

# AUTHORS INSTRUCTION

## Preparation of Manuscript for Conference Proceedings

### For Technical Session Presenters and Student Poster Presenters

All Authors (Technical Session presenters and Student Poster presenters) are required to:  
1) Register for conference participation and 2) Prepare and submit manuscript for inclusion in the conference proceedings to be distributed to the technical session participants as well as IEEE Xplore.

#### 1. Registration

The authors of accepted papers must register for the conference before submitting the manuscript. Please go to the Registration page and complete registration for conference participation and pay the designated registration fee.

<http://techno-ocean2016.jp/registration/>

If registration is not completed, the paper will be removed from the Techno-Ocean 2016 Technical Program and the manuscript will not be included the proceedings.

#### 2. Preparation of Manuscript

Authors of accepted papers must prepare and submit a manuscript for conference proceedings to be distributed at the conference. The manuscript should be 4 to 10 pages in the IEEE Standard double-column format.) All papers presented at the conference and included in the conference proceedings will be published on IEEE Xplore.

Manuscript Template ([Word](#) / [PDF](#))

#### 3. Converting Manuscript into IEEE compatible PDF file

In order to ensure that your pdf file is IEEE Xplore compatible, please use IEEE PDF eXpress site to convert your manuscript into a PDF file. If you have already converted your manuscript into a PDF file, you may check if the file is IEEE compatible through this site. <https://www.pdf-express.org/>

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The conference ID is: 37391X

- a. For each conference paper, click “Create New Title.”
- b. Enter identifying text for the paper (title is recommended but not required).
- c. Click “Submit Source Files for Conversion.” Only PDFs created using IEEE PDF

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d. Indicate platform, source file type (if applicable), click Browse and navigate to file, and click "Upload File."

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#### 4. Complete Copyright Transfer Process

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