



Required Publishing Tasks for Conference Publishers

1. If IEEE is the copyright holder, all authors, which intend on publishing in the IEEE Xplore Digital Library are required to provide a transfer of copyright. IEEE Meetings, Conferences & Events (MCE) will reach out to you with next steps on the Copyright transfer process.
2. Instruct your authors to add the copyright notice to their papers **before** creating PDFs. Copyright notice can be found in Section IV - Copyright Information in the Letter of Acquisition.
3. Instruct your authors to use the IEEE PDF eXpress site to validate their papers (see following page).
4. **Provide IEEE Xplore®-compatible PDFs to IEEE Meetings, Conferences & Events (MCE).**
IMPORTANT: Any changes made to a PDF after IEEE PDF eXpress conversion or PDF Checking may invalidate *Xplore* compatibility. This includes headers, page numbers, copyright notice, watermarks, etc. If any of these elements are desired, they should be added to the document before a PDF is created.
5. **All PDFs to be included in IEEE Xplore®** (e.g. title page, copyright page, author index, etc.) should be validated through PDF eXpress for *Xplore* compatibility
6. Always use the [IEEE Packing List Generator](#) to create the packing list. Remember to include all files you wish to be posted to IEEE Xplore when creating the packing list. In addition to the technical papers, please include copyright page, title page, table of contents, and author index. Please ensure that all paper file names are less than 50 characters.
7. Always use the [IEEE Packing List Checker](#) to validate the packing list prior to submission. The packing list checker tool should be used anytime a change is made to the packing list.

8. If you are not using a publishing vendor's assistance, use the IEEE Packing List Generator (from the [IEEE Publishing Technology Resources](#) web page) to expedite delivery of your PDFs to *Xplore*.
9. Distribute the following page to your authors to provide them access to free Word and LaTeX templates and to PDF instructions [MS Word and LaTeX templates](#).

PDF Instructions for your Authors

2022 13th International Conference on Information and Knowledge Technology (IKT)

Before Creating a PDF

- Add the copyright notice to the bottom of the first page of your source document. If necessary, contact **Mohammad-Shahram Moin** at moin@itrc.ac.ir for the appropriate copyright notice.
- Proofread your source document thoroughly to confirm that it will require no revision.

Creating your PDF eXpress Account

Log in to the [IEEE PDF eXpressTM site](#)

First-time users should do the following:

1. Select the New Users - Click Here link.
2. Enter the following:
 - **57960X** for the Conference ID
 - your email address
 - a password
3. Continue to enter information as prompted.

An Online confirmation will be displayed and an email confirmation will be sent verifying your account setup.

Previous users of PDF eXpress need to follow the above steps, but should enter the same password that was used for previous conferences. Verify that your contact information is valid.

Contacting PDF eXpress Support

Access the [Publications Support Center](#) for IEEE PDF eXpress.

If you do not find an answer in the Find Answers tab, go to the *Ask A Question* tab.

Your question will be forwarded to IEEE PDF Support and answered within 3 business days.

The screenshot shows the IEEE Publications Support Center website. At the top, there is a navigation bar with links for IEEE.org, IEEE Xplore Digital Library, IEEE Standards, IEEE Spectrum, and More Sites. The main header includes the IEEE logo and the title "Publications Support Center". Below the header, there are four tabs: "Support Home", "Find Answers", "Ask a Question", and "My Support History". The "Ask a Question" tab is currently selected. A search bar is present with the text "Advanced Search" and a "Search" button. Below the search bar, there is a prompt "Find the answer to your question" and a "Results 1 - 10 of 106" indicator. Three search results are displayed, each with a title, a brief description, and a "Date Updated" timestamp. The first result is "How do I access the IEEE Electronic Copyright Form?", the second is "How do I find out my conference ID?", and the third is "What is the conference ID?". On the right side of the page, there is a "Contact Us" sidebar with a "Contact Us" link and a "Give Feedback" link.