

**The Institute of Electrical Engineers of Japan**

**Electric Submission System for Technical Meetings**

Registration and Manuscript Submission Manual

**April 2014**

# 1. Application

(1) Application can be done by accessing the link below and clicking the “Apply” button from the list of workshops.

<https://workshop.iee.or.jp/test/cgi-bin/sbtk-workshoplist.cgi?lang=E>

Click on the “Apply” button of the workshop you wish to apply.

### List of Technical Meetings

Please select a workshop from the list below. The programs can be accessed by clicking on the “Program” button. Detailed instructions for application and paper submission can be found in the [manual](#).

| Application                          | Technical Meeting                              | Date            | Region | Location          | Application Deadline | Program       |
|--------------------------------------|--|-----------------|--------|-------------------|----------------------|---------------|
| <input type="button" value="Apply"/> | Plasma Science and Technology workshop         | 15th, Feb, 2014 | Tokyo  | IEEJ Meeting Room | 20th, Dec, 2013      | Not Available |
| Theme                                | Plasma General                                 |                 |        |                   |                      |               |
| Notes                                | It will be taken a banquet after the workshop. |                 |        |                   |                      |               |
| <b>Application Closed</b>            | High Voltage Engineering workshop              | 13th, Feb, 2014 | Osaka  | Osaka University  | 15th, Dec, 2013      | Not Available |
| Theme                                | High voltage General                           |                 |        |                   |                      |               |
| Notes                                | Active participation is required.              |                 |        |                   |                      |               |

Display 10 items per page. Sort by    
Display 16 of 16 items.

You may not apply for workshops that have closed its application and displays “Application Closed” .

The list of workshops can be sorted by its date, application deadline, workshop, location, and theme.

(2) Fill in the presentation application form. (\* indicates a required field.)

## Presentation Application Form

**Please fill in the items below and press the Confirm button. \* indicates a required field.**  
**A URL will be displayed on the browser upon a successful registration. Please access the URL when uploading the paper manuscript or should you need to make any corrections to your registration. This URL will also be sent to your contact e-mail address.**  
**An e-mail requesting the final manuscript will be sent later. If you wish to cancel your presentation, please contact the IEEJ secretariat at [testuser-23@athenergy.com](mailto:testuser-23@athenergy.com)**

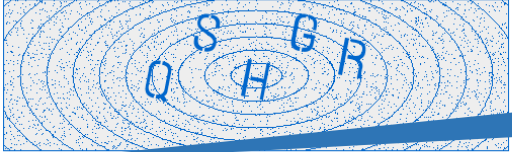
**Please fill in the items below and press the Confirm button. \* indicates a required field.**

**About Your Privacy and Cookies**  
 Registration to this system signifies your agreement to the release of your registered personal information to other registered members for workshop related purposes. Registered information is required for workshop operation, document processing and contacting members. Please provide accurate information as wrong information may disrupt operations. Should there be any changes to your personal information, please update by using the update information page. This system uses encryption, contamination detection, and manipulation detection to prevent security threats. SSL is used for encryption. JavaScript and Cookies are used for display assistance. Please make sure you use browsers supporting JavaScript and Cookies.

|   |  |
|---|--|
| <b>Paper ID</b>                                     | Unfixed  |
| <b>Technical Meeting</b>                            | Plasma Science and Technology workshop   |
| <b>Theme</b>  | Plasma General   |
| <b>Date</b>   | 15th, Feb, 2014 (1days)  |
| <b>Paper Title*</b>                                 | <input type="text"/>   |
| <b>Author Information</b>                           |  |
| <b>Author1 *</b><br>Presenter <input type="radio"/> | Last Name <input type="text"/> First Name <input type="text"/>   |
|   | Affiliation(Company, School): <input type="text"/><br>Affiliation(Department): <input type="text"/><br>Society Membership: <input type="text"/><br>e.g.) IEEJ, IEEE (please separate by commas)  |
| <b>Young Researchers Award*</b>                     | Authors of or under the age of 35 at the time of presentation are eligible for the young researchers award. Select your eligibility.<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Contact Information</b>                          |  |
| <b>Name*</b>  | Last Name <input type="text"/> First Name <input type="text"/>   |
| <b>Postal Code</b>                                  | <input type="text"/><br>e.g.)102-0076  |
| <b>Address*</b>                                     | <input type="text"/><br>e.g.)Tokyo, Chiyoda-ku, Goban-cho 6-2HOMAT HORIZON 8F  |
| <b>Affiliation(Company, School)*</b>                | <input type="text"/>   |
| <b>Affiliation(Department)*</b>                     | <input type="text"/>   |
| <b>Telephone Number*</b>                            | <input type="text"/> e.g.)03-3221-3714   |
| <b>FAX Number*</b>                                  | <input type="text"/> e.g.)03-3221-3704   |
| <b>e-mail*</b>                                      | <input type="text"/> e.g.)info@ieej.or.jp  |
| <b>Paper Type*</b>                                  | <input type="text"/>   |
| <b>English Abstract</b>                             | Approximately 500 Words<br><input style="width: 100%; height: 40px;" type="text"/>   |
| <b>Keywords (6 Each)</b>                            |  |
| <b>English Keywords (single-byte characters)</b>    | <input type="text"/> <input type="text"/> <input type="text"/>   |
| <b>Copyright Certification*</b>                     | Your carefully read and agree to the terms and conditions of the <a href="#">Copyright on Technical Meeting Papers of IEEJ</a> <input type="checkbox"/> Yes <input type="checkbox"/> No          |
| <b>Messages to the Organizers</b>                   | <input style="width: 100%; height: 40px;" type="text"/>  |

} Up to 15 authors can be registered.

Please enter the roman characters displayed in the image into the input field to prevent automated registrations. If you are not able to read them, click the 'Update CAPTCHA' button to generate a new image.



Press the "Confirm" button after completing the form.

Please wait patiently while the file transfer and security checks are performed. The registration page will appear shortly.

(3) Confirm the application form and press the “Register” button to submit.

## Confirm Presentation Application Details

**Submission is not finished. Please Confirm the details below and press the Register button.**

**Press the back button to make changes.**

**After registration, a "Registration Successful" page will appear, and a confirmation e-mail will be sent to the registered address. Please confirm that your paper was successfully submitted by accessing the URL on the email and logging in.**

|                                   |  |
|-----------------------------------|--|
| Paper ID                          | Unfixed  |
| Technical Meeting                 | Plasma Science and Technology workshop   |
| Theme                             | Plasma General   |
| Date                              | 15th, Feb, 2014 (1 Days)   |
| Paper Title                       | Inductively Coupled Plasma Atomic Emission Spectroscopy  |
| <b>Author Information</b>         |  |
| Author1 (Presenter)               | English Name: Brown Tom<br>Affiliation (Company, School): IEEJ<br>Affiliation (Department): Plasma Society<br>Membership: IEEJ |
| Presentation by Young Researchers | Presentation Award Candidate No  |
| <b>Contact Information</b>        |  |
| Name                              | Brown Tom  |
| Postal Code                       | 102-0076   |
| Address                           | Tokyo, Chiyoda-ku, Goban-cho 6-2HOMAT HORIZON 8F   |
| Affiliation (Company, School)     | IEEJ   |
| Affiliation (Department)          | Plasma   |
| Phone Number                      | 01-1111-1111   |
| FAX Number                        | 01-1111-1111   |
| e-mail                            | testuser-2@athenergy.com   |
| Paper Type                        | Comparison of Theory and Experiment  |
| English Abstract                  | Inductively Coupled Plasma Atomic Emission Spectroscopy  |
| <b>Keywords (6 each)</b>          |  |
| English                           | Inductively Coupled Plasma Atomic Emission   |
| Copyright terms and conditions    | Agreed   |
| <b>Messages to the Organizers</b> |  |
| none                              |  |

Register

Return

Press the “Register” button after confirming that the form information is correct.

(4) The screen shown below is displayed after a successful registration. An e-mail including the URL to be used for amending the registration and uploading the final manuscript will be sent to the registered e-mail address.

## Presentation Application Finished

**Your presentation application has successfully finished.**

Thank you very much for applying for this workshop.

Please access the URL below to make changes and updates to your registration, and to upload the paper manuscript, should there be a necessity.

The URL was sent to your e-mail address. If the e-mail does not arrive after a while, please inform the IEEJ secretariat at [testuser-23@athenergy.com](mailto:testuser-23@athenergy.com).

If you wish to cancel your presentation, please contact the IEEJ secretariat at [testuser-23@athenergy.com](mailto:testuser-23@athenergy.com).

The workshop organizers will send you a paper manuscript request later. Please access the **URL below** and submit the manuscript when you receive the request.

<https://workshop.iee.or.jp/test/cgi-bin/sbtk-paper.cgi?urlkey=a3d71fc213-601bd548ba-26cfa318b1-03d0448cf9-a79f70b0>

Close Window

## 2. Manuscript Submission

(1) Authors can access the manuscript submission system by using the URL included in the e-mail that was sent upon registration. Please note that this form includes fields for uploading PDF files and ordering offprints.

### Paper Entry Form

**Should there be any changes in the paper title or authors, please submit the paper form after making corrections.**

**Please fill in the items below and press the Confirm button. \* indicates a required**

**About Your Privacy and Cookies**

Registration to this system signifies your agreement to the release of your registered personal information to other registered members for workshop related purposes. Registered information is required for workshop operation, document processing and contacting members. Please provide accurate information as wrong information may disrupt operations. Should there be any changes to your personal information, please update it on the update information page. This system uses encryption, contamination detection, and manipulation detection to prevent security threats. SSL is used for encryption. JavaScript and Cookies are used for display assistance. Please make sure you use browsers supporting JavaScript and Cookies.

|  |  |
|--|--|
| <b>Paper ID</b>                                      | HV-13-047  |
| <b>Technical Meeting</b>                             | High Voltage Engineering workshop  |
| <b>Theme</b>   | High voltage General   |
| <b>Date</b>  | 13th, Feb, 2014 - 14th, Feb, 2014 (2days)  |
| <b>Paper Title*</b>                                  | How to manage High voltage efficiently   |
| <b>Author Information</b>                            |  |
| <b>Author1 *<br/>Presenter</b> <input type="radio"/> | Last Name: Smith      First Name: John   |
|  | Affiliation(Company, School): IEEE   |
|  | Affiliation(Department): electrical engineering  |
|  | Society Membership: IEEE<br>e.g.) IEEJ, IEEE (please separate by commas)   |
| <b>Author2<br/>Presenter</b> <input type="radio"/>   | Last Name:      First Name:  |
|  | Affiliation(Company, School):  |
|  | Affiliation(Department):   |
|  | Society Membership:<br>e.g.) IEEJ, IEEE (please separate by commas)  |
| <b>Young Researchers Award*</b>                      | Number of authors: 1      Age of 1st author at the time of presentation: 40 years or older      Eligible for the young researchers award: select your eligibility. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| <b>Contact Information</b>                           |  |
| <b>Name*</b>   | Last Name: Smith      First Name: John   |
| <b>Postal Code</b>                                   | 111-1111<br>e.g.) 102-0076   |
| <b>Address*</b>                                      | Tokyo, Chiyoda-ku, Goban-cho 6-2HOMAT HORIZON 8F<br>e.g.) Tokyo, Chiyoda-ku, Goban-cho 6-2HOMAT HORIZON 8F   |
| <b>Affiliation(Company, School)*</b>                 | IEEE   |
| <b>Affiliation(Department)*</b>                      | Electrical Engineering   |
| <b>Telephone Number*</b>                             | 01-1111-1111      e.g.) 03-3221-3714   |
| <b>FAX Number*</b>                                   | 01-1111-1111      e.g.) 03-3221-3704   |
| <b>e-mail*</b>                                       | testuser2@athenergy.com      e.g.) info@ieej.or.jp   |
| <b>Paper Type*</b>                                   | Comparison of Theory and Experiment <input type="button" value="v"/>   |
| <b>English Abstract</b>                              | Approximately 500 Words<br>Electrcal Engineering   |

Please check the radio button for the presenter.

Fill in the latest information regarding your paper. (Modifications are allowed.)

| Keywords (6 Each)                         |   |  |
|---|---|--|
| English Keywords (single-byte characters) | Electrcal Engineering   |  |
| Copyright Terms and Conditions            | Agreed  |  |
| Messages to the Organizers                | none  |  |
| Manuscript                                |   |  |
| Presentation Manuscript                   | 参照... ファイルの選択   |  |
| Paper Language                            | English   |  |
| Number of Pages                           | 0 Pages   |  |
| Other Information                         |   |  |
| Bill Related                              | Number of Offprints ( <a href="#">Offprint Price List</a> ) No Offprints                  |  |
|   | Number of Extra Pages(5,250 JPY/Page) 0   |  |
|   | Example: If the manuscript has a total of 8 pages, select 2 as the number of extra pages. |  |
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|   | Invoice Name  |  |
|   | Invoice Affiliation (Company, School)   |  |
|   | Invoice Affiliation (Department)  |  |
| Invoice Postal Code                       |   |  |
| Invoice Address                           |   |  |
| Invoice Phone Number                      |   |  |
| Invoice FAX Number                        |   |  |

Fill in the latest information regarding your paper. (Modifications are allowed.)

Specify the manuscript PDF file.

Enter the number of pages of the manuscript.

Fill in the information regarding offprint orders and extra pages. (Should there be any extra charges, you must fill in these fields to proceed to the next step.)

Please confirm that the PDF title (Japanese and English), author name, and registration details are correct.

Please wait patiently while the file transfer and security checks are performed. The registration page will appear shortly.

Press the "Confirm" button after completing the form.

Please confirm that the title and author names of the manuscript PDF file is the same as those of the form, and mark the checkbox. You can not proceed to the next step without this confirmation.

(2) Confirm the paper information and press the “Register” button.

## Confirm Paper Information

**Submission is not finished. Please Confirm the details below and press the Register button.**

**Press the back button to make changes.**

**After registration, a "Registration Successful" page will appear, and a confirmation e-mail will be sent to the registered address. Please confirm that your paper was successfully submitted by accessing the URL on the email and logging in.**

|   |  |
|---|--|
| Paper ID                                | HV-13-047  |
| Technical Meeting                       | High Voltage Engineering workshop  |
| Theme                                   | High voltage General   |
| Date                                    | 13th, Feb, 2014 - 14th, Feb, 2014 (2 Days)   |
| Paper Title                             | How to manage High Voltage efficiently   |
| <b>Author Information</b>               |  |
| Author1 (Presenter)                     | English Name: Smith John<br>Affiliation (Company, School): IEEE<br>Affiliation (Department): electrical engineering<br>Society Membership: IEEE  |
| Presentation by Young Researchers       | Presentation Award Candidate Yes   |
| <b>Contact Information</b>              |  |
| Name                                    | Smith John   |
| Postal Code                             | 111-1111   |
| Address                                 | Tokyo, Chiyoda-ku, Goban-cho 6-2HOMAT HORIZON 8F   |
| Affiliation (Company, School)           | IEEE   |
| Affiliation (Department)                | Electrical Engineering   |
| Phone Number                            | 01-1111-1111   |
| FAX Number                              | 01-1111-1111   |
| e-mail                                  | testuser2@athenergy.com  |
| Paper Type                              | Comparison of Theory and Experiment  |
| English Abstract                        | Electrical Engineering   |
| <b>Keywords (6 each)</b>                |  |
| English                                 | Electrical Engineering   |
| Copyright terms and conditions          | Agreed   |
| <b>Messages to the Organizers</b>       |  |
| none                                    |  |
| <b>Manuscript</b>                       |  |
| Presentation Manuscript                 | <a href="#">Presentation Manuscript</a>  |
| Paper Language                          | English  |
| Number of Pages                         | 7 Pages  |
| Bill Related                            | Number of Offprint Orders 30Sets 9450JPY(Incl. Tax)<br>Number of Extra Pages 1Pages 5250JPY(Incl. Tax)<br><b>Amount Due 14700JPY(Incl. Tax)</b><br>Payment Method Individual<br>Number of Quote Pages 1<br>Number of Delivery Note Pages<br>Number of Invoice Pages 1<br>Invoice Addressee John<br>Date Print<br>Invoice Name<br>IEEE<br>Invoice Affiliation (Company, School)<br>IEEE<br>Invoice Affiliation (Department)<br>Electrical Engineering<br>Invoice Postal Code<br>111-1111<br>Invoice Address<br>Tokyo, Chiyoda-ku, Goban-cho 6-2HOMAT HORIZON 8F<br>Invoice Phone Number<br>01-1111-1111<br>Invoice FAX Number<br>01-1111-1111 |
| <input type="button" value="Register"/> |  |
| <input type="button" value="Return"/>   |  |

Press the “Register” button after confirming the details.

Note: A person living outside of Japan is free from sales tax. (Shipping charge will be added separately.)



(3) The screen below will be displayed after a successful paper submission.

## Paper Submission Complete

**Your paper manuscript has been successfully registered to the system.**

- (1) A confirmation e-mail was sent to your address. If the e-mail does not arrive after a while, please inform the IEEJ secretariat at [testuser-23@athenergy.com](mailto:testuser-23@athenergy.com) .
- (2) Please re-login to confirm that your paper has successfully been uploaded.
- (3) Submitted papers are included in the workshop documents as-is. It is your responsibility to exclude mistakes. (Lots of mistakes are seen in the chapter numberings. Please check again.)
- (4) Should there be changes in the paper title or authors, please make corrections. (They will be printed as-is on workshop documents.)
- (5) You may re-upload paper manuscripts until the deadline.

Close Window

PDF file check is performed to ensure that the file meets the following requirements.

- Paper size is A4 or Letter.
- PDF version is 1.4 or earlier.
- All fonts are embedded.

PDF files that do not meet these requirements cannot be submitted.