

# IEEE PDF eXpress™

## Author Instructions

### Final Paper Submission Guide

2026 IEEE 6<sup>th</sup> International Conference on Dielectrics (ICD)

## Key Information

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Conference	2026 IEEE 6 <sup>th</sup> International Conference on Dielectrics (ICD)
Conference ID	<b>64907X</b> (note: ends in the letter “X”, not zero)
Conference Contact	Thomas Andritsch
Contact Email	<a href="mailto:t.andritsch@soton.ac.uk">t.andritsch@soton.ac.uk</a>
Site Opens	15 April 2026
Final Deadline	<b>4 May 2026</b>
Submission Site	<a href="https://www.conftool.pro/icd2026/">https://www.conftool.pro/icd2026/</a>
Technical Support	<a href="mailto:PDFSupport@ieee.org">PDFSupport@ieee.org</a> (24-hour online help)

## Overview

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All authors publishing in the **2026 IEEE 6<sup>th</sup> International Conference on Dielectrics (ICD)** must submit their final, camera-ready paper through **IEEE PDF eXpress**. PDF eXpress validates that your PDF meets **IEEE Xplore®** compatibility requirements, this is a mandatory step before your paper can be included in the conference proceedings and the IEEE Xplore Digital Library.

Follow the four phases below in order. **Skipping steps, especially the copyright notice and proofreading, will result in a PDF that cannot be accepted.**

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Before creating the PDF version of your final manuscript for upload to ConfTool, add the copyright notice to the **bottom of the first page (footer, left-adjusted)** of your source document. The exact notice depends on the authorship of the paper choose the one that applies to *all* co-authors:

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1. Go to the IEEE PDF eXpress site: <https://ieeepdf-express.org>
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4. Enter your email address.
5. Choose a password.
6. Continue entering information as prompted.
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- You still need to enter Conference ID **64907X** to associate your account with ICD 2026.

## Phase 3 – Validate Your PDF

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## Phase 4 – Submit Your Final Paper via ConfTool

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### 4.1 Submission Steps

1. Go to the ICD 2026 ConfTool site: <https://www.conftool.pro/icd2026/>
2. Log in with the account you used for your original paper submission.
3. Navigate to “**Your Submissions**” and open your paper.
4. Click **Final Upload** (or the equivalent “Upload Final Version” action on your paper’s page).
5. Upload the *validated* PDF returned by IEEE PDF eXpress – not your working draft.
6. Follow the on-screen prompts to confirm metadata (title, authors, abstract) and complete the submission.
7. Verify that ConfTool shows the file as successfully uploaded; save or screenshot the confirmation.

### 4.2 Deadline

**Final submission deadline: 4 May 2026**

*Submit early.* If PDF eXpress flags issues with your PDF, you will need time to correct your source document, re-validate, and re-upload before the deadline closes on ConfTool.

## Troubleshooting & Support

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2. Use the *Find Answers* tab to search for solutions to common issues.
3. If you do not find an answer, use the *Ask A Question* tab to submit a support ticket.
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### Direct Support

- Technical issues with PDF eXpress: [PDFSupport@ieee.org](mailto:PDFSupport@ieee.org)
- Conference-specific questions (including copyright notice text): Thomas Andritsch – [t.andritsch@soton.ac.uk](mailto:t.andritsch@soton.ac.uk)

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- “**Fonts not embedded**” – use PDF Conversion (not PDF Checking), which will embed fonts automatically. If you must use PDF Checking, regenerate your PDF with font embedding enabled in your PDF creation tool.
- “**File too large**” – downsample large images (300 dpi is usually sufficient) and recompile.
- **Forgotten password** – use the password recovery link on the PDF eXpress login page; **do not create a second account**.
- **Wrong Conference ID** – the Conference ID for ICD 2026 is **64907X**.

## Quick Checklist

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Work through this list before considering your submission complete:

- Correct copyright notice (matching the author category) is in the **footer, left-adjusted**, on Page 1 of the source document
- All headers, page numbers, watermarks are embedded in the source document
- Paper has been proofread end-to-end
- PDF eXpress account has been created with Conference ID **64907X**
- Paper has been validated via PDF eXpress (Conversion or Checking)
- Validated PDF has been reviewed and looks correct
- Validated PDF has *NOT* been edited after validation**
- File name is under 50 characters
- Validated PDF uploaded to ConfTool via **Final Upload** on your paper's submission page
- Validated PDF submitted before **4 May 2026**

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*Document prepared for authors of the 2026 IEEE 6<sup>th</sup> International Conference on Dielectrics (ICD). For questions, contact Thomas Andritsch ([t.andritsch@soton.ac.uk](mailto:t.andritsch@soton.ac.uk)).*