



Student Paper Competition Rules and Guidelines

A. General Information

1. Only one student paper competition (SPC) submission per student is allowed.
2. For consideration in the student paper competition, the student must be the first author on the paper and a student at the time of paper submission.
3. At least one letter on institution letterhead must certify that the lead author is a student at the time of paper submission. Generally this is provided by the student's advisor. The letter must be in PDF format, on institutional letterhead, and must be uploaded via this Web site at the time of paper submission. If the paper is sole-authored, a letter from the student's advisor is still required.

B. Preparation and Submission of Papers

Please read the following instructions carefully before preparing a paper for submission. Failure to follow all instructions below will result in the removal of the paper from the competition and its placement in the regular submission paper pool.

1. Papers must be in IEEE dual-column format and must be 2 pages (minimum) to 8 pages (maximum) in length including figures.
2. Contrary to the IEEE template instructions, a sub title should be used and state Student Submission.
3. Student Papers must be received in PDF format via the conference web site on or before Friday, 17 May 2019. This is a firm dead-line. Papers will not be accepted after this date.

4. Failure to follow all instructions will result in the removal of the paper from the competition and its placement in the regular submission paper pool. Due to the timeline of the review process, no resubmissions or corrections are permitted.

Questions regarding the preparation and submission of papers for the competition should be directed to the Student Program Chairs: at Justin.Kasemodel@Raytheon.com and Honglei.Chen@mathworks.com.

C. Evaluation of Written Submissions

1. A panel of reviewers from the Society's membership including researchers from industry, laboratories, and universities is assembled to evaluate all qualifying student paper submissions.
2. The written submission evaluation criteria are:
 - a. Quality of written paper (e.g., clarity, organization, figure size, style, etc.)
 - b. Sufficient depth and breadth of research work
 - c. Innovation and impact of research work
 - d. Verification and/or validation of results reported in paper
3. Upon completion of all of the reviews, the Student Program Chairs assemble a list of the top 10 papers based solely on the numerical scores obtained in the reviews. Student authors of the top-scoring papers will be invited as Finalists to the poster presentation phase of the contest. Finalists are eligible student travel grants to defray the costs of attending the conference. All applicable taxes are the responsibility of the award recipient. All recipients will be required to complete and physically sign (digital signatures are not permitted) a United States Internal Revenue Service Form W-8 or W-9 before award funds will be disbursed.
4. Each selected finalist must be registered for the Symposium and must attend and present their paper for award consideration. Finalists are also required to prepare a poster for their paper, which will be presented in the Finalist Poster session during the Student Day Activity.

D. Evaluation of Finalist Poster Presentations

1. All student finalists will present their papers during a poster session held during the Symposium. Finalists are required to be present at their posters during this entire duration of the poster session.
2. The Student Program Chairs assemble a panel of several individuals from the Society's membership who will judge the oral poster presentations during SPC poster session. The Student Program Chairs will determine the exact composition of the judging panel before

the presentation session, and will ensure that the expertise of the judging panel reflects the wide range of technical topics across the field of interest of the Society.

3. Each judge is provided with a score sheet that lists the names of all presenters with paper titles. After reviewing all poster presentations, the judges score the presentations based on the following criteria:
 - a. Quality of presentation (e.g., clarity, organization, figure size/arrangements, style, etc.)
 - b. Sufficient depth and breadth of research work
 - c. Innovation and impact of research work
 - d. Verification and/or validation of results reported
4. The Student Program Chairs will tally the scores submitted by the judges and determine the total score for each competitor. The competitor having the highest total score will be designated the first place winner, the second highest total score will be designated the second place winner, and the third highest score will be designated the third place winner.
5. In the event of a tie for first, second, or third place, the Student Program Chairs will meet and make the tie-breaking decisions.

E. Awards

1. The Student Program Chairs Chair or their designate will announce the first, second and third place winners at the Symposium's Annual Awards Ceremony.
2. A monetary award and a certificate/plaque will be given to each student paper competition winner. The monetary awards are \$1000 for first place, \$600 for second place, and \$400 for third place.
3. All applicable taxes are the responsibility of the award recipient. All recipients will be required to complete and sign a United States Internal Revenue Service Form W-8 or W-9 before award funds will be disbursed.

F. Student Travel Grants

1. Eligibility
 - a. Student must be a full time student enrolled toward a bachelor, master, or PhD degree
 - b. Student must be an IEEE member
 - c. Student must be a co-author of an accepted paper

- d. Student must travel to the conference and present accepted paper
 - e. Students are not required to be student paper finalists
- 2. Student needs to submit a reimbursement application that costs of:
 - a. Justification of financial need for travel grant
 - b. Expense report PDF with copies of receipts within 30 days after the conference
- 3. Travel grants have a cap of \$500.