



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 Meetings, Conferences & Events (MCE) will reach out to you with next steps on the Copyright transfer process.
2. Instruct your authors to add the copyright notice to their papers **before** creating PDFs. Copyright notice can be found in Section IV - Copyright Information in the Letter of Acquisition.
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 Meetings, Conferences & Events (MCE).**
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

2025 33rd Southern African Universities Power Engineering Conference (SAUPEC)

Before Creating a PDF

- Add the copyright notice to the bottom of the first page of your source document. If necessary, contact **Udochukwu Akuru** at AkuruUB@tut.ac.za for the appropriate copyright notice. Add the copyright notice to the bottom of the first page of your source document. If necessary, contact **Bolanle Abe** at abebt@tut.ac.za 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™ site](#)

First-time users should do the following:

1. Select the New Users - Click Here link.
2. Enter the following:
 - **65723X** 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.