

1 March 2019

Dear AMTA 2019 Author,

Enclosed is the AMTA Author's Kit for the preparation of your manuscript for the 2019 AMTA Symposium. **Please read carefully** as there have been changes to guidelines from previous years. This year's Author's Kit includes:

1. **AMTA Commercialism Guidelines** describing expectations regarding the content of all technical publications that are part of AMTA, including papers, posters, and presentations
2. **AMTA Release Form** granting AMTA permission to copy/distribute your paper(s) in the 2019 AMTA Proceedings and in our database. This form also allows for authors to authorize release of their papers for inclusion in the IEEE Xplore database.
3. **AMTA 2019 Manuscript Preparation Instructions**
4. **AMTA 2019 Oral (Electronic) Presentation Instructions**
5. **AMTA 2019 Poster Presentation Instructions**

Submission of the AMTA Release Form *and* compliance with the paper preparation guidelines is *required* for your paper to be accepted and published in the AMTA 2019 Proceedings. All accepted papers must be registered and presented at the AMTA 2019 symposium in order to be published in the Proceedings and IEEE Xplore. Further information will be provided to authors with abstracts accepted for presentation.

The manuscripts will appear in the Proceedings exactly as submitted with the exception of page numbering added by the printer. **Manuscripts are limited to six (6) pages.** All papers should be in **high quality PDF Format** and submitted electronically on-line.

All authors must perform a **PDF compatibility check** using IEEE PDF eXpress. This format check is required for all submissions, even if authors will not request publication in IEEE Xplore. Authors bear the ultimate responsibility for manuscript quality review, but if errors are found, papers may be returned by the Technical Coordinator to the authors for correction.

Below is a quick summary checklist to follow for you to successfully complete your AMTA submission:

- (1) **Submit final, format checked manuscript PDF by 19 July 2019** via the Catalyst submission site to assure its inclusion in the final AMTA 2019 Technical Program and Proceedings. Submissions after this date are not guaranteed to be included in the Proceedings.
- (2) Upload your completed **Release Form** granting AMTA permission to copy and distribute the proceedings. Your manuscript cannot be included in the Proceedings unless a completed and signed Release Form is received.

If electronic filling/signature or scanning is not possible, you may also FAX necessary forms to +1 703-312-2565. Please follow up with an email to the Technical Coordinator indicating that a FAX has been sent.

If you have any questions regarding the paper submittal process, please do not hesitate to reach out.

Warm wishes for an excellent AMTA 2019 Symposium,

Jeffrey Bean
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The AMTA Organization

The activities of the AMTA organization shall be conducted in a manner that is free of bias and shall not imply AMTA endorsement, approval, or certification of any commercial, academic, or government organization. Opportunities for the recognition of organizations through sponsorships, advertising, hosting a symposium, and other acknowledgements shall be widely available and administered fairly. The inclusion of commercial information in any AMTA forum shall be done in a fair and unbiased way so as to avoid exclusive promotion of a product or organization.

AMTA may use commercial and organizational names and logos to recognize sponsors, advertisers, symposium hosts, or to acknowledge other contributions to the association. Recognition may be given in many forms, such as on event banners, proceedings, newsletters, websites, technical literature, educational materials, and other public displays or publications. AMTA use of commercial or organizational names and logos shall not be done in ways that imply AMTA endorsement, approval, or certification. When AMTA symposia, publications, and other activities are sponsored by commercial entities or other organizations, the opportunities for sponsorship shall be widely available and fairly administered.

To disseminate knowledge and fulfill its objectives, AMTA publishes literature, provides educational programs, conducts technical meetings, and makes available data in electronic form. AMTA technical literature and educational materials may be sponsored if the content of the material remains bias free, if equal opportunities are provided to commercial interests, and if such sponsorship is made public. These publications and activities may also include commercial names, logos, and product names to promote understanding of technical content and awareness of available technology. Such recognition, however, must not imply AMTA endorsement of a product or service.

Commercialism Guidelines

The Antenna Measurement Techniques Association (AMTA) is an international non-profit professional organization dedicated to the development, application, and dissemination of advanced antenna, radar signature, and related measurement technologies. AMTA members come from variety of backgrounds including industry, government, and educational institutions, and from many countries around the world.

Throughout its history, the annual AMTA symposium and exhibition has demonstrated a high degree of cooperation between its members who have widely varied and sometimes competing interests. AMTA seeks to have a balanced approach that allows the needs of all organizations to be represented. Professionalism, mutual respect, and fairness are expected and are generally exemplified by all AMTA members and participants.

As AMTA becomes more global, forms relationships with other organizations, and establishes local nodes, it is important to provide guidance on commercialism that reflects the character of the organization. This guideline is intended to convey the spirit of cooperation that exists within the association and to establish expectations for current members, local organizations, and future symposia.

Guidelines for Technical Publications and Presentations

The intent of any publication or presentation included in an AMTA program should be to educate the AMTA audience about new research and advances in methods, equipment, and technology that improve or demonstrate the application of measurement techniques. These may include mention of specific commercial names and products where necessary to promote understanding. Therefore, commercial names, product names, and company logos are permitted in presentations and papers where it is pertinent to a better understanding of antenna measurement technology, such inclusion is largely incidental to the technical discussion, AMTA endorsement is not conveyed, and there is no implication that the audience is required to use the commercial entity.

The following practices are discouraged in technical publications and presentations:

- Excessive use of commercial product names, company names, and logos
- Non-technical discussions of the advantages of a given product
- Comparison of one supplier's product to another supplier's product
- Detailed description of a product that does not represent an advance in technology
- Product descriptions without explaining the pertinent technology
- Company overviews
- Pricing, delivery, and other commercial terms & conditions

Commercial names, product names, and company logos may also be used in presentations and papers for the following reasons:

- To provide a better understanding of the subject matter discussed
- To provide author identification or to acknowledge contributions
- To allow accurate reproduction of the work described

Guidelines for Exhibits

Exhibits are a very significant part of the annual AMTA symposium and regional event, and they provide a substantial opportunity for attendees to gain deeper insight into the latest technologies available in the industry. Exhibitors are expected and encouraged to take full advantage of this opportunity to promote their company, products, and services. Within the exhibit area, exhibitors may provide publications and presentations that do not meet the general guidelines of the AMTA technical publications and presentations. However, exhibitors must not imply AMTA endorsement of any company, product, or service.

**RELEASE FORM GRANTING AMTA PERMISSION TO COPY
PUBLISH, AND DISTRIBUTE PAPER**
(Required for Paper Publication)

Paper Title:

Author(s):

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The undersigned hereby irrevocably grants permission, without any compensation, to Antenna Measurement Techniques Association, Inc. (AMTA) for the non-exclusive royalty-free worldwide rights to copy, publish, sell, and distribute the above-referenced paper and any part thereof in any format or media without restriction, and to include the paper in the Proceedings of the 2019 AMTA meeting to be held October 6-11, 2019 in San Diego, California, USA, and to make the paper accessible in AMTA's online database in perpetuity. The undersigned understands and agrees (a) that reproductions of the Proceedings of the 2019 AMTA meeting, including the paper, may be sold by AMTA to members and non-members of AMTA and to other organizations, with the proceeds being used to further the goals of AMTA, (b) that the undersigned is not precluded from copying, publishing, selling, and distributing the paper, and (c) that AMTA may publish papers for which there is not copyright protection without obtaining the permission of the paper's author.

2. Transfer of Permissions to IEEE

The undersigned agrees to allow AMTA to transfer the rights granted herein to the Institute of Electrical and Electronics Engineers (IEEE) so that the paper may appear in IEEE Xplore and/or other IEEE publications. Specifically, the undersigned understands and agrees (a) to allow AMTA to transfer such rights to the IEEE, (b) that the transfer of such rights is non-exclusive, i.e. that AMTA and the undersigned retain the rights to copy, publish, sell, and distribute the paper and any part thereof in any format or media and without restriction and at any time, and (c) that the undersigned will ensure that the paper is formatted per IEEE requirements.

EXCEPTION: By initialing on the line below, the undersigned takes exception to paragraph 2. If you initial this line, your paper will not be submitted to IEEE and will not be included in IEEE Xplore, but will still be included in the 2019 AMTA Proceedings.

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3. Authorization and Assurances of Signatory

The undersigned certifies that all required clearances have been obtained to allow public distribution of the paper, and that the undersigned is authorized to sign this Release as, or on behalf of, the copyright holder of the paper, or on behalf of any person or entity for which the undersigned signs. The undersigned understands that AMTA is a non-profit organization that exists solely for the benefit of its members. The permission granted herein does not constitute the transfer of any protections available under the copyright laws of the United States.

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AMTA 2019 MANUSCRIPT PREPARATION INSTRUCTIONS

1. The proceedings will be generated from electronic copy (PDF) as submitted by the authors electronically in **high quality PDF** format.
2. The manuscripts should be prepared in accordance with AMTA 2019 Sample Paper Format. Both MS Word and LaTeX templates can be found under the “**Authors Instructions**” link from AMTA 2019 website at www.amta2019.org.
3. Please virus scan your electronic submission prior to submitting your paper.
4. **The manuscript length is limited to six (6) pages**, including all charts, tables, diagrams, photographs, etc. **No page numbers should appear on the manuscript**. The file size **must be 10 MB or less**. Files larger may not be accepted by the submission site.
5. Figures, sketches, and illustrations may be included within the text provided they fit within the two-column format. Otherwise, include those that are too large at the end. Figures must be incorporated within the paper and not submitted in separate files.
6. If color photographs are used electronically, the proceedings will be printed using a black and white (gray scale) printed version, so keep this in mind when choosing colors. The CD proceedings and AMTA archive will preserve all color figures wherever possible.
7. **ALL PAPERS MUST BE APPROPRIATELY REFERENCED**. References are to be listed and numbered at the end of text. List authors first, followed by title, then journal name (in italics), page numbers, and date. The paper is to demonstrate your contribution with appropriate credit given to previous work.

AMTA 2019 ORAL PRESENTATION INSTRUCTIONS

The oral presentation will be in electronic format. A Microsoft PowerPoint template is available for downloading under the “**Authors Instructions**” link from the AMTA website at www.amta2019.org.

Each presentation is limited to 15 minutes. There will be 3 additional minutes for questions.

Please bring your presentation file to the audio-visual table at least one session before your scheduled session. **Please report to the A/V desk at the beginning of the speaker before you in order to be equipped with a microphone.** For the first speakers of the session, please report to the A/V desk during the break preceding your presentation.

1. The physical setup will be one large projector connected to an AMTA computer that will have the following two primary software options already installed:

(a) Microsoft Power Point (filetype: PPTX)

(b) Adobe Acrobat Reader (filetype: PDF)

2. There will be two supported media devices on the AMTA computer:

(1) USB Flash Drive

(2) DVD/CD-ROM Drive

Please bring your presentation on USB or CD/DVD. Alternatively, files emailed to the Technical Coordinator *no later than* Sunday, 6 October 2019, will be loaded onto the presentation computer for you. Please list “AMTA 2019 Powerpoint Presentation” as the subject.

3. **Virus Scanning:** Please pre-scan all files brought to AMTA. The presentation computer will also have anti-virus software to scan all presentations. If your presentation is infected with a virus, you will not be allowed to use the AMTA electronic presentation computer.

AMTA 2019 POSTER PRESENTATION INSTRUCTIONS

AMTA 2019 includes poster sessions to accommodate additional high-quality papers and promote more intimate and in-depth interactions with the audience.

1. Each poster should be in landscape (48 inches x 36 inches). A Microsoft PowerPoint template is available for downloading under the “Authors Instructions” link from the AMTA website at www.amta2019.org.
2. Poster presenters are responsible for mounting a single-sheet poster on the designated poster boards provided before each poster session. Poster attachment kits will be provided. Poster presenters are expected to be present for questioning during the full 90-minute session.
3. Presenters should remove posters immediately following the poster session. Posters left overnight may be removed and discarded. AMTA 2019 will not be responsible for any missing posters.