

INSTRUCTIONS FOR VALIDATION AND FINAL SUBMISSION OF CVPR Workshops 2024 CAMERA-READY PAPERS

Read these instructions carefully and follow them exactly to minimize problems and delays with the production of the conference proceedings.

The deadline for final submission (completion of all steps below) is **April 14, 2024, at 11:59 PM Pacific Daylight Time**. This deadline will not be extended. Papers that arrive after the deadline may not appear in the conference proceedings, and may not be placed in IEEE Xplore.

Note: The CVPR Workshop 2024 proceedings will only be available exclusively to registered conference attendees. The proceedings will contain all the papers (and supplementary material) for the main conference as well as the associated workshops. The proceedings will only be available during the conference and for a short period before and after the conference. All CVPR papers that are submitted on time, which are compliant with IEEE Xplore, and for which the IEEE copyright has been completed, will be placed in IEEE Xplore shortly after the meeting.

There are one optional and four required steps to completing your final CVPR Workshop 2024 paper submission (the final three steps are completed using the [CVPRW 2024 Author Submission Site](#)):

- 0) (Optional) Improve PDF accessibility for the visually impacted.
- 1) Register an author for CVPR 2024.
- 2) Validate your camera-ready paper (without page numbers) using IEEE PDF eXpress via CVPR Workshops 2024 Author Submission Site:
<https://ieeecs.org/#!/auth/login?ak=1&pid=4RJu1SJYvXYUt6Kz3xnWJK>
- 3) Submit the validated PDF and paper information to the CVPR Workshops 2024 Author Submission Site: <https://ieeecs.org/#!/auth/login?ak=1&pid=4RJu1SJYvXYUt6Kz3xnWJK>
- 4) Complete and submit the IEEE Electronic Copyright form via the CVPR Workshops 2024 Author Submission Site:
<https://ieeecs.org/#!/auth/login?ak=1&pid=4RJu1SJYvXYUt6Kz3xnWJK>

These steps are detailed below.

0. (Optional) Add the “axessibility” package to your LaTeX-generated camera-ready PDF.

While optional, the CVPR 2024 Program Chairs strongly encourage authors to add the following line near the beginning of your LaTeX document (with the other "usepackage" lines) to include the “axessibility” package:

```
\usepackage[accsupp]{axessibility} % Improves PDF readability for those with disabilities.
```

The “axessibility” package can be found at

<https://ctan.org/pkg/axessibility?lang=en>

and improves the ability of assistive technologies (e.g., PDF readers) to read LaTeX formulas in PDF files.

1. Register an author for the conference.

Register for CVPR 2024 by following the registration link at the top of the CVPR “Registration” web page (<https://cvpr.thecvf.com/Conferences/2024/Pricing2>). At least one author for each paper must register with a full, in-person passport registration to attend the meeting. If there is not one author registered for the meeting, the paper will not be included in the proceedings and it will not appear in IEEE Xplore. Likewise, papers and posters that are not presented due to no-shows will not appear in the proceedings.

2. Use IEEE PDF eXpress to validate your paper for inclusion in IEEE Xplore via CVPR 2024 Author Submission Site.

IMPORTANT NOTE: Do not include page numbers in your camera-ready paper.

You can access PDF eXpress via the [CVPRW 2024 Author Submission Site](#).

NOTE: Your paper will also be checked for Xplore compliance after it is submitted.

There is a strict size limit of 10 MB (10,485,760 bytes) for PDF files in the conference proceedings. If your paper is larger than this, you are probably using very large images in your figures. As a rule, your images will look fine at 600 pixels per inch and you should down-sample the images used in your figures accordingly. Smaller PDF files are also validated more quickly by PDF eXpress.

The page limit for all papers is 8 pages—with additional pages allowed that contain only cited references. To clarify, the main body of the paper, including figures, tables, equations, acknowledgments, etc., must be limited to no more than 8 pages. Additional pages may only contain cited references—not acknowledgments, appendices, supplementary material, or other text, figures, tables, etc. Note that there are no paper or extra-page fees. However, papers that are longer than 8 pages (not including references), will not be processed and will not appear in the conference proceedings or on IEEE Xplore.

IEEE requires that all papers entered into the IEEE Xplore digital library meet the IEEE style guidelines. LaTeX and MS Word style files compatible with IEEE requirements are available through the CVPR 2024 website

<https://cvpr.thecvf.com/Conferences/2024/AuthorGuidelines>

Papers that do not meet these guidelines will not be placed in Xplore. This is an IEEE policy.

Note: PDF eXpress does not collect the papers. After validating your paper, you must still upload it to the camera-ready paper collection website for production, as described in Step 3.

There are two ways to use IEEE PDF eXpress. If you generate your PDF file, PDF eXpress can validate it. If you use any of the following document formatting systems, PDF eXpress can generate an Xplore-compliant document from the following source files: MS Word, WordPerfect, RTF (rich text format), Freelance, LaTeX, PageMaker, FrameMaker, Word Pro, or Quark. If you used LaTeX, PageMaker, or Quark to prepare your paper, there are a few extra steps required to supply the images to IEEE.

A primary source of validation failure is the use of non-embeddable fonts in figures. Make sure that your paper uses embeddable fonts for the main text of the paper as well as the figures, figure captions, references, footnotes, etc. Another source of failure is the line in the LaTeX source file that includes the hyperref package. If you are having difficulty, you may want to comment out this line. If you have further trouble with IEEE PDF eXpress, contact pdfsupport@ieee.org

3. Final paper submission for production

Deadline: The deadline for all CVPR Workshops 2024 papers is **April 14, 2024, at 11:59 PM Pacific Daylight Time**. This deadline will not be extended. Papers that arrive after the deadline may not appear in the conference proceedings, and may not be placed in IEEE Xplore.

- a. Login to the [CVPRW 2024 Author Submission Site](#). Detailed directions on how to use the submission are included in the paper submission directions email.
- b. As noted in the CVPR Workshops 2024 author guidelines, the “*author list is considered final after the paper submission deadline and no changes are allowed thereafter, also not for accepted papers.*” Thus, you must ensure the same author list that was initially included, with no additions or removals.
- c. If you wish to provide supplementary material, you must submit a separate file and upload your supplemental file in the “Supplemental Material” field as a single PDF or ZIP file of 20 MB in size or less. Only PDF and ZIP files are allowed for supplementary material. You can put anything in this file - movies, code, additional results, accompanying technical reports—anything that may make your paper more useful to readers. If your supplementary material includes video or image data, you are advised to use common codecs and file formats. This will make the material viewable by the largest number of readers (a desirable outcome). Supplemental material does NOT need to be validated by IEEE PDF eXpress.

IMPORTANT NOTE: You must follow the correct file naming convention for your supplemental file:

- WORKSHOP ACRONYM-PAPER ID_supp
- Ex. ABC-10111_supp

- d. Verify that you upload the correct camera-ready PDF—validated by PDF eXpress—as your camera-ready submission. Every year there is at least one author that accidentally submits the wrong PDF as their camera-ready submission.

- e. Before your camera-ready paper submission can be considered complete, you must first complete and submit the IEEE Electronic Copyright Form as described in Step 4 below. If you need to resubmit a paper, you can update the PDF file via the submission site without submitting the copyright release again.
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4. Complete and digitally sign the IEEE Electronic Copyright Form for your paper and submit it along with your final paper.

IMPORTANT: Once you submit your IEEE Electronic Copyright form, you will not be able to make changes. IEEE does not have any mechanism to “redo” an electronic copyright form and you will not be able to complete more than one form per paper. As such, ensure that the title, author list (including the order), etc. (as specified in Step. 3) are correct in the [CVPRW 2024 Author Submission Site](#) before completing and submitting the IEEE Electronic Copyright Form.

The last step in the submission process is completing the IEEE copyright release process via the [CVPRW 2024 Author Submission Site](#). Detailed directions on how to use the submission site can be found in the paper submission directions email.

Papers without a completed copyright form will not appear in the conference proceedings and will not be submitted to IEEE Xplore.

Final reminder: Papers will appear in the CVPR Workshops 2024 proceedings and be placed in IEEE Xplore only if all of these conditions are met:

- a. The final PDF submission is 10 MB or less in size, 8 pages (not including cited references) or less in length, has been validated by PDF eXpress, and the validated paper has been uploaded to the paper collection website by **April 14, 2024, at 11:59 PM Pacific Daylight Time**.
- b. Any supplemental material file (if applicable) has been uploaded to the submission site by **April 14, 2024, at 11:59 PM Pacific Daylight Time**.
- c. At least one author registers for and attends CVPR 2024.
- d. The IEEE Electronic Copyright form is completed online and submitted to the paper collection site.