

# INNOVATION AND DIGITAL TRANSFORMATION FOR A SUSTAINABLE WORLD

## ITU KALEIDOSCOPE CONFERENCE 2024

### CAMERA-READY SUBMISSION INSTRUCTIONS

This document is addressed to the authors of accepted papers for publication in ITU "Innovation and digital transformation for a sustainable world" Kaleidoscope Conference proceedings. It contains a set of detailed instructions on how to submit the camera-ready version of the papers. All materials can be found in the "Author's corner" at <http://itu.int/go/K-2024>.

Papers not adhering to the instructions herein will be returned to you and if proper formatting is not achieved by the deadline this will lead to the paper being rejected for inclusion in the proceedings and presentation at the conference.

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# 1 GENERAL INFORMATION

## 1.1 Camera-ready paper requirements for acceptance

- Revision of the paper according to the reviewers’ comments and submission of its camera-ready version strictly adhering to the defined camera-ready template (see below for details) by: 2 August 2024.

*NOTE: As for the paper proposals, the camera-ready submission will be made through EDAS at <https://edas.info/N32102> (as before, the username is the author email address).*

- Submission to the Kaleidoscope Secretariat of the signed copyright transfer form by: 2 August 2024.
- Submission to the Kaleidoscope Secretariat of the original file (in Word or LaTeX format) by: 2 August 2024.
- Confirmation via email to the Kaleidoscope Secretariat ([kaleidoscope@itu.int](mailto:kaleidoscope@itu.int)) the name of the author that will present the paper *physically* in New Delhi, India by: 2 August 2024.
- Registration is available on the event’s [website](#) from May 2024.

## 1.2 Deadlines and important dates

Submission of the camera-ready version of the paper (via <a href="#">EDAS</a> )	2 August 2024
Submission to the Kaleidoscope Secretariat ( <a href="mailto:kaleidoscope@itu.int">kaleidoscope@itu.int</a> ) of the original file (in Word or LaTeX format).	2 August 2024
Submission to the Kaleidoscope Secretariat ( <a href="mailto:kaleidoscope@itu.int">kaleidoscope@itu.int</a> ) of the signed copyright transfer form	2 August 2024
Confirmation of participation of a presenter/author of an accepted paper (by email to <a href="mailto:kaleidoscope@itu.int">kaleidoscope@itu.int</a> )	2 August 2024
Online registration for the event at the Kaleidoscope 2024: <ul style="list-style-type: none"><li>• <a href="#">Registration for ITU Members</a></li><li>• <a href="#">Registration for participants from India (non-ITU Members)</a></li><li>• <a href="#">Registration for international participants (non-ITU Members)</a></li></ul>	as from May 2024

NOTE: Whenever “by email” is indicated in the list above, the correspondence must be addressed to the email found in [§ 1.3](#) below.

## 1.3 Correspondence

Please make sure to put the conference name (K-2024) and to mention the details of the accepted paper on all correspondence. Please address any inquire via email to [kaleidoscope@itu.int](mailto:kaleidoscope@itu.int).

# 2 COPYRIGHT TRANSFER FORM

The copyright form must be received by the Kaleidoscope Secretariat together with the camera-ready paper submission (no later than 2 August 2024), or the paper will *not* be considered further for inclusion in the conference proceedings.

The copyright form is available for download from the “Author’s Corner” on the conference web page (<http://itu.int/go/K-2024>). The form must be filled in with your paper details and signed by you and **all** co-authors (if any). Examples can be found on the Kaleidoscope [homepage](#). It MUST then be scanned and emailed to [kaleidoscope@itu.int](mailto:kaleidoscope@itu.int) in PDF or JPEG format.

NOTE: All author's names and affiliations on the copyright form **must match** the information and order provided in EDAS and on the camera-ready paper. For practical reasons, the Kaleidoscope Secretariat will use the information in EDAS (rather than the title and abstract in the camera-ready file itself) to prepare the list of abstracts, conference proceedings and programme.

### 3 FORMAT AND GUIDELINES FOR CAMERA READY PAPER

These guidelines apply to accepted papers (including those which need minor changes).

These guidelines include complete descriptions of the number of pages, layout, fonts, spacing, and related information for producing your proceedings manuscripts. Please follow them and if you have any questions, direct them to the Kaleidoscope Secretariat at [kaleidoscope@itu.int](mailto:kaleidoscope@itu.int). Papers not adhering to them will be returned to you and if proper formatting is not achieved by the deadline this will lead to the paper being rejected for inclusion in the proceedings and presentation at the conference.

*The easiest way to adhere to the following format guidelines is to use the camera-ready template available from the event's [web page](#) (see also [§ 3.14](#))!*

#### 3.1 Length

Once accepted, the paper in camera-ready format must **not** exceed eight pages, including all text, figures, tables, abstract and references.

#### 3.2 Language

The camera-ready version of the paper **must** be in American English.

#### 3.3 Margins

For the **camera-ready version** of the accepted papers, the following applies:

- Documents must be formatted as standard A4-size (210 mm by 297 mm or 8.27" by 11.7") paper.
- All text and figures must be contained in a 175 mm x 244 mm (6.9 inch x 9.6 inch) image area. Any text or other material outside the margins specified below will **not** be accepted.
- The left margin must be 17.5 mm (0.69 inch).
- The top margin must be 25 mm (1.0 inch), except for the title page where it must be 35 mm (1.375 inches).
- Text should appear in two columns, each 85 mm (3.35 inch) wide with 5 mm (0.20 inch) space between columns.
- On the first page, the top 50 mm (2") of both columns is reserved for the title, author(s), and affiliation(s). These items should be centered across both columns, starting at 35 mm (1.375 inches) from the top of the page. Please see [§ 3.6](#) below for other details.
- The paper abstract should appear at the top of the left-hand column of text, about 12 mm (0.5") below the title area and no more than 80 mm (3.125") in length. Leave a 12 mm (0.5") space between the end of the abstract and the beginning of the main text.

An **A4 format ("contact") sheet** that shows the margins and placement guides is available as a PDF file at the "Camera-ready paper template" ("Author's corner" of the event's [webpage](#)). This file contains lines and boxes showing the margins and print areas. If you print one of these files, then stack it atop

your printed page and hold it up to the light, you can easily check your margins to see if your print area fits within the space allowed.

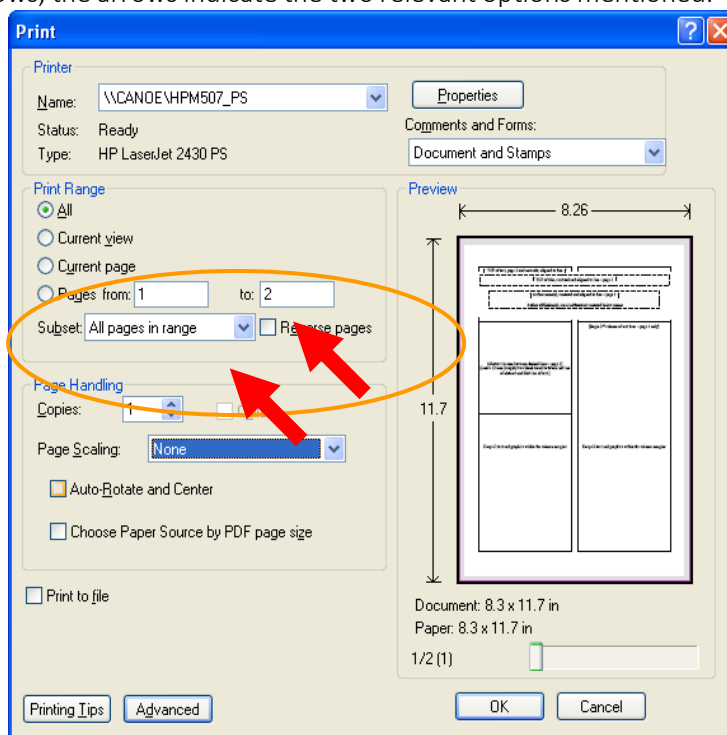
NOTE: When you *print* this file, make **sure** that depending on the acrobat reader version the “Auto-rotate and center” box is not checked, and Page Scaling is set to “None”! The picture on the right is a screenshot for Acrobat Reader 7 for Windows, the arrows indicate the two relevant options mentioned.

*In earlier Acrobat Reader versions this was handled by the "Shrink to fit" box, which should **not** be checked.*

### 3.4 Type face and font size

**Type face:** To achieve the best viewing experience for the conference proceedings, we strongly encourage authors to use Times Roman. If a font face is used that is not recognized by the submission system, your paper will not be reproduced correctly.

**Size:** Use a font size that is 10 points minimum throughout the paper, including figure captions. In 10-point type font, capital letters are 2 mm high. For 9-point type font, there should be no more than 3.2 lines/cm (8 lines/inch) vertically. This is a minimum spacing; 2.75 lines/cm (7 lines/inch) will make the camera-ready much more readable. Larger type sizes require correspondingly larger vertical spacing.



### 3.5 Title

For the **camera-ready version**, the title should appear *only* on the first page of the paper. The paper title font must be in **boldface** CAPITAL letters. Also try to avoid uncommon acronyms in the title.

Please make sure the title in the camera-ready paper is the same as the one in EDAS. If you changed the title of your paper, please update it in EDAS, since it is the latter that will be used for generating the list of papers for the conference, not the title in the paper itself.

### 3.6 Author list

The authors' name(s) and affiliation(s) appear below the title in capital and lower-case letters. Proposals with multiple authors and affiliations may require two or more lines for this information. The order of the authors on the document should exactly *match* in number and order the authors typed into the online submission form (EDAS) and on the copyright form.

### 3.7 Abstract

Each paper must contain an abstract, which should approximately be between 100-150 words, and not exceed 230 words. The abstract shall only consist of words only (i.e. no figures or tables). Papers without an abstract will be rejected.

Please make sure the abstract in the camera-ready paper is the same as the one uploaded in EDAS. This is *very important* since it is the latter version that will be used for generating the table of abstracts for the conference, not the abstract and title in the paper itself. *Just to be on the safe side, we suggest that in any event you update the summary in EDAS after you complete your camera-ready text!*

### 3.8 Index terms (keywords)

Enter up to five keywords separated by commas. Keywords may be selected from the list in the call for papers or from the [IEEE Taxonomy](#).

### 3.9 Body

*Major headings* appear in boldface CAPITAL letters, centered in the column. *Subheadings* appear in capital and lower case, in **boldface**. They start at the left margin of the column on a separate line. *Sub-subheadings* are discouraged, but if they must be used, they should appear in capital and lower case, and start at the left margin on a separate line. They are in *italics*.

### 3.10 References

List and number all references at the end of the document. (NOTE - If you are using WinWord, the reference text should be formatted with the provided "References" style.) The references can be numbered in alphabetical order or in order of appearance in 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]. The end of the document should include a list of references containing information similar to the following example:

- [1] S. F. de Campos Neto and W. Karapetian, "Performance of ITU-T G.729 CS-ACELP speech codec with narrowband signals," *IEEE Comm. Mag.*, vol.35 no.9, pp. 82-91, 1997.

### 3.11 Illustrations

Illustrations can be black and white or colored prints. It is your responsibility to ensure that illustrations (these include pictures, diagrams, etc.) are clear and legible.

Illustrations must appear within the designated margins. They may span the two columns. If possible, position illustrations at the top of columns, rather than in the middle or at the bottom. Caption and number every illustration. Also, note that:

- Figure captions must be placed on the **bottom**, not the top, of the figure.
- Table captions must be located on the **top** of the table.

### 3.12 Page numbers

For the **camera-ready version** please *do not* put page numbers on your document. Appropriate page numbers will be added to accepted papers when the conference proceedings are assembled.

### 3.13 Footnotes

Use footnotes sparingly (or not at all!) and place them at the bottom of the column on the page on which they are referenced, do *not use* automatic numbering. Use **Times Roman 9-point type, single-spaced**. To help your readers, avoid using footnotes altogether and include necessary peripheral observations in the text (within parentheses, if you prefer, as in this sentence).

### 3.14 Templates for the camera-ready version

The following style files and templates are available for users of LaTeX and Microsoft Word from the conference web page (<http://itu.int/go/K-2024>) under **Author's corner**.

- **WinWord** (all zipped):
  - **Kaleidoscope\_Camera-ready template.dotm**: WinWord template file (example of correct formatting, style and font use)
  - **Kaleidoscope\_Camera-ready template pdf**: PDF generated from the WinWord template file
- **LaTeX** (all zipped):
  - **kaleidoscopePaper\_Camera.tex**: LaTeX template file
  - **kaleidoscopePaper\_Camera.pdf**: PDF generated from the LaTeX template file
  - **Figure1.png**

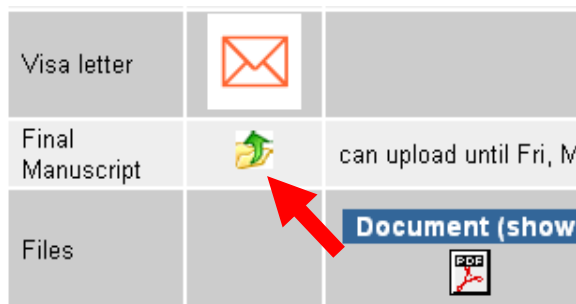
We recommend that you insert your text into the WinWord file or LaTeX template files to produce your camera-ready document, since they have been set up to meet the formatting guidelines listed above and may facilitate your formatting task.

When using these files, double-check the paper size in your page setup to make sure you are using the **A4**-size paper layout (210 mm by 297 mm or 8.27" by 11.7"). The LaTeX environment files specify suitable margins, page layout, text, and a bibliography style.

## 4 SUBMISSION OF THE CAMERA-READY PAPER

The camera-ready paper must be submitted as an unprotected Adobe's Portable Document Format (PDF) file. All fonts **must** be embedded, and the file should contain **no** bookmarks. These are strict publisher's requirements. Look for information regarding embedding fonts and bookmark generation in the EDAS help page at <https://edas.info/listFAQ.php?c=N32102>.

The camera-ready paper must be uploaded in EDAS using the same credentials you used to submit your paper proposal. From the URL

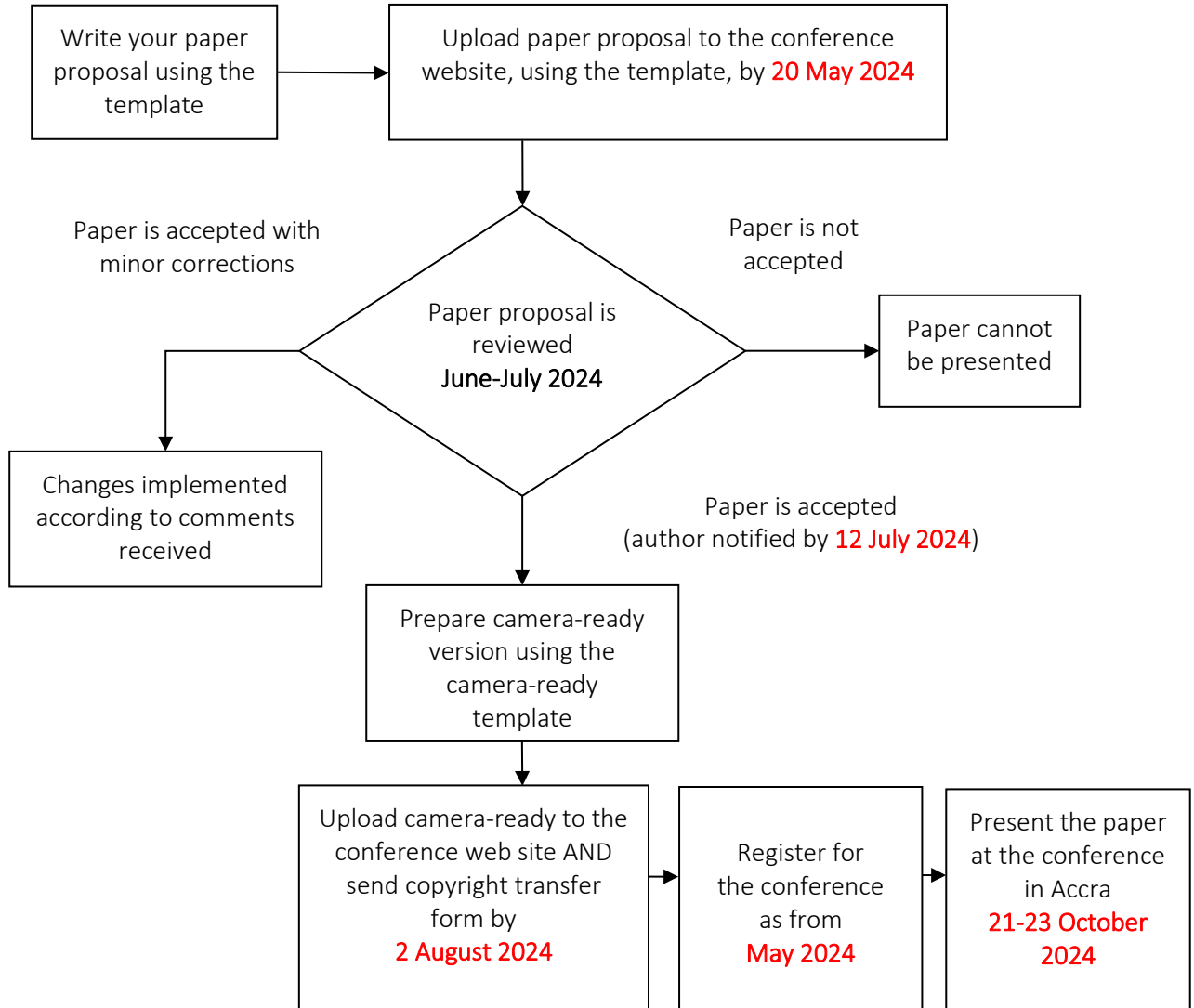


<https://edas.info/listConferencesAuthor.php?c=N32102>, you should be able to see the list of accepted paper(s). Following the link to one accepted paper, you will see the "Final manuscript" option; by clicking in the yellow folder icon you can upload the camera-ready file (see picture on the left).

IMPORTANT! At this point, please make sure that the title and abstract in EDAS are *identical* to the one found in the paper, since it is the one in EDAS that will be used for generating the table of abstracts for the conference, not the abstract and title in the paper itself.

## ANNEX A OVERVIEW OF THE REVIEW PROCESS

The paper review process is being conducted as summarized in the following diagram:



Authors submitted [electronically](#) paper proposals consisting of a complete description of their ideas and applicable research results according to the submission requirements by the submission [deadline](#) listed above.

Paper proposals were reviewed by experts participating in the Technical Programme Committee for their demonstrated knowledge of particular topics. Besides acceptance, reviewers recommended best papers for awards, to be decided by the Steering Committee. The authors were notified of the review results by email.

The authors of accepted papers will now submit a camera-ready version by the deadline [above](#) using the instructions detailed in this *“Camera-Ready Submission Instructions”* document (this document, also available at the [event's webpage](#)). At the same time, the authors must submit a scanned copy of the signed [copyright form](#) by email. If your paper has more than 5 authors, please use [this](#) template. The submission of the copyright form is mandatory for all accepted papers before or at the latest at the same time as the submission of the camera-ready version of the paper.

The authors of accepted papers will prepare a presentation following the guidelines that will be provided by the Secretariat.