VLSI 2026 PRE-SUBMISSION CHECKLIST

Be sure to review all sections of the checklist carefully!

1. Author List
2. PDF Paper
3. Electronic Submission
4. Submission Requirements
5. Key Dates

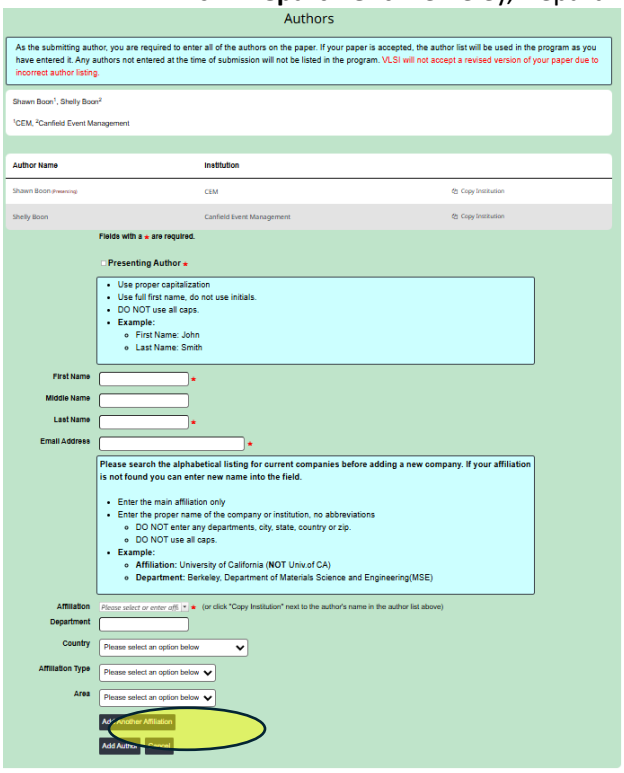
STEP 1 - AUTHOR LIST:

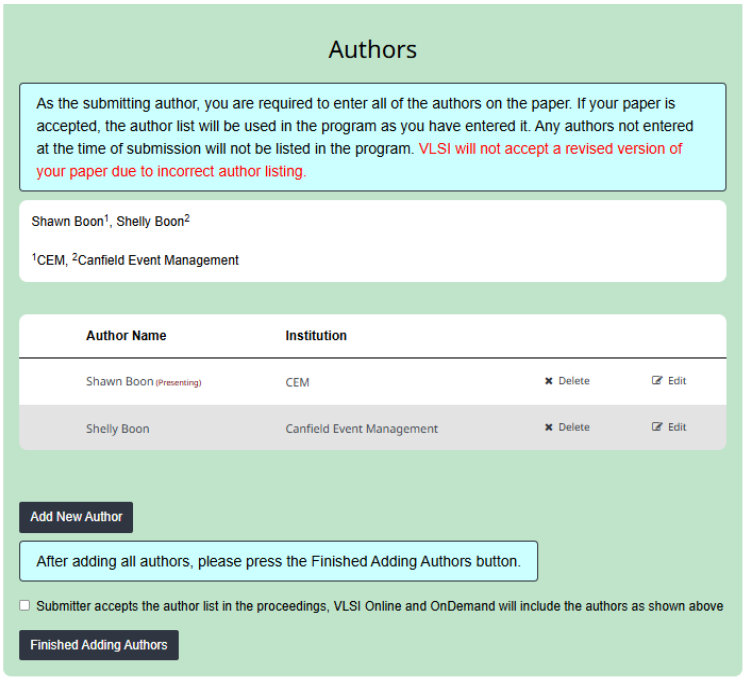
Author Name:

- ☐ Use proper capitalization
- ☐ Use **full** first name, do not use initials.
- ☐ DO **NOT** use all caps.
  - **Example:** First Name: John Last Name: Smith

Affiliation

- ☐ Use the drop-down field to enter the affiliation, be sure to review guidelines below. If affiliation is not in the drop-down you can enter the correct affiliation in this same field.
  - Enter the **proper** name of the company or institution, no abbreviations
  - DO NOT enter any departments, city, state, country or zip.
  - Use proper capitalization
- **Example**:
  - **Affiliation**: University of California (**NOT** Univ. of CA)
  - **Department**: Berkeley, Department of Materials Science and Engineering (MSE)





- ☐ **Confirm author order.** The order of the authors in the author list view is the way the authors will be listed for the online listing. Presenting Author will always be listed first. Author order should match the pdf paper list, with the possible exception of the presenting author. Do NOT select Finished Adding Authors until you have confirmed all information is correct! **No changes to the author list will be permitted after the submission deadline**.

STEP 2 – UPLOAD PDF PAPER:

PDF PAPER – **If accepted, paper will be published as submitted, no changes will be permitted.**

- ☐ Must use the VLSI paper template to ensure your submission meets the requirements. Click here to download the VLSI A4 paper template.
- ☐ Confirm all author names are accounted for and correct
- ☐ Confirm any funding acknowledgement is listed
- ☐ Confirm there are no typos in the author list, title or elsewhere, including diagrams, etc.
- ☐ **All author information will be published as entered by the submitter**
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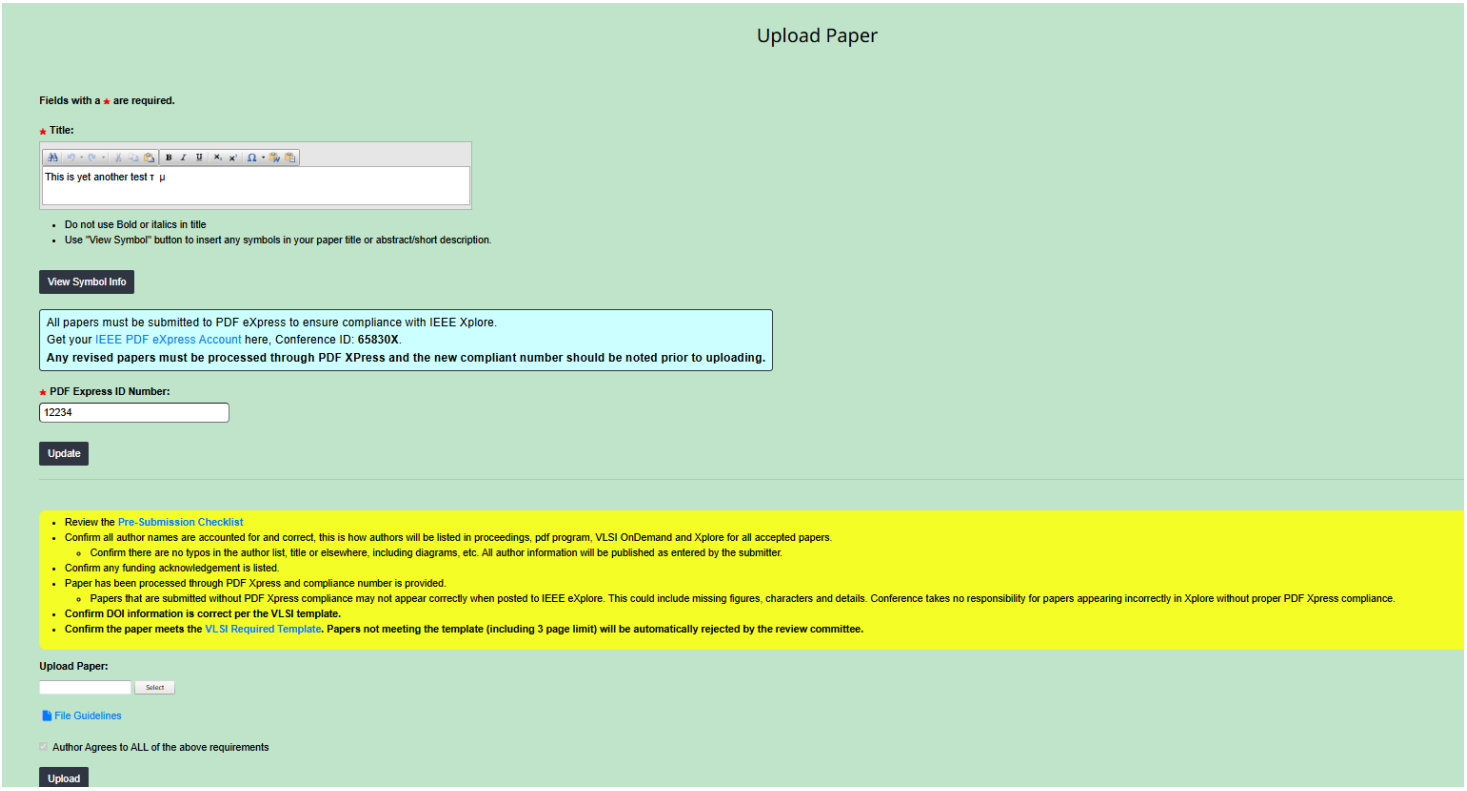
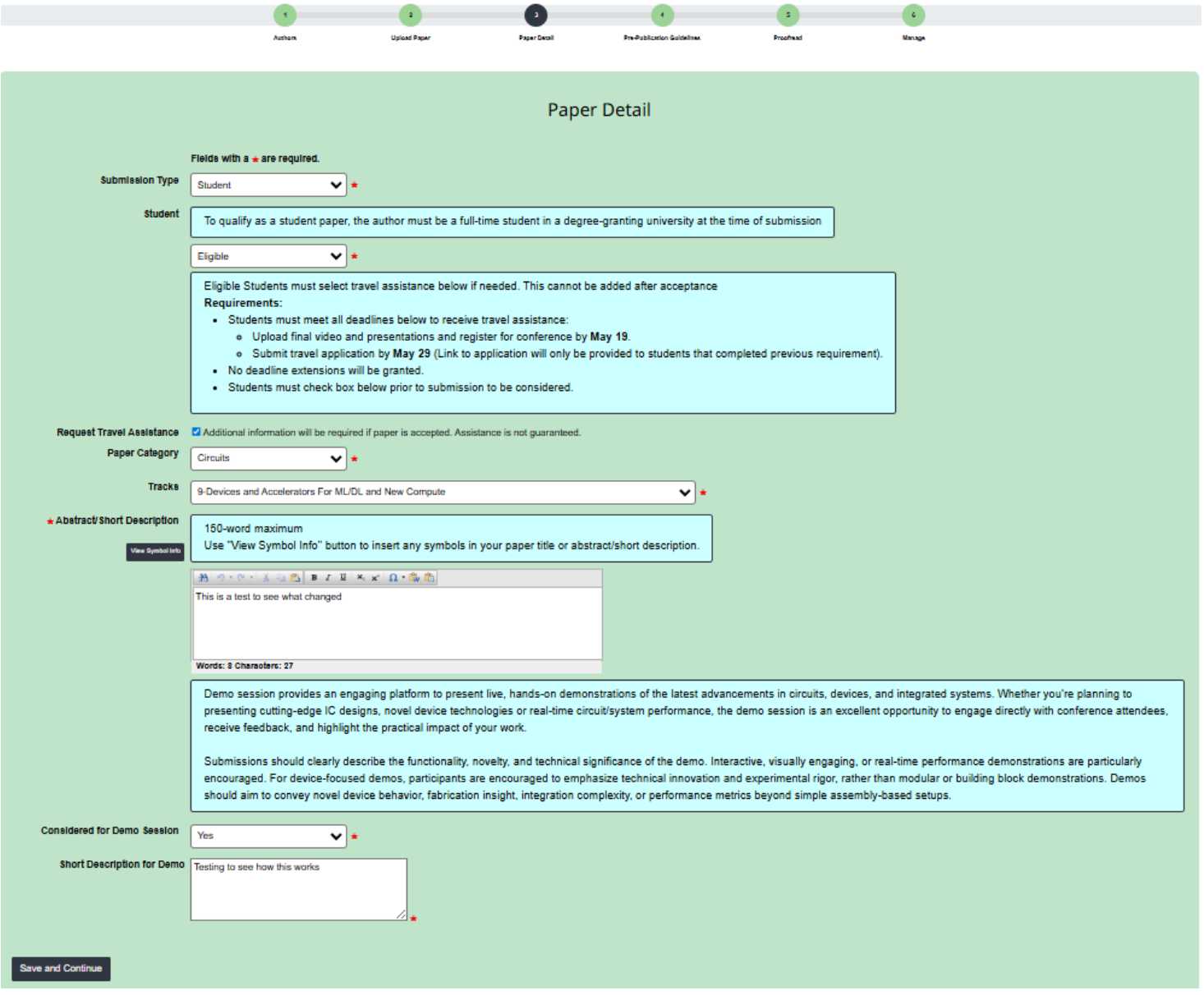
- ☐ No PDF attachments are included.
- ○ The file is not a PDF Package or Merged PDF



STEP 3 – PAPER DETAILS:

- ☐ Student authors who are also presenting may request travel assistance. This must be done at time of submission.
- ☐ Select the category that best fits your paper (Technology or Circuits), note that the reviewing committee may choose to move your paper to another category as applicable.
- ☐ Select the track/topic that best fits your paper, note that the reviewing committee may choose to move your paper to another track as applicable.
- ☐ The abstract summary is typically the 150-word description from your pdf paper and will be the paper description included in the online platform.
- ☐ Use the "View Symbol" button to insert any symbols in your paper title or abstract/short description.
- ☐ If you wish to be considered for a demo session, you must choose Yes and supply a short description. More information above the fields on the website.



STEP 4 - SUBMISSION REQUIREMENTS:

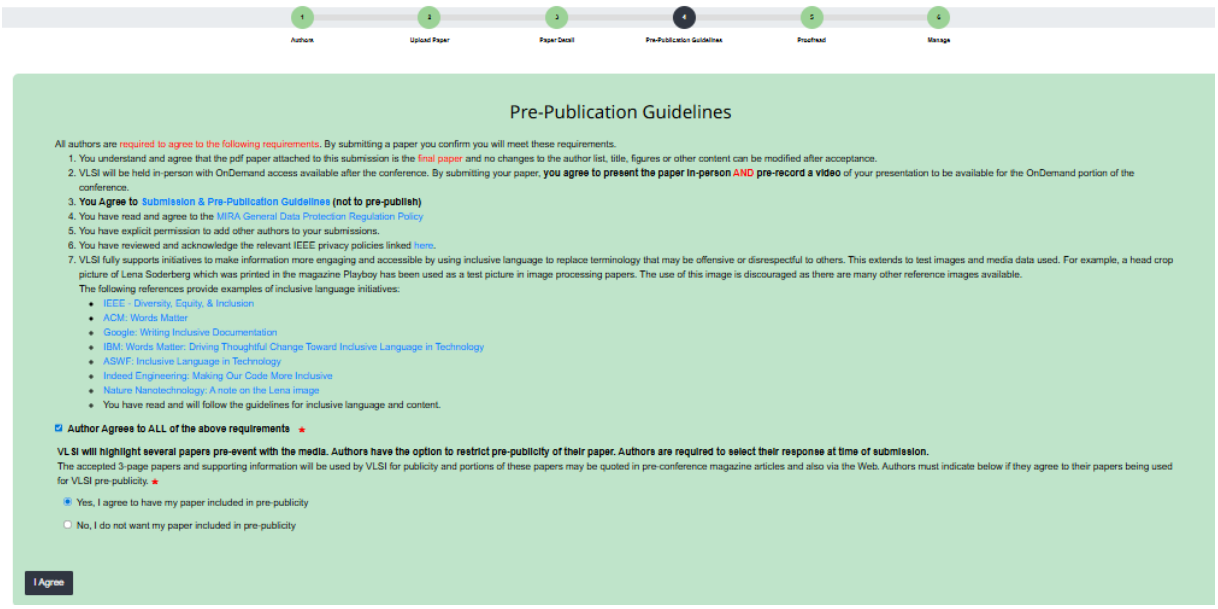
All authors are required to agree to the following requirements. By submitting a paper you confirm you will meet these requirements.

- You understand and agree that the pdf paper attached to this submission is the final paper and no changes to the author list, title, figures or other content can be modified after acceptance.
- VLSI will be held in-person with OnDemand access available after the conference. By submitting your paper, **you agree to present the paper in-person AND pre-record a video** of your presentation to be available for the OnDemand portion of the conference.
- **You Agree to Submission & Pre-Publication Guidelines (not to pre-publish)**
- You have read and agree to the MIRA General Data Protection Regulation Policy
- You have explicit permission to add other authors to your submissions.
- You have reviewed and acknowledge the relevant IEEE privacy policies linked here.
- VLSI fully supports initiatives to make information more engaging and accessible by using inclusive language to replace terminology that may be offensive or disrespectful to others. This extends to test images and media data used. For example, a head crop picture of Lena Soderberg which was printed in the magazine Playboy has been used as a test picture in image processing papers. The use of this image is discouraged as there are many other reference images available.
  The following references provide examples of inclusive language initiatives:
  - IEEE - Diversity, Equity, & Inclusion
  - ACM: Words Matter
  - Google: Writing Inclusive Documentation
  - IBM: Words Matter: Driving Thoughtful Change Toward Inclusive Language in Technology
  - ASWF: Inclusive Language in Technology
  - Indeed Engineering: Making Our Code More Inclusive
  - Nature Nanotechnology: A note on the Lena image
  - You have read and will follow the guidelines for inclusive language and content.

☐ **Author Agrees to ALL of the above requirements** *

VLSI will highlight several papers pre-event with the media. Authors have the option to restrict pre-publicity of their paper. Authors are required to select their response at time of submission.
The accepted 3-page papers and supporting information will be used by VLSI for publicity and portions of these papers may be quoted in pre-conference magazine articles and also via the Web. Authors must indicate below if they agree to their papers being used for VLSI pre-publicity. *

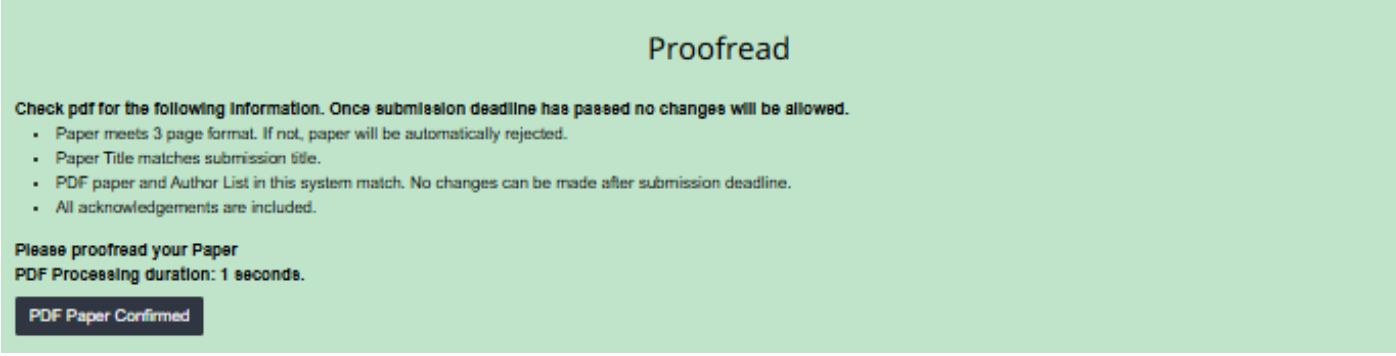
O Yes, I agree to pre-publicity O No, I do not agree to pre-publicity



STEP 5 - PROOFREAD:

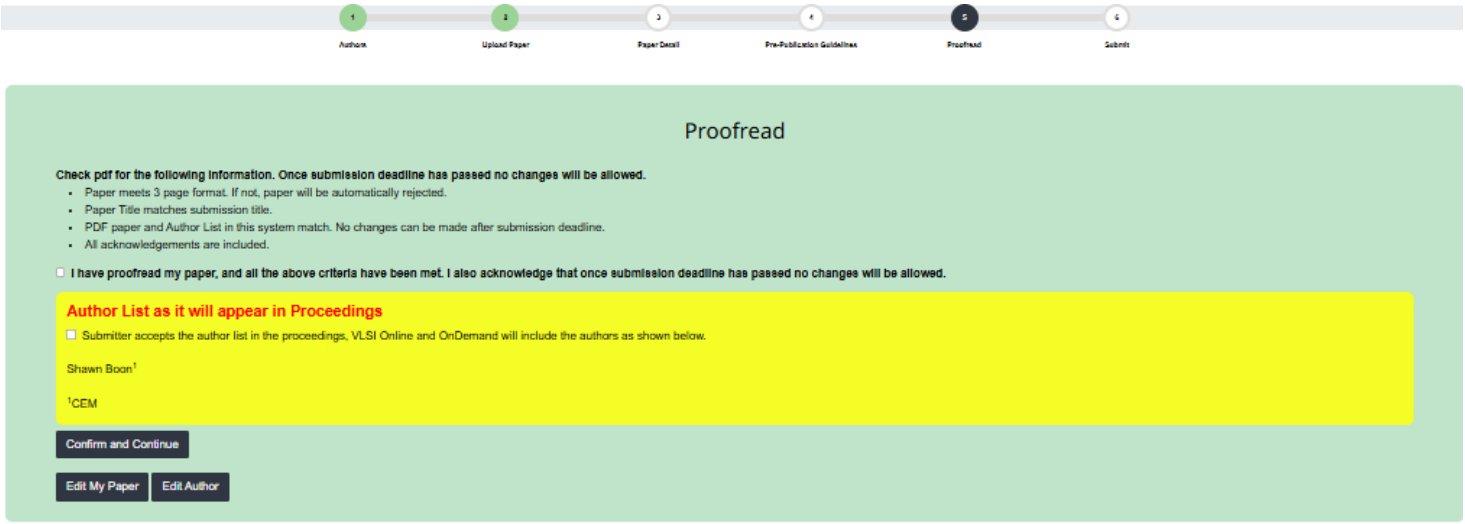
5.1

Opportunity for authors to review the pdf paper to ensure all requirements are met, including the author list, etc.



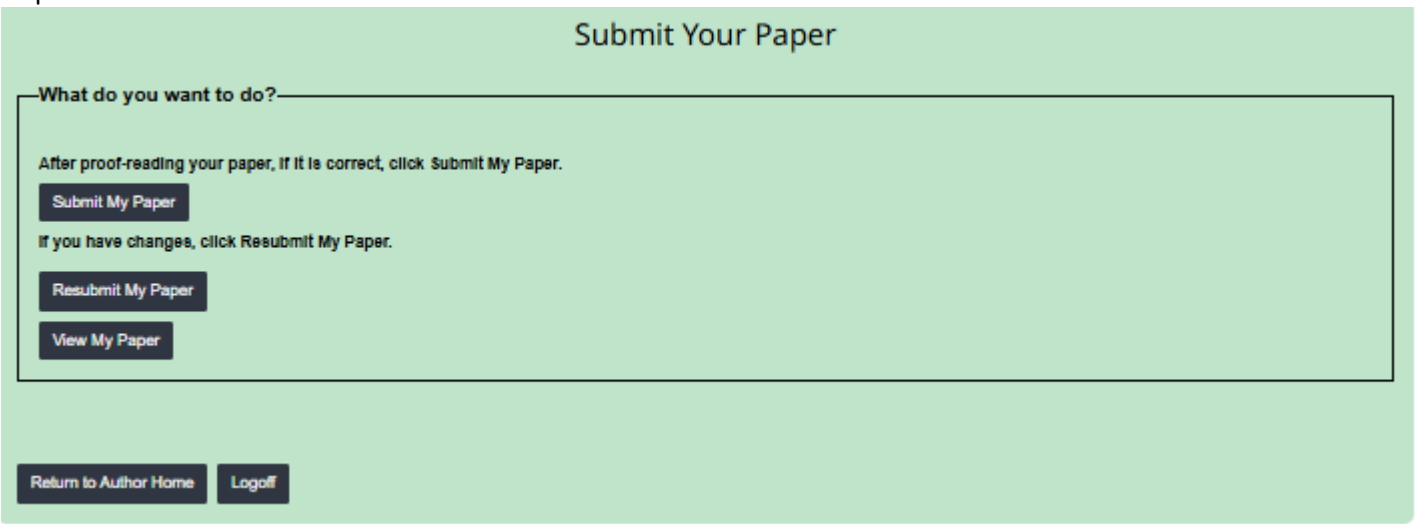
5.2 (After selecting "PDF Paper Confirmed)

This is your final opportunity to review or change the author list. The list in the yellow box reflects how the author list will appear in the online proceedings. The presenting author is always listed first and the others are listed in the order provided in step 1 of the submission process.



STEP 6 – SUBMIT (After Submission this step is renamed to Manage):

All authors are **required to agree to the following requirements**. By submitting a paper you confirm you will meet these requirements.



KEY DATES:

Authors with accepted papers will be notified in mid-September. Authors will also receive a link to create their account for the speaker resource center with links to submit the following information. By submitting a paper, you confirm you will meet the deadlines noted.

Date	Action	Note
January 26	Submission Deadline	
March 31	Speaker Notification	Acceptance notifications sent to applicable authors
April 27	IEEE Copyright form	Log into Mira to complete this form.
May 19	Speaker Details Due	Last day to upload your **bio, headshot and presentation video** to the Speaker Dashboard
	Reserve a room	Last day for conference rates at the Hilton Hawaiian Village (based on availability, rooms may sell out before the published deadline)
	Badge Registration	Last day to register for VLSI at the discounted rate*