

INSTRUCTIONS FOR VALIDATION AND FINAL SUBMISSION OF CAMERA-READY CVPR 2010 WORKSHOP PAPERS

Please read these instructions carefully and follow them exactly to minimize problems with production of the conference proceedings.

The deadline for final submission (completion of **all** steps below) of all workshop papers is **April 22, 2010**. Please note that these instructions are for all workshops associated with CVPR 2010. As such, the deadline for any individual workshop may be earlier. If the deadline for the workshop that your paper has been accepted to is earlier than the April 22 date, please substitute the April 22 deadline in these instructions with your workshop's deadline. Be aware that the April 22 deadline is a hard deadline for papers to make it onto the conference DVD. This deadline will not be extended. Papers that arrive after the deadline may not appear on the conference DVD.

Note: Conference attendees will receive a conference DVD containing all the papers (and supplementary material) for the main conference as well as the associated workshops. The conference DVD is **not** produced by IEEE, and will **not** be available for purchase from IEEE after the meeting. They are published exclusively for meeting attendees. All CVPR workshop papers that are submitted on time, and which are compliant with IEEE Xplore, and for which the IEEE copyright has been completed, will be placed in IEEE Xplore shortly after the meeting. All CVPR workshops will be indexed together on IEEE Xplore under a single title: 2010 IEEE Computer Society Conference on Computer Vision and Pattern Recognition Workshops (CVPRW). **Only those papers that are placed in IEEE Xplore can be considered archival.**

1. Use IEEE PDF eXpress to validate your paper for inclusion in IEEE Xplore

There is a strict size limit of 10 MB (10,485,760 bytes) for PDF files in the conference proceedings. If your paper is larger than this, you are probably using very large images in your figures. As a rule, your images will look fine at 600 pixels per inch and you should down-sample the images used in your figures accordingly. Smaller PDF files are also validated more quickly by PDF eXpress.

The page limit for all workshop papers is 8. There are no extra page charges for workshop papers. Papers longer than 8 pages will not be processed and will not appear on the conference DVD or on IEEE Xplore.

IEEE requires that all papers to be entered into the IEEE Xplore digital library meet the IEEE style guidelines. LaTeX and MS-Word style files compatible with IEEE requirements are available from the CVPR 2010 web site:

<http://cv1.umiacs.umd.edu/conferences/cvpr2010/submission/>

Papers that do not meet these guidelines will not be placed in Xplore. This is IEEE policy.

Note: PDF eXpress does not collect the papers. After validating your paper, you must still upload it to the workshop's camera-ready paper collection website (CMT) for production, as described in Step 2.

There are two ways to use IEEE PDF eXpress. If you generate your own PDF file, PDF eXpress can validate it. If you are using any of the following document formatting systems, PDF eXpress can generate an Xplore-compliant document from the following source files: MS-Word, WordPerfect, RTF (rich text format), Freelance, LaTeX, PageMaker, FrameMaker, Word Pro, or Quark. If you used LaTeX, PageMaker, or Quark to prepare your paper, there are a few extra steps required to supply the images to IEEE.

- a. Login to PDF express: <http://www.pdf-express.org>
The conference ID is: **CVPRW10x**
- b. If you have not used PDF eXpress before, you must create an account. Click the "New User" button and follow the instructions. If you have used PDF eXpress for a previous conference, you can log in using your old email address and password. Ignore the error message and click "Continue". Verify your contact information and then click "Submit". Once you have an account, you can login as often as you need to process all of your papers.
- c. Create a new title for each paper that you are submitting.
- d. Submit the PDF file you wish to validate, or submit the source files you wish to convert. PDF eXpress will digest the file(s) submitted and send you e-mail with the validation result, or the generated PDF, as appropriate.
- e. Repeat step **d** until you are satisfied with the result.
- f. Go to step **c** to process your other papers.

A primary source of failure in validating a PDF file is the use of non-embeddable fonts in figures. Make sure that your paper uses embeddable fonts for the main text of the paper as well as the figures, figure captions, references, footnotes, etc. Another source of failure is the line in the Latex source file that includes the hyperref package. If you are having difficulty, you may want to comment out this line. **If you have further trouble with IEEE PDF eXpress, contact pdfsupport@ieee.org**

2. Final paper submission for production

Deadline: April 22, 2010. The deadline for all workshop papers is April 22, 2010. This deadline will not be extended. Papers that arrive after the deadline will not appear on the conference CD-ROM or in the conference abstract book, and may not be placed in IEEE Xplore.

- a. Login to the workshop's paper collection site. This is the CMT site specified by your workshop to collect camera-ready papers and is different for each workshop.

- b. Edit/enter the Title and Authors (including all authors and their affiliations) information for your paper, correcting typos, author names, order of authors, etc. If an author's name has accent characters, please enter them as a LaTeX sequence. Changes to the title and/or author list should first be completed prior to completing the IEEE electronic Copyright Form. If you make changes to the title or authors list, you must click the "Finish" button in "Confirmation" to save all your changes prior to following the link to complete the IEEE electronic Copyright Form.
- c. The name of your camera-ready submission must be of the form XX.pdf where XX is the two-digit paper ID (zero-padded if necessary) assigned by the CMT paper collection site. For example, if your paper ID is 8 on CMT, the filename must be 08.pdf
- d. Upload the PDF file validated by PDF eXpress. Any file that fails validation will be discarded.
- e. If you wish to provide supplementary material, upload that material as a single PDF or ZIP file of 20 MB in size or less. Only PDF and ZIP files are allowed for supplementary material. You can put anything in this file - movies, code, additional results, accompanying technical reports – anything that may make your paper more useful to readers. If your supplementary material includes video or image data, you are advised to use common codecs and file formats. This will make the material viewable by the largest number of readers (a desirable outcome).
- f. The name of your supplementary material must be of the form XX-supp.pdf or XX-supp.zip, where XX is the same as above.
- g. Before you can complete your paper submission, you must first complete and submit the **IEEE Electronic Copyright Form** as described in Step 3 below. After completing the electronic copyright, you should be able to complete the paper submission process. If you submit a paper more than once, the paper collection site should remember that you have already filled out the copyright form for that paper so that you don't have to resubmit the electronic copyright.

IMPORTANT NOTE: Please be aware that once you submit your IEEE Electronic Copyright form, you will not be able to go back and make changes. IEEE does not have any mechanism to “redo” an electronic copyright form and you will not be able to complete more than one form per paper. As such, please be sure that the title, author list, etc. are correct and final on the CMT camera-ready submission site prior to completing and submitting the IEEE copyright form.

- h. Check that the upload of your files was successful either by matching the file length to that on your computer, or by using the download options that will appear after you have uploaded.
- i. Register for CVPR and/or the relevant workshops at
<http://cv1.umiacs.umd.edu/conferences/cvpr2010/registration/>

or by following the **Registration** link from the main CVPR 2010 web page. At least one author for each paper must register to attend the meeting. If there is not one author registered for the meeting, the paper will not be included in the proceedings and it will not appear in IEEE Xplore. Likewise, papers and posters that are not presented due to no-shows will not appear in IEEE Xplore.

- j. Don't forget to click the "Finish" button in "Confirmation" to save all your changes.

3. Complete and digitally sign the IEEE Electronic Copyright Form for your paper and submit it along with your final paper.

During the process of submitting your paper to the paper collection site you will be required to complete and submit an IEEE Electronic Copyright Form before you can complete the paper submission. To do this, you will need to follow a link from the submission site (CMT) to complete the IEEE Electronic Copyright form. You must follow the instructions on the paper submission site for completing, downloading, and submitting the copyright form. Once the copyright is completed and downloaded, you will be returned to the paper collection site to **upload** the IEEE Electronic Copyright form and finish paper submission. Again, the copyright form can be completed only once per paper, so please make sure that all the information on the form is complete and final prior to submission (see warning above). **This must be done by the April 22, 2010 deadline.**

Papers without completed copyright forms will not appear on the conference proceedings disk and will not be enrolled in IEEE Xplore.

Final reminder: Papers will be placed in IEEE Xplore **only** if all of these conditions are met:

- a. The final PDF submission is 10 MB or less in size, 8 pages or less in length, has been validated by PDF eXpress, and has been uploaded to the paper collection web site (after validation) by April 22, 2010.
- b. Any supplemental material file (if applicable) has been uploaded to the submission site by April 22, 2010.
- c. At least one author registers for and attends CVPR 2010.
- d. The IEEE Electronic Copyright form is completed online and submitted to the paper collection site.