

APCOM19 Submission Instructions

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Upon clicking the above link, you will sign in to your account (blue arrow).

*If you do not have a SPIE.org account, then you will need to create one by clicking "Create Account" (red arrow).

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meganb

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Create an Account

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- Save and manage your conference schedule
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Create Account

Step 1. Enter your paper's title.

Conference: Sixth Asia Pacific Conference on Optics Manufacture
Symposium: COM19 Sixth Asia Pacific Conference on Optics Manufacture
Paper: Test
Paper No.: COM200-3
Tracking No.: COM19-COM200-3

SUBMISSION > OVERVIEW: Step 1 of 7

Overview **Authors** Keywords Multimedia Summary Upload Submit

* Required Field

Welcome to SPIE Submission System!

You will be asked to provide information about your submission, including all co-author information.

Following the submission, SPIE will send the contact author an email asking that they view and approve the submission. Once the contact author approves the submission, the submission moves to the review process.

Tell us who you are:

I am an author on this submission
 I am not an author on this submission, I am submitting it for someone else

Education:
Some meetings may include special activities for students

* Are you a full time student? No

Most recent degree Doctorate

Graduation date January 2016

* **What is the title of your paper?**

- Use only lowercase letters, except for proper names or acronyms (such as GIS, LCD).
- Example: Remote sensing solutions using GIS from Associated National Laboratory

Test

Next: Authors

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For Questions:
meganb@spie.org

Sign In:
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Step 2. Enter the contact author information. The contact author is the only author with access to the submission. Click “Save Contact Author” to close the Pop-Up window.

Contact Author Information ✕

* Required

Author Details (displayed on paper)

* Prefix ?	* First/Given Name	M.I.	* Last/Family Name	Suffix
Ms. v	Megan		Bentley	Select v

* Organization/Institution for Author
SPIE

* Country for Organization/Institution
United States v

[+ Add Another Company](#)

Address

* Email ?	* Business Phone ? No symbols: 360 555 5555, 49 55 5555 5555
meganb@spie.org	555
* Address Type <input checked="" type="radio"/> Business Address <input type="radio"/> Home Address	
* Department/Division (Department/Division or a Street is required) CPP	
* Street (Street or Department/Division is required) 1000 20th St	
* Country for Organization/Institution United States v	
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Required

* By submitting an abstract to SPIE, I agree to allow my contact information to be shared with the conference chair(s).

Save Contact Author

Step 2 (continued). Click +Add Co-Author to add co-authors’ information. All co-authors on the paper must be entered.

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SUBMISSION > AUTHORS: Step 2 of 7 ✓ Overview has been submitted successfully

Overview **Authors** Keywords Multimedia Summary Upload Submit

Authors

- All authors must be added (Indicate Contact Author and Speaker)
- The order of the authors can be changed (change number or drag and drop)

* Contact Author: ? Ms. Megan Bentley **Change Contact Author**

+Add Co-Author

Order	Name	Email	Affiliation(s)	
1	Megan Bentley Contact Author	meganb@spie.org	SPIE United States	

Save for Later
Previous: Overview
Next: Keywords

Step 3. Enter keywords (optional).

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SUBMISSION > KEYWORDS: Step 3 of 7



Keywords

Keywords are used to search for your paper both on SPIE websites and on search engines. Use distinct words or phrases that will uniquely identify your paper.

- Enter up to 8 words or phrases
- Enter one word or phrase per box

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SUBMISSION > KEYWORDS: Step 3 of 8



Keywords

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- Enter up to 8 words or phrases
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Previous: Authors

Next: References

Step 4. Add multimedia files (optional).

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SUBMISSION > MULTIMEDIA: Step 4 of 7



You may associate video or audio files with your manuscript to better communicate your paper's main points.

To include a multimedia file in the online publication of your paper follow these steps:

- You may add up to 10 multimedia files. Files must be one of the types noted here (10 MB limit).

Video: mpeg, mov (Quicktime), wmv (Windows Media Player), or swf (Flash) file formats
Audio: wav, mp3 file formats

- Create a representative screenshot for each video or audio file and place them in your paper as you would a regular figure. Include a descriptive caption beginning with **Video 1**, **Audio 3**, etc. At the end of the caption, include this line:

<http://dx.doi.org/doi.number.goes.here>

SPIE staff will edit this line text and link it to the archived multimedia file.

To change the order of the files, drag the rows to the correct location.

Title	Play	Filename	File Type	File Size
There are no Multimedia files associated with this submission.				

To upload a new file (10 MB Limit), select it below and click then click on the upload button.

Step 5. Summary. (Note your paper number and tracking number at the top.)

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SUBMISSION > SUMMARY: Step 5 of 7



Authors:
Ms. Megan Bentley Email: meganb@spie.org
Primary Author, Contact Author Primary Affiliation: SPIE

Keywords:

Multimedia Files:

Filename	Title	File Type	File Size
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Step 6. Upload manuscript. Click browse button to select your manuscript file. Select page size from drop down. **Click Upload File.**

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SUBMISSION > UPLOAD: Step 6 of 7




Please be aware of the following before you begin to upload:

- Preferred file format is Microsoft Word or Postscript.
- PDF format is also acceptable.
- File types: .docx, .doc, .rtf, .ps, .prn, .pdf
- See <http://spie.org/x14101.xml> for formatting information.

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* What page size is this file?  Select Page Size
US Standard (8.5"x11")
A4 (21 cm x 29.5 cm)

* Select file:



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SUBMISSION > UPLOAD: Step 6 of 7




Please be aware of the following before you begin to upload:

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- PDF format is also acceptable.
- File types: .docx, .doc, .rtf, .ps, .prn, .pdf
- See <http://spie.org/x14101.xml> for formatting information.

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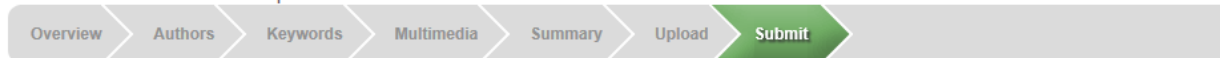
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Step 7. Process. (Your submission is automatically assigned a tracking number.) **Click Return to Task List.**

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SUBMISSION > PROCESS: Step 7 of 7



Your file is processing. This may take a few minutes.

Click the “Return to Task List” button and manage your submission to approve or disapprove the file.

You will receive a confirmation email with your tracking number: **COM19-COM200-3**. Please use your tracking number in all correspondence and thank you for your submission.

If you have questions concerning your submission, please contact your SPIE staff Proceedings Coordinator, Megan Bentley, meganb@spie.org, or the SPIE Conference Programs and Proceedings department directly: [+1 360 676 3200](tel:+13606763200), Mon-Fri 8 am to 5 pm Pacific Time.

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You will be taken to your To-Do List. Click Submission History to expand the table.

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SPIE Submission System

Select Symposium:

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Paper Title: **Test**
Paper No. **COM200-3**
Tracking No. **COM19-COM200-3**
Proceedings Coordinator: **Bentley, Megan** (meganb@spie.org)

MANUSCRIPT

Status: Manuscript submission is processing.

Due Date

[Click to get an updated status or return later \(updated status may take several minutes\)](#)

30 November
2018

AUTHOR

▶ [Submit Copyright Transfer Form](#)

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Submission History

revision	title	date/time submitted	color pages	format	conversion	author decision
1	Test	04 Oct 2018 09:20:17		Letter	Pending	Pending

* Indicates this version will be used for publication. To select a previous version contact your staff proceedings coordinator.

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4. Verify that all fonts and special characters are correct.

5. Verify that your Manuscript conforms to SPIE guidelines.

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