

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.

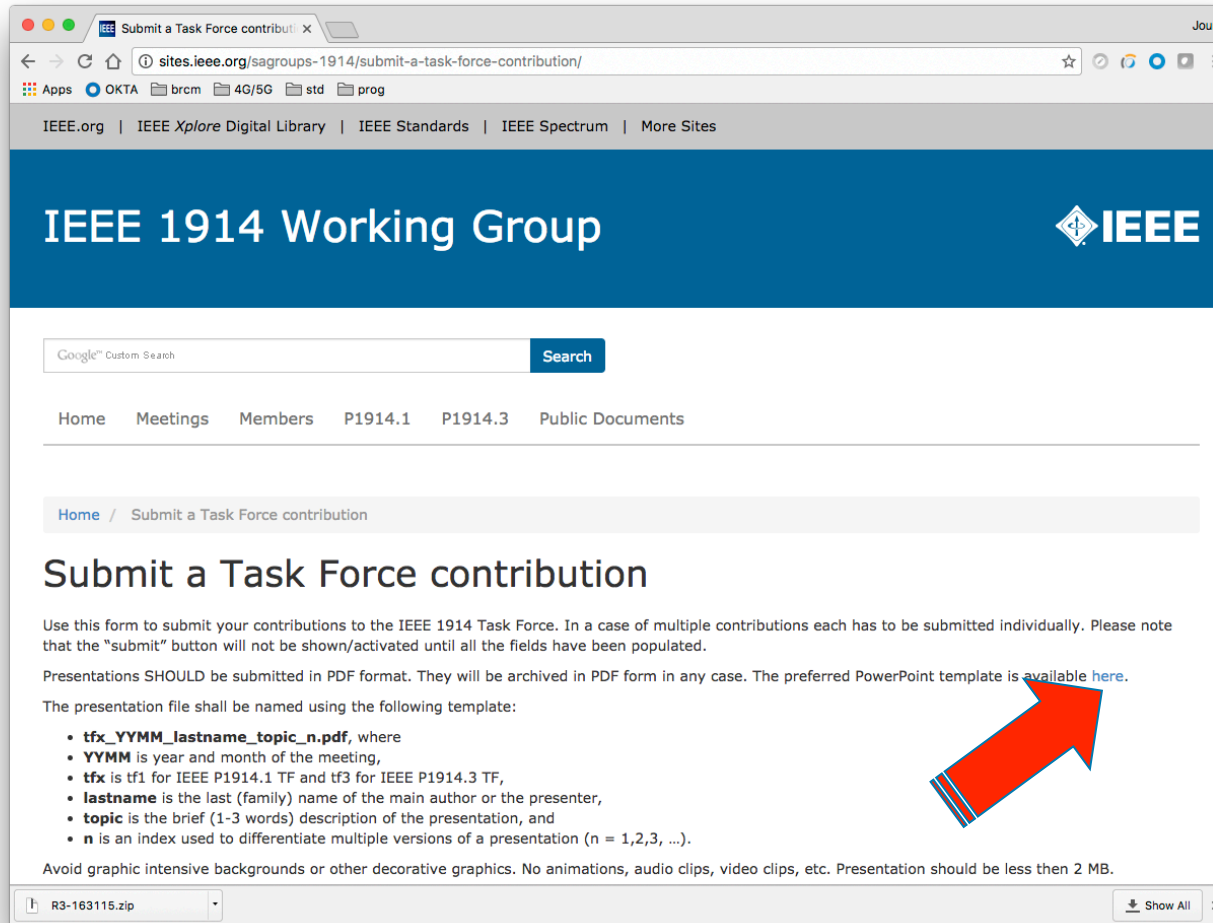
Contributing is simple

- 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..

The screenshot shows a web browser window displaying the IEEE 1914 Working Group page. The URL is sites.ieee.org/sagroups-1914/p1914-1/. The page features a blue header with the IEEE logo and the text "IEEE 1914 Working Group". Below the header is a search bar and a navigation menu with links for Home, Meetings, Members, P1914.1 (highlighted), P1914.3, and Public Documents. A "Quick Links" section on the left contains several links, with "Submit a Task Force contribution" and "Submit review comments" highlighted by a red arrow. The main content area displays the title "P1914.1 Standard for Packet-based Fronthaul Transport Networks" and a description of the standard's scope.

Finding the PowerPoint template..



Submit a Task Force contribution

IEEE 1914 Working Group

IEEE

Home Meetings Members P1914.1 P1914.3 Public Documents

Home / Submit a Task Force contribution

Submit a Task Force contribution

Use this form to submit your contributions to the IEEE 1914 Task Force. In a case of multiple contributions each has to be submitted individually. Please note that the "submit" button will not be shown/activated until all the fields have been populated.

Presentations SHOULD be submitted in PDF format. They will be archived in PDF form in any case. The preferred PowerPoint template is available [here](#).

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) description of the presentation, and
- **n** is an index used to differentiate multiple versions of a presentation ($n = 1,2,3, \dots$).

Avoid graphic intensive backgrounds or other decorative graphics. No animations, audio clips, video clips, etc. Presentation should be less than 2 MB.

R3-163115.zip Show All

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..

The screenshot shows a web browser window with the URL `sites.ieee.org/sagroups-1914/submit-a-task-force-contribution/`. The form contains the following fields and annotations:

- Task Force:** A dropdown menu with "IEEE P1914.1 TF" selected. A callout box points to it with the text "Select proper TF".
- Presenter:** A text input field containing "Jouni Korhonen".
- Affiliation:** A text input field containing "Broadcom Ltd.".
- E-mail address:** A text input field containing "jouni.korhonen@broadcom.com".
- Title of presentation:** A text input field containing "Tutorial on submission procedure within the group".
- Time requested:** A text input field containing "15 min". A callout box points to it with the text "Remember 'min' !". Below this field is a small note: "Number of minutes. The field must contain 'min' text e.g., '30 min'."
- Brief description:** A large text area containing "Going through the submission process of WG/TF contributions." A callout box points to it with the text "Accepted filetypes".
- File:** A "Choose File" button and a text input field containing "tf1-1611_korhonen-contributing_1.pdf". Below this is the text "Accepted file types: pdf, txt, ppt, pptx, doc, docx, jpg, png." A callout box points to this text with the text "Accepted filetypes".
- Do the math:** A section with a link "(click for help)", the equation $1 + 7$, and a text input field containing "8". A callout box points to this section with the text "Will appear when required fields are populated correctly."
- Submit:** A blue button at the bottom of the form.

Select proper TF

Remember 'min' !

Accepted filetypes

Will appear when required fields are populated correctly.

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!