

MILESTONE DATES FOR TECHNICAL PAPER SUBMISSIONS FOR THE ANNUAL IEEE IAS PULP & PAPER INDUSTRY CONFERENCE JUNE 20-24, 2021 NIAGARA FALLS, ON

Milestone Date	Milestone Action
June 23, 2020	Annual Subcommittee Meetings: Subjects and Authors suggested by Paper Sponsors
September 7, 2020	Program Chair: Issue Call for Papers to IAS distribution list
October 1, 2020	Program Chair: Author's Guide and Style Sheet posted on conference web site
By October 9, 2020	Mid-Year Interim Committee Meetings: Rough drafts available for reviewers
December 1, 2020	Reviewers: Review of rough draft due
January 8, 2021	Authors: Final draft to reviewers
February 1, 2021	Reviewers: Review of final draft due
March 1, 2021	Authors: Email Final Manuscript, to Technical Program Chair, formatted in compliance with the 2021 IEEE / IAS PPIC STYLE OF PAPERS AND PAPER FORMAT
March 15, 2021	Program Chair: Creates and sends email invitations to authors via ScholarOne Manuscript System
April 1, 2021	Authors: Upload paper to ScholarOne Manuscripts via invitation. Complete the on-line copyright transfer and send the Author's Data & Release Form and Co-Author's Form to the technical chair
April 9, 2021	Program Chair: Download manuscripts PDF files from ScholarOne Manuscripts and send to printer.
April 16, 2021	Awards Committee Chair (TCPRC): Assigns reviewers in ScholarOne Manuscripts
April 23, 2021	Program Chair: Acknowledgment and schedule provided for Authors
May 17, 2021	Awards Committee Members: Review of all conference papers via ScholarOne Manuscripts due
April/May 2021	Authors: At least one author <u>MUST</u> register for the conference
June 7, 2021	Program Chair: Bound copies of conference record are sent to Local Conference Chair Authors: Email final presentation to the Sponsor/Technical Program Chair and Audio Visual Coordinator
June 20-24, 2021	<u>Annual Conference</u>
June 20-24, 2021	Authors: <u>At least one author must register for and attend the conference.</u> Authors must attend the "Author's Breakfast" the morning of the day scheduled for the oral presentation of their paper.
June 23, 2021	Awards Committee Chair (TCPRC): Compiles the reviewer's scores from ScholarOne Manuscripts, along with the presentation ratings, to determine prize paper selections
After June 30, 2021	Program Chair: Verify that all papers were presented. Electronic copy and any requested bound copies of record are sent to IEEE Headquarters
Approx. July 26, 2021	Awards Committee Chair (TCPRC): Record decisions on all papers in ScholarOne Manuscripts

Note: The exchange of very large files via email is often not always allowed by some corporate servers. Sponsors and subcommittee chairpersons are encouraged to use alternative file sharing services like DropBox™, YouSendit™, Google Drive™, Hightail™ etc.

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