

Application for Conference Travel Support for ICICS Graduate Students

You may apply for this support only once over the course of your graduate study at UBC. You must be a registered full-time graduate student supervised by a “Full” faculty member of ICICS (for a list of Full Members, please refer to the [Members Directory](#) on our website). Support is granted on a first-come, first-served basis (as our budget is finite), and **is for upcoming travel only; no retroactive claims will be processed.**

To be eligible for this ICICS funding, you must be presenting a paper at a conference with published proceedings. ICICS’ support must be acknowledged in published papers (via acknowledgement line), and by including the [ICICS logo](#) on your poster if presented as a poster. A pdf of these documents should be submitted to ICICS **prior to travel** (see example on following page).

ICICS provides a MAXIMUM of \$1000 for this support (**subject to availability of funds**), which can be used for one conference only (i.e., you can’t claim \$700 for one conference and then later apply for another \$300). Please complete this form and submit it to Fatima Damji, ICICS Administrator, asap once your attendance at the conference is confirmed (admin@icics.ubc.ca).

We will reimburse you for your expenses AFTER travel has been completed. You take your receipts, etc., to the person looking after financial matters in your home department. They will complete their portion of the paperwork and then forward it on to us for processing of the ICICS funds.

Name: _____

Student number: _____; email address: _____

Are you a registered full-time graduate student? _____ yes _____ no

Name and signature of supervising faculty member:

Name and URL of conference you will be attending:

Location of conference: _____

Date of conference: _____

Will your paper be published (i.e. full paper must be published, not just the abstract) in this conference’s proceedings? _____yes _____no

Template for Preparation of Papers for IEEE Sponsored Conferences & Symposia

Steve Smith, Joanna Carras, and Tom Donald, *Member, IEEE*

Abstract—These instructions give you guidelines for preparing papers for IEEE conferences. Use this document as a template if you are using Microsoft Word 6.0 or later. Otherwise, use this document as an instruction set. Instructions about final paper and figure submissions in this document are for IEEE journals; please use this document as a “template” to prepare your manuscript. For submission guidelines, follow instructions on paper submission system as well as the Conference website. Do not delete the blank line immediately above the abstract; it sets the footnote at the bottom of this column.

I. INTRODUCTION

THIS document is a template for Microsoft Word versions 6.0 or later. If you are reading a paper version of this document, please download the electronic file, **ieeconf_letter.dot** (for letter sized paper: 8.5” x 11”) or **ieeconf_A4.dot** (for A4 sized paper: 210mm x 297mm) and save to MS Word templates directory. The template to produce your conference paper is available at www.paperplaza.net/support/support.html. To create your own document, from within MS Word, open a new document using File | New then select **ieeconf_letter.dot** (for letter sized paper) or **ieeconf_A4.dot** (for A4 sized paper). All instructions beyond this point are from IEEE. *Instructions about final paper and figure submissions in this document are for IEEE journals; please use this document as a “template” to prepare your manuscript. For submission guidelines, follow instructions on paper submission system as well as the Conference website.*

If your paper is intended for a *conference*, please contact your conference editor concerning acceptable word processor formats for your particular conference.

When you open **ieeconf_letter.doc** or **ieeconf_A4.doc**, select “Page Layout” from the “View” menu in the menu bar (View | Page Layout), which allows you to see the footnotes. Then type over sections of the sample file, either **ieeconf_letter.doc** or **ieeconf_A4.doc** or simply cut and paste from another document and then use markup styles. The pull-down style menu is at the left of the Formatting Toolbar at the top of your Word window (for example, the style at this point in the document is “Text”). Highlight a section that you want to designate with a certain style, then select the appropriate name on the style menu. The style will adjust your fonts and line spacing. *Do not change the font sizes or line spacing to squeeze more text into a limited*

number of pages. Use italics for emphasis; do not underline.

To insert images in Word, position the cursor at the insertion point and either use Insert | Picture | From File or copy the image to the Windows clipboard and then Edit | Paste Special | Picture (with “Float over text” unchecked).

IEEE will do the final formatting of your paper. If your paper is intended for a conference, please observe the conference page limits.

II. PROCEDURE FOR PAPER SUBMISSION

A. Review Stage

Instructions about final paper and figure submissions in this document are for IEEE journals; please use this document as a “template” to prepare your manuscript. For submission guidelines, follow instructions on paper submission system as well as the Conference website. Please check with your editor on whether to submit your manuscript by hard copy or electronically for review. If hard copy, submit photocopies such that only one column appears per page. This will give your referees plenty of room to write comments. Send the number of copies specified by your editor (typically four). If submitted electronically, find out if your editor prefers submissions on disk or as e-mail attachments.

If you want to submit your file with one column electronically, please do the following:

--First, click on the View menu and choose Print Layout.

--Second, place your cursor in the first paragraph. Go to the Format menu, choose Columns, choose one column Layout, and choose “apply to whole document” from the dropdown menu.

--Third, click and drag the right margin bar to just over 4 inches in width.

The graphics will stay in the “second” column, but you can drag them to the first column. Make the graphic wider to push out any text that may try to fill in next to the graphic.

B. Final Stage

Instructions about final paper and figure submissions in this document are for IEEE journals; please use this document as a “template” to prepare your manuscript. For submission guidelines, follow instructions on paper submission system as well as the Conference website. When you submit your final version, after your paper has been accepted, print it in two-column format, including figures and tables. Send three prints of the paper; two will go to G.

This work is supported in part by [the Institute for Computing, Information and Cognitive Systems \(ICICS\) at UBC](#).