[[1]](#footnote-1)

Template for Preparation of Extended Abstract Proposal   
for the IEEE WIE Forum USA East (Title Goes Here)

Author (s) and Affiliation  
The submitter will be determined as the corresponding author. List all potential participants.   
Include a biographical sketch for each one, 5 lines. Add a URL link, if applicable.

*Abstract*— This template provides a consistent format to assist in your preparation of the required Extended Abstract document. In this section, identified as *Abstract*, must contain an exact copy of the 150-word abstract you entered into the submission form. Only this portion of the document will be considered for inclusion in the conference Program book, if accepted.

An Extended Abstract is an expansion of the 150-word *Abstract* and must contain all relevant aspects and information of your proposed contribution for presentation (in-person only) at the IEEE WIE Forum.

NOTE: Participants are responsible for their own travel expenses and speaker registration.

# INTRODUCTION

We highly recommend the use of this template. The suggested format is a guide and allows uniformity. It will also help facilitate the review in the evaluation of the submission. In addition to the *Abstract* section, the Extended Abstract document should also be organized to include additional sections such as, an Introduction, Discussion, Conclusion, and References. See additional notes and instructions below.

# DISCUSSION

The **1-3 pages** Extended Abstract submission is for Presentation ONLY. It is not eligible for publication in IEEE Xplore. If accepted, the *Abstract* section will be included in the conference Program book.

The file size is not to exceed 2MB. A rough estimate for PDF file sizes, contents pure text, the file size is usually10kb per page; therefore, a 1MB file will have about 100 pages (You can also reduce the PDF file size by re-saving, Save as Other, and then Reduced Size PDF before uploading the file).

# CONCLUSION

A conclusion section is not required. However, a conclusion may review the main points and emphasize the importance of the topic and its relevancy to the conference and program themes. Do not replicate the abstract as the conclusion. All **extended** **abstracts** must be submitted online as a PDF file. Do not send via email. Submissions via email will be ignored.

REFERENCES (as necessary)

*Keywords: (include keywords here, may select from suggested topics)*

1. [↑](#footnote-ref-1)