



IEEE Conference Publication Program Quick Reference

IEEE's Conference Publications Program (CPP) facilitates the acquisition of conference proceedings and post-conference distribution of content. [IEEE Meetings, Conferences & Events \(MCE\)](#) can help you navigate the process. You can also find courses in the [IEEE Center for Leadership Excellence](#). Below find a quick guide outlining the CPP process.



Submit the IEEE Publication Form

The Conference Chair submits the [IEEE Conference Publication Form](#) to request approval to submit your conference papers to the CPP and the IEEE *Xplore*[®] Digital Library at least **12 months before the conference**.



Accept the Letter of Acquisition (LOA)

The Conference Publications Chair electronically accepts and approves the emailed [Letter of Acquisition \(LoA\)](#), containing the conference publication's cataloging information, information to conference authors, and instructions for preparing the publication for IEEE. All IEEE publications are subject to the rules outlined in the [IEEE Publication Services and Products Board \(PSBP\) Operations Manual](#).



Phase 1: Collect & Assemble your Publication

Now that you have accepted your LOA, it's time to establish your [paper submission process](#).

- Establish your [Call for Papers](#) and get the word out through [e-Notice](#) and other channels.
- Plan your [peer review process and criteria](#), identify [plagiarism-checking tools](#), and select reviewers.
- [Hire a publication vendor](#).
- [Notify accepted authors with instructions](#) for preparing and submitting final papers for distribution ([templates](#), [Electronic Copyright Form \(eCF\) submission](#)).



Phase 2: Produce & Submit your Publication

When all final papers are received, begin [production on your conference publication](#),

- Consider preparing an on-site conference proceeding and a version for IEEE *Xplore*[®].
- To prepare your materials, consider [PDF eXpress](#) and use the [Packing List Generator Tool](#).
- Collect [transfer of copyright](#) from conference authors who wish to publish with IEEE.



Submit Your Papers to IEEE

- Upload one copy of your conference proceedings content (including the on-site proceedings) to the [IEEE Conference Publication Electronic Submission platform](#).
- Use this [checklist](#) to ensure your submission is IEEE *Xplore*[®]-compliant.
- Download the [Packing List Generator Tool](#) to prepare your submission.
- Always use the [IEEE Packing List Checker](#) to validate the packing list prior to submission and anytime a change is made to the packing list.
- Submit your IEEE *Xplore*[®]-compliant submission AND a copy of the content distributed to attendees.



Distribute and Index Your Proceedings

- Consider using your conference mobile app or a secure website to distribute the conference proceeding to attendees. (**Tips:** Only make content available to registrants for the duration of the conference, implement password protection, and ensure content correctly features LOA copyright notifications.)
- Your conference proceedings will be available to many [Abstracting & Indexing \(A&I\) organizations](#), which collect and share metadata from IEEE *Xplore*[®].