

**Thirty-Second IEEE International Electronics Manufacturing Technology
Symposium – IEMT'07
October 3-5, 2007
Holiday Inn San Jose
1740 North First Street
San Jose, California, USA**

AUTHOR PREPARATION KIT

Paper Submission Deadline: Tuesday, July 31, 2007

(Non-USA Authors: Please apply for a USA Visa **at least 3 months before** the conference – see p. 5)

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Files to send: (You may email these files, or send them on a CD-R to the address above)

- **The WORD file for your manuscript** (We request that you use the provided Template)
- **A PDF of your paper** (or FAX a printed copy: +1-408-904-6997)
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Contact us separately if you are using LaTeX on a Unix workstation

Please note that this year's IEMT is fully blended with the **Advanced Packaging Materials Symposium (APM'07)**; one registration fee allows each attendee to attend any mix of sessions across both events. This enhances the value of the conference and exhibits for all attendees.

Welcome to Silicon Valley and **“California Casual,”** as we gather in the atriums, patios, pool, fitness center and session rooms of the Holiday Inn San Jose. Formerly known as the San Jose Hyatt House, our venue is a Mediterranean resort-style hotel nestled in a beautifully landscaped 17 acres in the heart of Silicon Valley. So near Silicon Valley's action – so relaxing and informal, for our focus on technical interchange. And you are only steps from the Santa Clara Valley's Light Rail line, for quickly heading downtown or to other destinations. We are minutes (1.6 km / 1 mile) from San Jose International Airport, with complimentary shuttle to/from the hotel.

IEMT Symposium Program Committee Statement on Commercialism

IEEE's IEMT Symposium has established itself as a unique and respected forum for the exchange of technical information relating to electronics manufacturing and related topics. This reputation is due in large measure to the high quality of the symposium and the many forums which allow technical interchange among participants. These forums include professional development courses, vendor exhibits, technical committee meetings, coffee breaks, lunches, reception and the core technical program consisting of pre-selected technical papers which are presented orally or presented in poster sessions, and published in a bound Proceedings and CD-ROM under IEEE copyright as well as appearing in IEEE's IEL/XPLORE online database..

The Program Committee desires that all authors and presenters at the technical program understand unambiguously that commercialism is inappropriate during the technical program and will not be tolerated. The intent of the technical papers is to communicate timely and relevant technical information to a technical audience. There should be no attempt to discuss only the advantages of a certain method or product. Both subtle and blatant advertisement of your products or services is in direct conflict with the spirit of the Symposium. Examples of the former include repeated references to products or trade names ,excessive use of corporate logos and trademarks in graphic illustrations. The Committee asks that all authors abide by these constraints when preparing their papers and presentations.

The final paper will be checked by the Program Chair and committee. In case of violating this statement, the paper might be withdrawn or the author asked to modify the paper..

Congratulations on having your paper accepted for the upcoming IEEE's 32nd International Electronics Manufacturing Technology Symposium – IEMT'07. This Author Preparation Kit is provided to assist you in preparing your manuscript for publication in the Proceedings. Please follow the guidelines carefully and submit your manuscript on or before the submission deadline. In accepting the Program Committee's invitation, **authors commit themselves to preparing a high quality technical publication and to being certain that their paper is presented at the Symposium.** If you have any questions, please contact Dr. KRS Murthy, the IEMT Program Chair, or Ms. Gail Wesling, the IEMT Proceedings Coordinator.

1. Manuscript Preparation and Submission

1.1 Proceedings - The proceedings are published in a soft cover bound volume under IEEE copyright, as well as in CD-ROM format. All registered IEMT attendees receive a copy of these proceedings, either as a printed book or a CD-ROM. Extra copies are available for purchase at the Symposium or through IEEE.

1.2 Manuscript Preparation - Typical papers are approximately 5-8 pages in length. You have received a Template File from us (a .doc file), suitable for use with Microsoft Word or Lotus Wordpro, on either PC or Mac; this file may also be downloaded from www.cpmnt.org/iemt/authors. It has the Styles set for the IEMT format, and all you need to do is paste in your text and assure that the proper Style has been selected for each element. This Template also has the margins set correctly (for both 8.5"x11" and A4 paper). When finished, a copy of your final Word Processor file is sent to Gail Wesling, as the basis for the printed and CD-ROM versions of the Proceedings.

Using your .doc file, we will do final formatting for the Proceedings, including inserting the footer and page numbers. We also need you to send/email/FAX a "hard copy" or PDF version, so we

can assure faithful incorporation of special characters, placement of figures, etc. You may create and send a PDF, or you may mail or FAX a printed version.

Tables and Figures should be of sufficient size to be read easily. Although Tables and Figures should be discussed and explained in the text of the paper, they should also be self-explanatory. Tables should be numbered sequentially beginning with 1 and all Tables should be labeled. Figures are also to be labeled with captions beginning with Figure 1. Black & white or color photographs/diagrams can be included as figures. The printed Proceedings will contain a gray-scale version of photos, but the CD-ROM will have the color version, for better interpretation by readers. The official version of your paper in the IEEE's XPLORE on-line database will be the **color version**. Please use colors that can be interpreted when printed on a black-and-white printer; avoid yellow, light blue, and similar colors.

1.3 IEEE Copyright Form - The IEMT Proceedings is published under the auspices of the IEEE. As such, all submitted manuscripts must be accompanied by a properly completed and **signed** Copyright Release form. A blank copy of this form is enclosed with this author kit (final pages), or you can download it from: www.cpmt.org/iemt/authors. Place your Abstract Number in the upper-right corner, and return only the first page. Please keep a copy for your records.

2. Presentation Preparation

2.1 Quality - The technical program is the heart of the IEMT Symposium. Please pay careful attention to the preparation and delivery of your paper. The following guidelines are provided to help you prepare your talk:

- a. Is the presentation well organized – following the logic and material you have documented in the Proceedings – and are your findings and conclusions clear and substantiated?
- b. Do the graphics help the presentation?
 - appropriate amount of information
 - clarity of illustrations considering large presentation room
 - does the material require too much additional explanation?
 - if a slide is needed again, please duplicate it; don't go back and forth
- c. Is your delivery, including voice quality and audience eye contact, effective?
- d. Is the technical relevance and context of the presentation clear?
- e. Is the presentation devoid of **commercialism** (see the *IEMT Program Committee Statement on Commercialism* on the second page).

2.2 Presentation Media – The technical conference is equipped with computer projectors. Session aides will be available to assist you with its operation. The room is also equipped with a speaker's podium as well as wireless microphones and laser pointers. Presenters requiring other media should contact their Session Chair and the IEMT Program Chair in advance.

Using a video projector – Please be alerted that 10 to 20% of presentations don't get loaded and running correctly, wasting the session's time. So, the Session rule is that you must place your Powerpoint slide file onto the Session Chair's computer, or have it readily available on a USB Memory Stick/JumpDrive. Our projectors SHOULD work with your own laptop computer, but sometimes there are problems – please be prepared.

2.3 Presentation Length - Each paper will be given 25 minutes - 20 minutes for the presentation and 5 minutes for questions and discussion. Given the 20-minute time period, no more than 16 slides are

suggested. The Session Chair will monitor your speaking time and indicate to you when you have approximately three minutes remaining. At that time, you should begin to conclude your presentation (this may require skipping some of your slides). The Session Chair is obligated to ask you to stop your oral presentation when 20 minutes have elapsed. The Session Chair will acknowledge questioners from the floor. Questioners will be asked to state their name and affiliation. Please repeat the question from the floor since questions are often hard to understand from different places in the room.

3 Registration and Preliminary Program

A copy of the preliminary IEMT Program will be emailed to you under separate cover. Included in the preliminary program is Registration Information – for both the symposium and the hotel. It is the authors' responsibility to make their own reservations. Authors are charged the special “Session Chair/Author” rate – **all authors are expected to register for the Symposium and attend IEMT events** – this allows attendees to interact with you regarding your paper during the informal periods provided. Please make your reservations as soon as possible as the hotel room rates afforded to IEMT registrants is usually much below the normal market rates and blocks of rooms are held for only a limited time (for IEMT’07, the cutoff date is Monday September 10th). Our conference’s room rate is available to you from Sept. 30 thru Oct. 8, so that you can extend your stay in Silicon Valley.

4. Dress Code for the IEMT Symposium

The hotel venue was selected for its informality – **“California Casual”**. Therefore, you are encouraged to dress informally during IEMT/APM. Men may wear slacks and a dress or sports shirt, with or without a sweater or jacket; a tie is not required. Women may wear a dress, skirt/slacks and blouse, pants suit, etc. It is, of course, permissible to wear more formal clothing.

Dining for lunches and the reception will be on the patio that connects the session rooms, exhibits, and other rooms. October weather is usually sunny and warm (20 to 27 °C / 70 to 80 °F), cooling in the early evening (when a sweater or jacket is suggested.)

5. Communication with Session Chairs

Your Session Co-Chairs will contact you prior to the Symposium. Please inform the Session Chair of any problems or concerns regarding your paper. Also, when you arrive at the IEMT site, please leave a message for your Session Chair informing him/her that you have arrived.

6. Speakers Breakfasts - All speakers are invited and encouraged to attend the speakers breakfast on the day of their presentation, held in the Holiday Inn restaurant. This breakfast will start at 7 AM. At the speakers breakfast, authors will be able to meet the other presenters in that day's sessions as well as Session Co-Chairs. We ask that only the presenting author for each paper attend the breakfast. If you haven't already, please prepare a short biographical sketch that the Chair can use in introducing you.

7. Selection of novel papers for the *IEEE Transactions on Electronics Packaging Manufacturing* - A certain number (usually 10 to 12) of the IEMT papers will be selected for submission for peer review and possible publication in special sections of the IEEE Transactions. The Guest Editors for the special sections will contact authors separately.

Thank you for your contribution and willingness to share your technical work with the IEMT (and APM) participants. We are looking forward to seeing you soon at the upcoming IEMT in Silicon Valley.

Visa Application – Wording and Process

Apply now for your Visa!

Please apply for your visas as soon as possible and **no later than 3 months before the meeting.**

Information on visas for meeting participants is available at: <http://travel.state.gov/visa/>.

For visa wait times at various locations worldwide, go to http://www.travel.state.gov/visa/tempvisitors_wait.php

Letters of Invitation

Individuals requiring letters of invitation to obtain travel visas to present their papers may access and print an Invitation Letter Request Form PDF at www.cpmt.org/iemt/authors/ or www.cpmt.org/apm/authors.

Please fill out a separate form for each person requesting a letter. All letters of invitation will be sent by airmail and by PDF e-mail attachment. Please allow ample time for processing requests. IEEE and IEMT/APM are not able to contact U.S. Embassies in support of an individual attempting to gain entry to attend an IEEE meeting. Because the application for a visa can be a lengthy process, we recommend that you start your visa application process as soon as you have been notified that your paper has been accepted. We also recommend that you secure your travel visa before registering for the symposium. Cancellations after the preregistration cutoff can result in a cancellation fee.

Attendees: Obtaining a Letter of Confirmation May Facilitate Your Visa Application

Do you need a letter confirming your meeting registration to help with your efforts to obtain a visa to attend a conference? If so, we can provide a confirmation letter for you for the following meetings as long as you have already registered, paid for the conference, completed the form below, and submitted your request by the deadline. We are unable to respond to requests submitted after the deadline or to requests for meetings other than the meetings listed here. Please note that this confirmation letter does not guarantee that you will receive a visa.

The content of confirmation letters is very strictly controlled. We regret that we are unable to provide letters for companions and spouses who are accompanying potential delegates, or customize a letter beyond what is included in the questions below.

IEEE Advanced Packaging Materials Symposium

IEEE Int'l Electronics Manufacturing Technology Symposium

US Visa Information for International Travelers

IMPORTANT VISA APPLICATION NOTE

Please be aware that the time required for processing of visa applications for entry into the United States has increased substantially - often in excess of 2 months, therefore it is important that you check with the nearest U.S. Consulate/Embassy regarding visa application processing time and requirements. Due to newly introduced Department of Homeland Security procedures and policies, the Organizing Committee has very limited capacity to assist in facilitating visa applications.

Please be sure to check with the nearest U.S. Consulate/Embassy for processing time and requirements to ensure that you will receive your US visa in time to attend the Symposium.

The following information was taken directly from the <http://unitedstatesvisas.gov> website. For more information please visit the site or contact the nearest Consulate.

The Visa Waiver Program (VWP) enables citizens of certain countries to travel to the United States for tourism or business for 90 days or less without obtaining a visa. Not all countries participate in the VWP. Some restrictions apply to this program. Currently, 27 countries participate in the Visa Waiver Program, as shown below:

Visa Waiver Program - Participating Countries

Andorra (MRP)	Iceland	Norway
Australia	Ireland	Portugal
Austria	Italy	San Marino
Belgium (MRP)	Japan	Singapore
Brunei (MRP)	Liechtenstein (MRP)	Slovenia (MRP)
Denmark	Luxembourg (MRP)	Spain
Finland	Monaco	Sweden
France	the Netherlands	Switzerland
Germany	New Zealand	United Kingdom

Note: Countries above with the (MRP) designation are required to have machine-readable passports (MRP) as of October 1, 2003 for travelers to enter the U.S on the visa waiver program. All other countries visa waiver program travelers above must have a MRP as of October 26, 2004 except Belgium, which has had an MRP requirement for VWP travelers since May 15, 2003.

Visa Letter Request Form**

Conference Name: IEEE Advanced Packaging Materials Symposium and IEEE International Electronics Manufacturing Technology Symposium

Conference Dates: Oct. 3-5, 2007

Conference Location: Holiday Inn San Jose, 1740 N. First Street, San Jose, CA USA

Select one: Speaker/Session Chair Attendee

Are you an IEEE Member? Yes No If Yes, Your IEEE Member Number: _____

Paper Number/Title _____

Personal Information: 1. Title (Mr./Ms./Dr./Prof.) _____

Family Name _____

Given Name _____ Middle Name _____

2. Gender _____ Date of Birth _____

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4. Passport Number _____

5. E-mail Address _____

6. FAX Number _____

7. Affiliation Name (Organization/Institution/Company) _____

8. Address for correspondence _____

9. Nearest US Consulate _____

10. Other Information _____

** Please complete one form per person. May take up to 15 business days to process request.

Complete form and return to Paul Wesling, IEMT/APM Administration Chair:

FAX to: +1-408-904-6997

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October 3-5, 2007, San Jose CA USA

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