- 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

2025 32nd National and 10th International Iranian Conference on Biomedical Engineering (ICBME)

Before Creating a PDF

- Add the copyright notice to the bottom of the first page of your source document. If necessary, contact **Iman Zoljanahi** at **Zoljanahi@sut.ac.ir** for the appropriate copyright notice. Add the copyright notice to the bottom of the first page of your source document. If necessary, contact **Hanieh Niroomand-Oscuii** at **hniroomand2@gmail.com** for the appropriate copyright notice. Add the copyright notice to the bottom of the first page of your source document. If necessary, contact **hamed Danandeh** at **danandeh@sut.ac.ir** for the appropriate copyright notice.
- 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 TM site

First-time users should do the following:

- 1. Select the New Users Click Here link.
- 2. Enter the following:
 - **68496X** 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 **Publications Support Center** for IEEE PDF eXpress.

If you do not find an answer in the Find Answers tab, go to the *Ask A Question* tab.

Your question will be forwarded to IEEE PDF Support and answered within 3 business days.

