

## Required Publishing Tasks for Conference Publishers

1. If IEEE is the copyright holder, all authors, which intend on publishing in the IEEE Xplore Digital Library are required to provide a transfer of copyright. IEEE Conferences, Events & Experiences (CEE) will reach out to you with next steps on the Copyright transfer process.
2. PDF eXpress file collection is now available on all conferences. Organizers can choose to utilize this function to download submissions that are "Approved for Collection" by authors. This can be done by clicking on the zip icon" in the IEEE PDF eXpress site.
3. Instruct your authors to use the IEEE PDF eXpress site to validate their papers (see following page).
4. **Provide IEEE Xplore®-compatible PDFs to IEEE Conferences, Events & Experiences (CEE).**  
IMPORTANT: Any changes made to a PDF after IEEE PDF eXpress conversion or PDF Checking may invalidate Xplore compatibility. This includes headers, page numbers, copyright notice, watermarks, etc. If any of these elements are desired, they should be added to the document before a PDF is created.
5. **All PDFs to be included in IEEE Xplore®** (e.g. title page, copyright page, author index, etc.) should be validated through PDF eXpress for Xplore compatibility
6. Always use the [IEEE Packing List Generator](#) to create the packing list. Remember to include all files you wish to be posted to IEEE Xplore when creating the packing list. In addition to the technical papers, please include copyright page, title page, table of contents, and author index. Please ensure that all paper file names are less than 50 characters.
7. Always use the [IEEE Packing List Checker](#) to validate the packing list prior to submission. The packing list checker tool should be used anytime a change is made to the packing list.
8. If you are not using a publishing vendor's assistance, use the IEEE Packing List Generator (from the [IEEE Publishing Technology Resources](#) web page) to expedite delivery of your PDFs to Xplore.
9. Distribute the following page to your authors to provide them access to free Word and LaTeX templates and to PDF instructions [MS Word and LaTeX templates](#).

## **PDF Instructions for your Authors**

### **2026 IEEE World AI IoT Congress (AIIoT)**

#### **Before Creating a PDF**

Proofread your source document thoroughly to confirm that it will require no revision.

#### **Creating your PDF eXpress Account**

Log in to the [IEEE PDF eXpress® site](#)

*First-time users should do the following:*

1. [Create Account](#)
2. Enter the following:
  - **68874X** for the Conference ID
  - your email address
  - a password
3. Continue to enter information as prompted.

An Online confirmation will be displayed and an email confirmation will be sent verifying your account setup.

*Previous users* of PDF eXpress need to follow the above steps but should enter the same password that was used for previous conferences. Verify that your contact information is valid.

#### **Contacting PDF eXpress Support**

Access the [IEEE Support Center](#) for IEEE PDF eXpress.

If you do not find an answer to your question on the IEEE Support Center, please email [PDFSupport@ieee.org](mailto:PDFSupport@ieee.org).