

FINAL PAPER SUBMISSION INSTRUCTIONS

The submitter **AND ONLY THE SUBMITTER** of the paper has access in the [Navigation Center](#) to upload the final paper.

FINAL PAPER PREPARATION:

1. Remember to restore author names and affiliations, acknowledgments, and other material removed from the initial submission for double-blind review compliance.
2. Create a .PDF file of the paper.
3. Run the paper through the IEEE eXpress system to make sure it is compliant. The paper has to be compliant or you will receive an email asking you to make it compliant.

IEEE EXPRESS INSTRUCTIONS

Creating your PDF eXpress Account

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

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1. Select the New Users - Click Here link.
2. Enter the following:
 - **61188X** 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.

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

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 'Find Answers' tab is active, displaying an 'Advanced Search' box with a search button and the text 'Find the answer to your question'. Below the search box, there are three search results, 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 two options: 'Contact Us' and 'Give Feedback'.

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REGISTER FOR THE CONFERENCE:

1. Ask the presenter of your paper to register for a full conference registration - **Due 13 March 2025**. If the presenter requires a United States VISA to attend RFIC2025, we strongly recommend that the presenter register for the conference as soon as possible as a valid registration is required for the VISA. Please complete the VISA request letter via [this application form](#). Note that United States VISA processing times have increased significantly compared to past years. For more information about a VISA please go to the [RFIC website](#).
 - a. The speaker must register for a full conference registration at www.ims-ieee.org/registration If you have any questions regarding registration, please contact IMS@csreg.zohodesk.com or 224-563-3136
 - b. Please have the presenter of the paper register and give you their Badge/Registration number, which is required for submitting your final paper. *(The number can be found in the confirmation email the registration company sends.)*
 - c.

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2. Log into your [Navigation Center](#)
3. Click on the "View" link next to the title of your accepted paper.

SUBMISSION LIST

Welcome

	Paper ID	Submission Title	Status [?]	Your Role [?]
View	314-VO409	Dosimetry performances of a MultiWell-Plate-Based Near-Field RF Applicator for the Investigation of EM Impact on Biological Cells	Accepted	Submitter

Important Information

- Paper Summary Deadline**
7 January 2025
- Conditional Accept Notification to Submit Revision**
16 February 2025
- Accept/Reject Notification (non-conditional)**
20 February 2025
- Revised Conditional Accept Deadline**
23 February 2025
- Conditional Accept Final Notification**
2 March 2025
- Confirmation Forms Due**
3 March 2025
- Copyright Forms Due**
18 March 2025
- Final Papers Due**
21 March 2025

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SUBMISSION DETAILS

IMS Details for: 314-VO409
Dosimetry performances of a MultiWell-Plate-Based Near-Field RF Applicator for the Investigation of EM Impact on Biological Cells

My role for this submission: **Submitter**
Status of this submission: **Accepted**

TASKS

Deadline	Task	Action	Status
04/16/2021	Registration Confirmation Number	Enter Reg ID	X
	Statement to Confirm	Read & Accept	X
03/03/2021	IEEE Copyright	IEEE Copyright	X
	Upload Draft or Final Slides	Slides	X
	Enter Speaker Bio	Bio	X
03/03/2021	Upload final paper	Final Paper	X

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4. Click on the registration link and enter the speaker's Confirmation or Registration Order ID. When the task is completed successfully the "Red X" will change to a "Blue Check".
5. Read and accept the "Statement to Confirm" by clicking on the link, checking the box "I confirm" at the bottom of the page and saving.

6. Complete the IEEE electronic copyright form – **Due 18 March. This button will take you to the IEEE copyright site.** Once you have completed the form, you will be automatically redirected back to your Navigation Center to continue to complete the next tasks.
 - a. If you make any edits to the title or list of authors in the copyright form, please notify sandy@epmsinc.com of the changes and please make sure the changes are included in your final paper.
 - b. When you complete the copyright form, the status of the form will indicate a **“yellow circle.”** This is an indication that the copyright form is complete but pending approval as EPMS, Inc. needs to compare the copyright form to the final paper to make sure all information matches EXACTLY.
 - c. If you have any questions about the copyright form, please contact IEEE directly.

NOTE: The next two tasks require that your pop-up blocker be turned off.

7. Enter Speaker Bio – **Due 21 March.** Enter a bio for the speaker in the box. Once you have completed this task the “Red X” will turn into a “Blue Check”.
8. Once you have completed steps 3, 4 and 5 you will then be able to upload the final paper to the system – **Due 21 March.** Click the link to the “Final Paper”, click the “choose file” button and browse for your final paper.

Once you have completed all the tasks above, EPMS, Inc. will send all the papers to the technical editor (**Causal Productions**) who will handle the production of the conference proceedings. NOTE: Causal may contact you directly should there be corrections need to your paper.

If you have any questions regarding this process, please contact Sandy Owens at sandy@epmsinc.com.