There are 4 steps. formatting your paper (with page numbers), submitting the copyright form to IEEE, verifying that your paper is compliant with IEEE's requirements for PDF files, and finally submitting the camera-ready paper. Also don't forget that one author from each paper should register for the conference and make arrangements to be there to present. Non-presented papers may not appear in Xplore. Please follow the instructions CAREFULLY; failure to complete any of these requirements may result in your paper being removed from CVPR 2011 publication.

Step 1: Formating and Page Numbering

This year there has been a change in CVPR publishing. You, the authors, are required to add the final page numbers to your papers. (In the past we have paid a company thousands to add them.) The table below has the starting page for your paper and your pages should be numbered consecutively. For page numbering we allocated everyone 8 pages, but that does not mean the added pages are free. Note that you get 6 pages free and \$100 extra for each added page(maximum=8).

Windows/Word template was updated or users can simply add a footer with page numbers, centered and .85 inches from the bottom of the page and make it start at the correct page number rather than the 4321 in the example (how to do that depends on your version of Word).

For unix/latex users, we have updated the latex final paper template, but it may also be easier for people to patch their existing files by setting the page counter and commenting out the line that made all pages empty (orginally line 23) (add a % as in the following) %\ifcvprfinal\pagestyle{empty}\fi \setcounter{page}{4321}

and then commenting out the firstpage being empty on line 46

Failure to use the correct page number, or failure to place it properly, could result in the paper not being included in Xplore, even if it passes PDF express, which does not check page numbers!

Step 2: Instructions for electronic submission of IEEE copyright form (eCF)

NEW IMPORTANT CHANGE: If you need to make changes to the title or author list, you should be able to directly edit in CMT. The title/authors in the copyright form must match exactly.

eCF is done through CMT. Please log in to https://cmt.research.microsoft.com/BIOM2011 and do the following:

Go to the Author console.

Click on the Submit IEEE Copyright form link at the rightmost column (which initiates eCF). Please read instructions CAREFULLY.

You need to go through eCF for EACH paper separately.

Since eCF can only be done ONCE for each paper, it is important that only one person (contact author) work on it per paper.

Once eCF has been completed, IEEE will email all the authors as verification.

Step 3: Instructions for verifying compliance of the final version of your paper

Make sure your PDF file is IEEE compliant. If your file is noncompliant, it WILL NOT be included by IEEE in Xplore, which means your paper will not be considered as published.

The easiest way to check for PDF compliance is to use the PDF eXpress web site (http://www.pdf-express.org). Click on the link "New Users - Click Here" and fill in your information. You will need the Conference ID which is: cvpr11x

Follow the links at www.ieee.org/confpubcenter for information on the specific elements of PDF compliance. The most frequent cause of noncompliant files is the use of a custom font that is not embedded in the PDF file. You must ensure that all fonts in the document (including those in figure captions, tables, and figure bodies/legends) are embedded.

This is a basic check for PDF correctness, and does not insure you followed all rules. IEEE may still reject papers that have not followed the instructions, e.g. violations of font, margins or lack of correct page numbers. You will not have a chance to correct anything after submission, so double check you are following the rules.

NOTE: The PDF eXpress validation process is NOT the final paper submission process. Once your paper is valid, you must follow instruction step 4 below.

Step 4. Instructions for submitting camera-ready paper using CMT

The camera-ready paper is submitted through CMT. Please log in to https://cmt.research.microsoft.com/BIOM2011 and do the following:

CMT will not rename/number your files, so please use the following naming/paging convention:

For the camera-ready file, name must be of the form XXXX.pdf, where XXXX is your four-digit number paper ID (zero-pad if necessary). E.g., if your paper ID is 23, the filename should be 0023.pdf.

Page numbering: your camera-ready paper should include page numbers starting as described above. This is different than in past years.

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#		
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