**Paper Submission** **Procedure**

LISAT reviews and accepts original unpublished research and application papers on a full manuscript submission basis only. (Abstracts are included in the paper.) Authors are required to provide a six (6) page IEEE standard manuscript in MS Word format which, if accepted by the Technical Program Committee and subsequently presented at the LISAT Conference, will be submitted for publication in IEEE Xplore. Authors should use the IEEE PDF eXpress tool to verify that their Manuscript passes the IEEE standards and submit a PDF eXpress compliant pdf as the final version after acceptance.

A one-page outlineof all Keynotes, Distinguished Lecturer, and Applications Track presentations is requested for review. The Chair or Coordinator of that program will work with those presenters individually. Unless instructed otherwise, they should NOT submit their work for review by the Technical Program Committee.

All completed manuscripts must be submitted to the LISAT Technical Program Committee Chair at [**islamn@farmingdale.edu**](mailto:islamn@farmingdale.edu). Manuscript submissions will be reviewed by experts selected by the conference committee for their demonstrated knowledge of particular topics. All submissions must include the authors’ full names, affiliations, postal addresses, phone numbers, and email addresses. Please designate the Corresponding author (note that if none is specified, the first name on the list of authors is considered the Corresponding Author) to receive all correspondence from the conference.

A unique conference registration is required for each paper presented at the Conference. A registered presenter will not be permitted to make more than two presentations. A second full registration is required for the second presentation however only one set of conference/author materials will be provided. Only one set of presenter gifts will be provided per presented paper even if additional authors register for the conference or contribute to the presentation.

Presentations in the technical tracks are set at 20 minutes which includes 15 minutes of presentation followed by 5 minutes of Q&A. Please note that IEEE policies require that a presentation be made at the Conference in order for your manuscript to be submitted for publication in IEEE ***Xplore***. Authors must submit the following (see list of important dates below for schedule):

* **Manuscript** (6 pages). A 300-to-500-word abstract embedded in the manuscript is required. Biographies and photos for each of the authors can be included in the manuscript but are optional. Use the pdfeXpress site to verify that your paper will pass the minimum IEEE publishing standards. (See the PDF eXpress instructions file - Creating your PDF eXpress Account - LISAT IEEE 2024 Conference.doc for additional information). **For Word,** see 2024 IEEE LISAT ManuscriptMULTIPLEauthors.doc or 2024 IEEE LISAT ManuscriptONEauthor.doc, as a template.
* **A two (2) sentence, stand-alone overview of the paper** for inclusion in the LISAT program.
* **Biography** of Presenting Author (1/3 page) (See 2024 LISAT Bio Example.doc)**.**

**(**This bio ***must*** be included with the manuscript.)

* **IEEE Copyright Form** (See 2024 IEEE LISAT copyright.doc): The IEEE has adopted a new electronic copyright procedure. After submission, an email on how to complete the copyright will be generated by the conference committee members using IEEE tools.
  + For papers in which all authors are employed by the US government, the copyright notice is: **U.S. Government work not protected by U.S. copyright**
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* **PowerPoint Presentation** (See 2024 IEEE LISAT SlideTemplate.ppt) which will be presented during LISAT.

**Paper Review Process**

Manuscripts are subject to the LISAT Technical Program Committee’s peer review and may require revision prior to final acceptance. Your paper will also be visually inspected by our submission system staff to assure that the document is readable and meets all formatting requirements to be included in a visually pleasing and consistent proceedings publication for LISAT 2024. If our submission inspectors encounter errors with your submitted file, they will contact you to resolve the issue. All accepted and presented papers will be submitted to IEEE for consideration of publication in the Xplore Database.

**IEEE Plagiarism and Copyright Requirements**

IEEE policy requires that all accepted papers must be checked for plagiarism. This will be done through the [IEEE CrossCheck Portal](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ieee.org%2Fpublications%2Frights%2Fcross-check-portal.html&data=04%7C01%7Cislamn%40farmingdale.edu%7Cc8c18349a090400690a308d99e1a48a9%7C5c53f7e4f1b8439b976b37b58fbad971%7C0%7C0%7C637714658924103582%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C2000&sdata=%2B0vypgwK28xuKeaPfu87EmQ5mCUEesDIpY9ychx%2FUaU%3D&reserved=0) if copyright is owned by IEEE. As a reminder, all authors of accepted papers must transfer copyright to IEEE by utilizing the electronic [IEEE Copyright Form](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ieee.org%2Fpublications%2Frights%2Fcopyright-main.html&data=04%7C01%7Cislamn%40farmingdale.edu%7Cc8c18349a090400690a308d99e1a48a9%7C5c53f7e4f1b8439b976b37b58fbad971%7C0%7C0%7C637714658924113528%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C2000&sdata=QIUBI%2Bx%2BlxxmafkqICRhdr9Ti3Y%2BDDxfGifbiwrqE10%3D&reserved=0)(eCF) (see [IEEE Copyright Policy](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ieee.org%2Fpublications%2Frights%2Fcopyright-policy.html&data=04%7C01%7Cislamn%40farmingdale.edu%7Cc8c18349a090400690a308d99e1a48a9%7C5c53f7e4f1b8439b976b37b58fbad971%7C0%7C0%7C637714658924123478%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C2000&sdata=ToPpwtsK%2B31nQeyWmW7rYt7KHS5fisgMqE4xgYcUeM0%3D&reserved=0)).

**Deadlines and Important Dates** Papers must be submitted by the deadline date.

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| **LISAT *2024* Important Dates** | |
| **Manuscripts for Publication Due** | **August 15, 2024** |
| **Notification of Acceptance of Manuscripts (subject to final edits)** | **Sept 30, 2024** |
| **Final Manuscript Edits, Bios, and Power Point Due** | **Oct 15, 2024** |
| **Presenter Registration** | **Oct 15, 2024** |
| **LISAT2024 Conference** | **Nov 15, 2024** |

**Conference Registration**

Please check the conference website for registration categories, rates, and deadlines.

**Please Note - all authors must register at the rate they are entitled to NO LATER THAN 1 November 2024. Student registration is only permitted for ONE (1) accepted paper presented by the student, but ONLY when the paper has a single student author. Only up to two (2) accepted student-authored papers and registrations may be permitted.**

**Corresponding Author Responsibilities:**

The corresponding author is the point of contact for the LISAT volunteers. He or she is responsible for managing all communications between the LISAT personnel and the authors of the paper. These responsibilities include ensuring timely reaction to requests for information or changes in the submitted manuscript.

Other responsibilities include:

* Submitting the signed copyright form.
* Sharing the reviewers' comments with the other authors and ensuring the requested revisions are made or clearly disputed before resubmitting the manuscript.

**Correspondence**

For further information regarding paper submissions contact LISAT IEEE 2024 Technical Program Committee Chair Nazrul Islam at slamn@FARMINGDALE.EDU**.**

For additional questions contact LISAT 2024 Conference Chair: Dan Rogers at [**drogers@ieee.org**](mailto:drogers@ieee.org) or LISAT 2024 Conference Co-Chair: Dr. Charles Rubenstein at [**c.rubenstein@ieee.org**](mailto:c.rubenstein@ieee.org).

For additional Information please review the LISAT web site at: [**www.ieee.li/lisat**](http://www.ieee.li/lisat)

**Lecture Presentation Tips**

**Presentation time:** Presentation time is critical; each paper is allocated 25 minutes for lecture sessions. We recommend that presentation of your slides should take not more than 20 minutes, leaving 5 minutes for introduction, and questions from the audience.

YOU MUST FORWARD YOUR PRESENTATION AS A MICROSOFT® POWERPOINT FILE TO THE CONFERENCE NOT LATER THAN 1 NOV 2024 SO IT MAY BE LOADED ON THE PRESENTAITON LAPTOP IN THE SESSION ROOM. INCLUDE ANY VIDEO FILES, ETC.

DO NOT EXPECT Wi-Fi FOR ONLINE VIDEOS, ETC. YOU MAY **NOT** USE YOUR OWN LAPTOP, AND YOU SHOULD ALSO BRING A BACKUP ON A USB.

To further achieve appropriate timing, organize your slides or viewgraphs around the points you intend to make, using no more than one slide per minute (15 slides maximum). A reasonable strategy is to allocate about 2 minutes per slide when there are equations or important key points to make, and one minute per slide when the content is less complex. Slides attract and hold attention and reinforce what you say - provided you keep them simple and easy to read. Plan on covering at most 6 points per slide, covered by 6 to 12 spoken sentences and no more than about two spoken minutes.

Be prepared to begin your presentation as soon as the prior presenter has finished; it is important to keep on schedule. You should meet with your session chair during the break immediately prior to your session. Meet inside or near the door of the presentation room. If the room is not being used, this will give you a chance to test any presentation equipment you will be using. Copying your files to the computer before the session will also save you some time during your presentation.

**Organization of your ideas:** Make sure each of your key points is easy to explain with the aid of the material on your slides. Do not read directly from the slide during your presentation. You should not need to prepare a written speech, although it is often a good idea to prepare the opening and closing sentences in advance. It is very important that you rehearse your presentation. Should you not be able to attend LISAT due to circumstances beyond your control, you may request permission of the Technical Program Committee to designate a surrogate presenter well in advance of the LISAT Conference. Surrogate presenters must be sufficiently familiar with the material being presented to answer detailed questions from the audience. In addition, the surrogate presenter must register for LISAT at your registration rate or a higher rate. It is their responsibility to contact the Session Chair on the day of the presenter's session.

**Obtaining a Visa:** If it is necessary for you to obtain a letter of invitation or a visa to attend the LISAT IEEE 2024 Conference, you can find relevant information about the application process on the following website:

**https://travel.state.gov/content/visas/en.html**

VISA Letters are available for any author or attendee that has paid their appropriate registration fee, in full, NOT LESS THAN THREE (3) MONTHS Pre-Conference. All payments are non-refundable, however, if evidence is presented that proves the visa application was denied even though applied for in a timely manner, the registration fee for an attendee may be waived. In the case of an author, subject to the same policy, they may withdraw their paper for a refund, or their accepted paper may be included in the conference proceedings in spite of the author’s lack of presentation of the paper.

Please contact the TPC Chair to begin the process: Nazrul Islam [islamn@FARMINGDALE.EDU](mailto:islamn@FARMINGDALE.EDU)

**Equipment provided:** All presentation rooms will be equipped with a Microsoft Windows® computer and a data projector. If any other audio or video equipment is required, the presenter must contact the LISAT 2024 Conference Chair: Dan Rogers at [drogers@ieee.org](mailto:drogers@ieee.org) to see whether arrangements can be made or not.

Each computer will have a recent version of the Microsoft Windows® OS installed, a CD-ROM drive, USB port, as well as Microsoft PowerPoint software. Remember to embed all your fonts into your presentation, if you are using any special font or plug-in such as MathType.

The corresponding author is responsible for forwarding copies of all video, etc., files along with your Microsoft PowerPoint® presentation file to the TPC Chair, Nazrul Islam, at Nazrul Islam [islamn@FARMINGDALE.EDU](mailto:islamn@FARMINGDALE.EDU) **NO LATER THAN Nov 1, 2024 s**uch that they may be loaded onto the presentation computers in advance. Do NOT convert the Microsoft PowerPoint® PPT or PPTX file into PDF.

*Please, pay attention to the following critical points:*

* If you are a MAC or Linux user test your presentation on a Microsoft Windows® XP or later platform
* If you will be playing video or animated media, make sure it runs on Microsoft Windows® Media Player
* Embed all the fonts in your presentation.