Tutorial on submission procedure within the group

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(as a web-admin)

What this about..?

- The 1914 WG website is maintained **manually**. IEEE website and WordPress are not admin friendly..
  - This may change so follow the procedures that CAN enable automation in the future.

- Any deviation from "standard procedures" means more work.

- Typically the major effort is just before the meeting and after the meeting uploading & revising contributions.
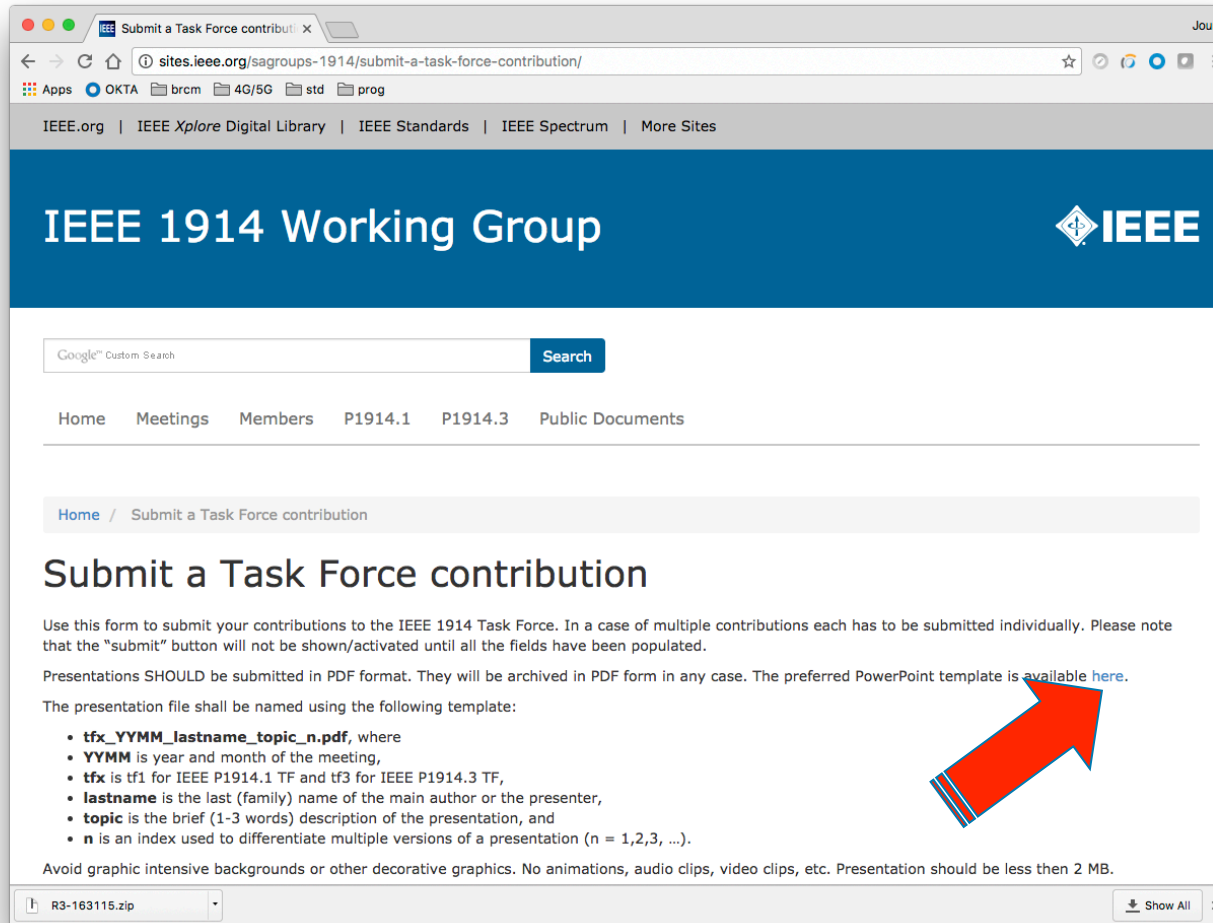
Contributing is simple

- Use the IEEE template.
  - Makes sure no unacceptable disclaimers are in the contribution.

- Use the submission tool to submit your contribution.
  - Random emails end up treated randomly..

- Use PDF format if just possible.
  - Guarantees the "any" to PDF conversion looks exactly you want it to look like.

- Use the predefined file naming convention and versioning rules.
  - Makes web-admin's life easier to filter emails and no need to correct file names.

- **Follow the deadlines!**

Finding the submission tool..

Finding the PowerPoint template..

File naming!

- The presentation file shall be named using the following template:
  - **tfx_YYMM_lastname_topic_n**.pdf, where
  - **YYMM** is year and month of the meeting,
  - **tfx** is **tf1** for IEEE P1914.1 TF and **tf3** for IEEE P1914.3 TF,
  - **lastname** is the last (family) name of the main author or the presenter,
  - **topic** is the brief (1-3 words separated by '-') description of the presentation, and
  - **n** is an index used to differentiate multiple versions of a presentation (n = 1,2,3, …). Increase the number for each submission!
- Examples:
  - tf1_1611_korhonen_contributing_1.pdf
  - tf3_1610_comments-received-working_5.xlsm (oops ;)

Submitting..

What if I am late..?

- World is collapsing and the deadline is close...

- No problem! Submit a "contribution" **before deadline** but without any file to upload! **No random emails!**
  - This gives chairs required information to build the agenda!

- Once contribution is available resubmit it as a version _1_.
  - Note: it will be a late contribution and subject to be dropped out of agenda if there is no time left..
  - In time submissions SHOULD have priority over late ones..

Thank you!