

**Transducers'03:
The 12th International Conference
on Solid-State Sensors, Actuators
and Microsystems**



**June 8 - 12, 2003
Boston Marriott Copley Place
Boston, Massachusetts, USA**

Technical Digest Preparation Guidelines

DUE DATES

Index Form Due: March 3, 2003

**Camera-ready manuscript and remaining forms
Due: March 11, 2003**

Mail to:

**Shirley Galloway
Preferred Meeting Management, Inc.
Attn: Transducers'03 Conference
197 Fisher Avenue
E. Liverpool, OH 43920 USA**

PHN: +1-330-385-3599

FAX: +1-330-385-3598

E-Mail: sgalloway@pmmiconferences.com



CONTENTS

- General Instructions to Authors
- Instructions for Technical Digest and CD ROM
- *IEEE Copyright Release Form* (**MANDATORY for inclusion in the technical digest –signed original copy must be received**)
- **Index Category Form – Due by March 3rd faxed to PMMI at +1-330-385-3598**
- *Technical Digest Extra Page Form*
- **Hotel Reservation Form** (return directly to Boston Marriott Copley Place). We have negotiated excellent rates at the Boston Marriott. Please take advantage of these rates and make your reservation today.

(Please note: items in *italics* must be returned to PMMI by March 11, 2003)



GENERAL INSTRUCTIONS TO AUTHORS

Conference Date and Location: June 8 - 12, 2003
Boston Marriott Copley Place
Boston, Massachusetts, USA

- Read ALL of the instructions carefully **BEFORE** proceeding
- **Index Form due March 3rd faxed to +1-330-385-3598**
- All other **FORMS** must be received by March 11th
- Your **CAMERA-READY MANUSCRIPT** must be received by March 11th
- To ensure arrival, please use correct postage and/or express delivery service
- Mail to:
Shirley Galloway
Preferred Meeting Management, Inc.
Attn: Transducers'03
197 Fisher Avenue
E. Liverpool, OH 43920 USA
PHN: 1-330-385-3599 FAX: 1-330-385-3598
E-Mail: sgalloway@pmmiconferences.com
- **The following items must be mailed to PMMI at the address above:**
 - ♦ Four (4) camera-ready hardcopies of your four (4) page paper for the Technical Digest. If paper exceeds 4 pages, an additional \$200 per page charge must be included. Please see attached order form.
NOTE: maximum paper length is 6 pages.
 - Two (2) Zip discs or CD's with identical versions of your electronic document in both original and pdf (Adobe Acrobat) format.
 - ♦ Completed and signed IEEE Copyright Release Form
 - ♦ Technical Digest Extra Page Form (if applicable)
 - ♦ Stiffener boards to prevent wrinkling



INSTRUCTIONS FOR PREPARATION for the Technical Digest

The Transducers'03 Technical Digest will be printed from the electronic PDF file prepared by you. The instructions assume that you have computer equipment capable of using several fonts. Please use the following style indicated below to allow us to maintain uniformity in the final printed copy of the Technical Digest. **A sample paper is available on the Transducers'03 web-site.**

Instructions:

- The manuscript that you prepare will be used and printed as it is received.
- Neatness is of paramount importance.
- Prepare four (4) pages of text and figures.
 - The digest will not be printed in color so please prepare all your figures, charts and photos in black and white.
 - Do not number your pages.
- Submit your electronic version by **March 11, 2003** to a FTP site (address supplied by February 15th.)
- Submit your 4 hardcopy copies, 2 back-up discs (Zip or CD-ROM) of your electronic document, IEEE copyright form and the Extra Page form (if needed) to PMMI (address on cover page) **by March 11, 2003.**

Style:

- The title, author's names and affiliations should extend across the full width of the page.
- The remaining body of the manuscript should be formatted in two (2) columns.
- Do not overcrowd and create an unreadable paper by making the lettering or the spacing too small in the text.
- Font: Times (preferred) size 10 point.
- 8.5" x 11" Paper (US Letter size) (21.59 cm x 27.94 cm): Paper margins: 3/4" (1.9 cm) on the left, 3/4" (1.9 cm) on the right, 3/4" (1.9 cm) on the top of each page and 3/4" (1.9 cm) on the bottom of each page.
- All manuscripts must be typed single space (or equivalent) to fit within the two column borders. Because the printer will photographically print as is, please use a font that is easy to read and reproduce (Times preferred). Small type faces can create severe readability problems when printed. Please do not use a smaller print than 10 point unless when listing section titles, references, tables, table names, table captions, figure captions, footnotes, and sub-and superscripts.
- Columns should left-and-right-justify. On the last page of your paper, try to adjust the lengths of the two columns so they are the same. Please remember to spell check your entire paper.
- Use either one or two spaces between sections and between text and tables or figures to manipulate the column length. Use two spaces after periods at the end of sentences.
- Define abbreviations and acronyms the first time they are used.

Format:

- Paper title is to appear in CAPITAL LETTERS centered across the top of the two columns on the first page.
- Authors' names and institutions appear below the title, also centered, in capital and lower case letters. It is your option if you want your entire address listed. Give all authors' names; do not use et. al.
- Abstract: Each paper should contain an abstract of about 100 words that appears at the beginning of the paper.
- Major headings appear in CAPITAL LETTERS centered.
- References: List and number all references at the END of the paper. When referring to them in the text, type the corresponding reference number in square brackets as shown at the end of this sentence [1]. Number them consecutively. e.g.: [1] R.N. Hall, "Power Rectifiers and Transistors", Proc. IRE. Vol. 40pp. 1512-1518:Nov.
- Illustrations must appear within the designated areas. They may span two columns if necessary.
- Photographs: All halftone illustrations must be high quality. **No color photos.**
- Caption and number every illustration. Figure captions should be below the figures; table captions should be above the tables.
- Up to 6 illustrations can fit neatly on a page of the Technical Digest.
- Footnotes: Number the footnotes separately in superscripts¹. Place the actual footnote at the bottom of the column in which it is cited. Do not put footnotes in the reference list.



INSTRUCTIONS FOR ELECTRONIC VERSION OF YOUR PAPER

If you are unable to produce an electronic version of your paper, contact PMMI as soon as possible.

Submission Process: You will receive by February 15th an e-mail address or FTP site where you will submit your electronic copy of your paper. Both the hardcopy and electronic copy of your manuscript are due on March 11th.

Style and Format:

Refer to the Instructions for Technical Digest Paper regarding the style and format of your manuscript as it should be identical in format.

Electronic File Requirements:

- Option 1: Write onto each of 2 disks (ZIP or CD-ROM) both (1) original format (Quark, PageMaker or Word, and (2) PDF (Adobe Acrobat) versions of your paper with all figures placed in the file.
- Option 2: If you are not able to include the figures (photographs) electronically into your file, generate 2 duplicate disks of the text of your paper with blank space allowed for the figures, and the production company producing the Technical Digest CD will scan the missing figures from the hard copy that you provide. These will be properly positioned in the electronic version you send us. Please indicate to the production company a list of figures and illustrations missing from the file that will need to be scanned.

Media Requirements:

- 2 Zip disks, or
- 2 CD ROMs

Document Application Preferences:

- Microsoft Word 6.0 or upgraded version
- Quark (Mac or PC)
- PageMaker 6.5 or 7 (Mac or PC)

Graphic Format Preferences:

- PhotoShop 3.0/2.0
- TIFF
- EPS

All images must be grayscale TIF or EPS files



INSTRUCTIONS FOR ELECTRONIC VERSION OF YOUR PAPER, continued

Submission Format – PDF:

- The images must be placed in the file at 300 dpi.
- Uses the lowest **compression** level (not the smallest level)

Labeling:

Your hardcopy should have a removable label (Post-It Note) with the Abstract Reference Number on it. (**Do not** print your abstract number on your paper). The (Zip or CD-ROM) discs should also be labeled with the Abstract Reference Number. Finally, the electronic file name must contain your Abstract Reference Number. The Abstract Reference Number is in the first column of the Excel spreadsheet containing your presentation date and time. They are of the format Amxxx, Euxxx, and PRxxx for papers from America, Europe and the Pacific Regions, respectively. You may also call us if you can not locate your number.

If the production company has difficulty with your electronic formatted version, we may need to scan from your hard copy.



INDEX CATEGORY FORM DUE March 3, 2003

Please return to: FAX: +1-330-385-3598 or E-Mail: sgalloway@pmmiconferences.com

PLEASE TYPE

Please fill out one of these forms for each paper being presented. This information will be used for the Technical Digest and the final program.

REFERENCE NUMBER: _____ NUMBER OF PAGES: _____

TITLE OF PAPER _____

PRESENTING AUTHOR:

First/Given Name _____

Last/Family Name _____

KEYWORDS: (4 maximum) for subject index in alpha order

1. _____

2. _____

3. _____

4. _____

Please return this form by: **March 3, 2003**

Please return to: FAX: +1-330-385-3598 or E-Mail: sgalloway@pmmiconferences.com



IEEE COPYRIGHT FORM

The IEEE has developed this form with great care and with the best interests of its members and contributing authors in mind. Therefore, in order to maintain uniform treatment among all contributors, other forms may not be substituted for this form, nor may any wording of this form be changed. This form is intended for original material submitted to IEEE. This form, when completed, must accompany any such material in order to be published by IEEE. Please read it carefully and keep a copy of it for your files.

TITLE OF PAPER (hereinafter, "the work"): _____

AUTHOR(S): _____

PUBLICATION TITLE: The 12th International Conference on Solid-State Sensors and Actuators

PART A -- COPYRIGHT TRANSFER FORM

(U.S. Government employees whose work is not subject to U.S. copyright should so certify by signing Part B below. Authors of works subject to Crown Copyright should sign Part C below.)

The undersigned hereby assigns all copyright rights in and to the above work to The Institute of Electrical and Electronics Engineers, Inc. (the "IEEE"). The undersigned hereby represents and warrants that the work is original and that he/she is the author of the work, except possibly for material such as text passages, figures, and data that clearly identify the original source, with permission notices from the copyright owners where required. The undersigned represents that he/she has the power and authority to make and execute this assignment.

In return for these rights, the IEEE recognizes the retained rights noted in Items 1 and 4 below, and grants to the above authors and employers for whom the work may have been performed a royalty-free license to use the material as noted in Items 2 and 3. Item 5 stipulates that authors and employers must seek permission to republish in cases not covered by Items 2, 3, and 4.

1. Employers (or authors) retain all proprietary rights in any process, procedure, or article of manufacture described in the work.
2. Authors/employers may reproduce or authorize others to reproduce the above work, material extracted verbatim from the above work, or derivative works for the author's personal use or for company use provided that the source and the IEEE copyright notice are indicated, that the copies are not used in any way that implies IEEE endorsement of a product or service of an employer, and that the copies themselves are not offered for sale. (See "Author/Company Rights" overleaf.)
3. Authors/employers may make limited distribution of all or portions of the above work prior to publication if they inform the IEEE of the nature and extent of such limited distribution prior thereto.
4. In the case of work performed under a U.S. Government contract or grant, IEEE recognizes that the U.S. Government has royalty-free permission to reproduce all or portions of the above work, and to authorize others to do so, for official U.S. Government purposes only, if the contract/grant so requires. (Appropriate documentation may be attached, but IEEE's Copyright Form MUST BE SIGNED.)
5. For all circumstances not covered by Items 2, 3, and 4, authors/employers must request permission from the IEEE Copyrights Office to reproduce or authorize the reproduction of the work or material extracted verbatim from the work, including figures and tables.

Please note that, although authors are permitted to reuse all or portions of their IEEE-copyrighted material in other works, this does not include granting third party requests for reprinting, republishing, or other types of re-use. All third party requests must be handled by the IEEE Copyrights Permissions Office.

In the event the above work is not accepted and published by the IEEE or is withdrawn by the author(s) before acceptance by the IEEE, this agreement becomes null and void.

AUTHORIZED SIGNATURE
(or if joint work, as AGENT for all authors)

TITLE

NAME OF EMPLOYER FOR WHOM WORK WAS PERFORMED

DATE

JOINT AUTHORSHIP

For jointly authored works, all the joint authors should sign, or one of the authors should sign as an authorized agent for the others. In the case of multiple authorship where one or more authors are Government employees but at least one author is not, the non-Government author should sign Part A of this copyright transfer form.



PART B -- U.S. GOVERNMENT EMPLOYEE CERTIFICATION

Authors who are U.S. Government employees are not required to sign Part A of the IEEE Copyright Form, but any co-authors outside the U.S. Government are required to sign Part A (see JOINT AUTHORSHIP above). Authors whose work was performed under a U.S. Government contract or grant, but who are not Government employees, are required to sign Part A of this form. (Note: If your work was performed under U.S. Government contract but you are not a U.S. Government employee, sign Part A of this form and see item 4).

This will certify that all authors of the above work are employees of the U.S. Government and performed this work as part of their official duties and that the work is therefore not subject to U.S. copyright protection.

AUTHORIZED SIGNATURE
(or if joint work, as AGENT for all authors)

TITLE

NAME OF GOVERNMENT ORGANIZATION

DATE

PART C -- CROWN COPYRIGHT

Authors who are employees of the British Government (or a British Commonwealth Government) and whose works are subject to Crown Copyright may sign Part C below. IEEE recognizes and will honor Crown Copyright as it does U.S. Copyright. It is understood that, in asserting Crown Copyright, IEEE in no way diminishes its rights as publisher. Sign only if ALL authors are subject to Crown Copyright.

Signing Part C will certify that all authors of the above work are subject to Crown Copyright. (Appropriate documentation and instructions regarding wording of Crown Copyright notice may be attached.)

AUTHORIZED SIGNATURE
(or if joint work, as AGENT for all authors)

TITLE

NAME OF GOVERNMENT ORGANIZATION

DATE

Notes and Information for Authors and Their Employers

IEEE POLICY

In connection with its publishing activities, it is the formal policy of the IEEE to own the copyrights to all copyrightable material in its technical publications and to the individual contributions contained therein, in order to protect the interests of the IEEE, its authors and their employers, and, at the same time, to facilitate the appropriate reuse of this material by others. The IEEE distributes its technical publications throughout the world and does so by various means such as hard copy, microfiche, microfilm, and electronic media. It also abstracts and may translate its publications, and articles contained therein, for inclusion in various compendiums and similar publications, etc. When an article is submitted to the IEEE for publication, the IEEE understands that its acceptance of the article implies that IEEE has the rights to do all of the things it normally does with such an article.

IEEE Policy 6.17 -- CLEARANCE OF PAPERS -- applies to all material submitted to IEEE: "The IEEE must of necessity assume that material presented at its meetings or submitted to its publications is properly available for general dissemination to the audiences these activities are organized to serve. It is the responsibility of the authors, not the IEEE, to determine whether disclosure of their material requires the prior consent of other parties and, if so, to obtain it."

Furthermore, the IEEE must assume, if an author uses within his/her article material that has been previously published and/or is copyrighted by another party, that permission has been obtained for such use and that any required credit lines, copyright notices, etc., are duly noted.

IEEE OBLIGATIONS

In exercising its rights under copyright, the IEEE will make all reasonable efforts to act in the interests of the authors and employers as well as in its own interest. In handling third-party reprint/republication requests for an IEEE work, the IEEE requires that 1) the consent of the first-named author be sought as a condition in granting republication (of a full paper) to others; and 2) the consent of the employer be obtained as a condition in granting permission to others to reuse all or portions of a paper for promotion or marketing purposes.

AUTHOR/COMPANY RIGHTS

If you are employed and you prepared your paper as a part of your job, the rights to your work rest initially with your employer. In that case, when you sign the copyright transfer form, we assume you are authorized to do so by your employer and that your employer has consented to all the terms and conditions of this form. If not, it should be signed by someone so authorized. (See also Policy 6.17 above.)

SPECIAL NOTE TO EMPLOYERS: Just as the IEEE requires a signed copyright transfer form (for copyrightable material) in order to do "business as usual," it is the intent of the transfer portion of the form to return rights to the author and employer so that they, too, may do "business as usual."

Please note that, although authors are permitted to reuse all or portions of their IEEE-copyrighted material in other works, this does not include granting third party requests for reprinting, republishing, or other types of re-use. All third party requests must be handled by the IEEE Copyrights Permissions Office.



TECHNICAL DIGEST EXTRA PAGE
Boston, Massachusetts, USA

Transducers'03 Conference
June 8 - 12, 2003

PLEASE TYPE

Reference Number: _____

First Name _____

Last Name _____

Degree - Ph.D./Other _____ Position/Title _____

Institute/Organization _____

Department _____ Division _____

Business Address _____

City _____ State/Province _____

Zip/Postal Code _____ Country _____

☎ Telephone _____ Fax _____

E-mail _____

TECHNICAL DIGEST EXTRA PAGE (U.S. Dollars only)

Extra page \$200.00 x _____ pages \$ _____

NOTE: Maximum paper length is 6 pages

FORM OF PAYMENT

- Check Bankwire (add \$20 to amount)
- MasterCard Visa Expiration Date ____ / ____ (MM/YY)

Card Number _____ Validation Code: _____

Name on card _____

Billing Address _____

City _____ State/Province _____

Zip/Postal Code _____ Country _____

Cardholder's Signature _____

If you prefer to pay by check or money order, please complete and mail this form with your check or money order payable to Transducers'03 to: Shirley Galloway, PMMI, Attn: Transducers'03, 197 Fisher Ave, E. Liverpool, OH 43920, 1-330-385-3598, fax 1-330-385-3598

Please return this form by: **March 11, 2003**



HOTEL RESERVATION FORM
Boston Marriott Copley Place
Boston, Massachusetts, USA

Reservation Deadline: May 16, 2003

Call, mail or fax this form to:

Transducers'03
Boston Marriott Copley Place
110 Huntington Avenue
Boston, MA 02116 USA
☎ 1-800-228-9290 or 1-617-236-5800
☎ Fax 1-617-937-5685

When calling, you must identify yourself as an attendee of the Transducers'03 conference to receive the group room rate. Reservations made after May 16, 2003, will be confirmed subject to availability of space and special group rate.

Last Name		First Name
Institute/Organization		
Street Address		
City	State/Province	Zip/Postal Code
Country	Email	
Telephone	Fax	
Number of people sharing room with you		
Arrival Date	Time of Arrival	
Departure Date	Length of stay/Nights	

Room Reservation: These non-commissioned rates are subject to a room tax, presently at 12.45%

- \$204 per night/Single room
- \$214 per night/Double room
- Additional person \$10 per night

Smoking Non-smoking

A credit card is required to guarantee all reservations. Reservations must be cancelled 48 hours in advance of arrival date.

Please indicate card:

MasterCard Visa American Express
 Diners Club Discover

Card #: _____ Expiration: _____

Signature: _____