizers, mostly based on the recommandations of the reviewers and on the scheduling constraints.

To complete this initial registration step, you must click by on "Make Submission" at the bottom of the form.

You will then receive an email containing your "submission ID". With this submission ID and the password that you did set in the submission form, you can access the other submission tools by clicking on "Edit Submission", "Upload File", and "View File".

In particular, you must click on "Upload file" to submit the PDF file of your paper.

Review of your paper

Your paper will be evaluated by reviewers and you will be notified of the decision by the date indicated on the above webpage. Please, note that delays for this notification are possible. If this were the case, please accept our apologies.

Submission of camera-ready papers (following acceptance)

If your paper is accepted, you will need to implement, if applicable, the modifications possibly requested by the reviewers, and to submit the final, camera-ready paper by the deadline indicated on the website. You will upload the PDF file of the camera-ready paper in the same way as for the initial file. Once again, we ask you to make absolutely sure that the submitted PDF file is IEEE Xplore compliant.

We may give you additional instructions by email.

Submission of copyright transfer form (following acceptance)

In addition to the above upload of your paper, you will also need to fill out, sign, and return to us by email a copy of the "IEEE Copyright and Consent Form", which you can find at www.ieee.org/documents/ieeecopyrightform.pdf. You'll find the name and email of the contact person at the beginning of the present document.

Carefully note that this form must be transmitted to the contact person by email.

We may give you additional instructions by email.

Oral presentation vs. poster presentation

At the time of submission, you should indicate (in the "Optional Comments" of the above submission form) whether you have a preference for an oral presentation or for a poster presentation. However, as already indicated, the organizers will make the final determination of whether a paper will be presented orally or as a poster.

In both cases (oral and poster), the steps for formatting and submitting the paper are the same.

Preparation of presentation (oral or poster)

If you paper is accepted, we will send you detailed information by email to prepare your presentation.

Please, note that we will ask you to send us your finalized presentation ahead of time, this to ensure that all sessions go smoothly.

Registration requirements

At least one of the co-authors of your paper must register and pay the registration fee by the deadline indicated on the above webpage for submitting camera-ready papers. The day that we receive your payment on serves as the reference. We insist on the fact that this registration and payment must be done by this very specific deadline.

Failure to adhere to this rule will result in the automatic withdrawal of your paper from the conference program and/or the conference proceedings, this even if your paper was initially accepted for presentation and publication.

Visas and authorizations

Please, determine early-on the requirements from your country and from Belgium concerning the visas and other travel documents that you might need to travel to the conference venue. Please, take all necessary steps to make sure that you get all necessary travel documents on time.

If you determine that the lead time for you to get these travel documents will likely be long, please let us know as soon as possible, and will do our best to accelerate the review of your submission.

No-show policy

We keep a list of the authors of papers that are accepted, but not presented (orally or as posters) during the conference.

Important points

- You paper must have from four (4) to eight (8) pages.
- Use the provided templates.
- Do not paginate your paper.
- Make sure that the PDF of your paper is IEEE Xplore compliant.
- Fill out, sign, and email to us the copyright transfer form.
- Register appropriately by the deadline.
- In case your paper is accepted, make sure it is presented.

Questions?

For any other question (i.e. not related to paper submission), please see the "Contact" webpage of the umbrella Stereopsia event, at http://www.stereopsia.com/about.