

## IEEE CSS Award Nomination Instructions:

CSS will be using the system based on PaperPlaza for nominations for the following awards:

- Antonio Ruberti Young Researcher Prize
- Control Systems Technology Award
- Transition to Practice Award
- Excellence in Aerospace Control
- George S. Axelby Outstanding Paper Award
- TCST Outstanding Paper Award
- CSM Outstanding Paper Award
- TCNS Outstanding Paper Award

To make a nomination for an award, please follow the following steps:

Ensure both yourself, and anyone (up to 4 people) writing supporting letters, are registered users with <http://awards.paperplaza.net>. In most cases, you will already have a PaperPlaza login and ID from using CSS conferences or publications. If so, please use your existing ID.

- Download the relevant nomination form: (see the relevant pages within <http://ieeecss.org/awards> )
- Once you have completed the nomination form, please go to [awards.paperplaza.net](http://awards.paperplaza.net) and select the ‘Submit a contribution to CSS Awards’ link

- From there, select the appropriate award nomination:

	Type of submission	Open	Deadline	
<b>First submissions</b>	Antonio Ruberti Young Researcher Prize Nomination	April 2, 2018	May 15, 2018	<a href="#">Submit</a>
	Control Systems Technology Award Nomination	April 2, 2018	May 15, 2018	<a href="#">Submit</a>
	Technical Excellence in Aerospace Control Nomination	April 2, 2018	May 15, 2018	<a href="#">Submit</a>
	Transition to Practice Award Nomination	April 2, 2018	May 15, 2018	<a href="#">Submit</a>
	George S. Axelby Outstanding Paper Award Nomination	April 2, 2018	May 15, 2018	<a href="#">Submit</a>
	TCNS Outstanding Paper Award Nomination	April 2, 2018	May 15, 2018	<a href="#">Submit</a>
	TCST Outstanding Paper Award Nomination	April 2, 2018	May 15, 2018	<a href="#">Submit</a>
	CSM Outstanding Paper Award Nomination	April 2, 2018	May 15, 2018	<a href="#">Submit</a>
	Supporting Letter of Reference	April 2, 2018	May 15, 2018	<a href="#">Submit</a>

(iv) In the subsequent screen, you will enter the PaperPlaza PIN of the person you are nominating. *If nominating for a journal paper with multiple authors, then please enter the PIN of the first author of that paper.* You will also be asked for the number of nominators (this should typically be just 1) and the nominator's PIN. Please designate yourself as the corresponding author.

Submit George S. Axelby Outstanding Paper Award Nomination to IEEE Control Systems Society Awards	
<b>Submission Information Section</b>	Use this wizard to submit a nomination or an application Check the <a href="#">conference website</a> for the requirements for this nomination or application All fields marked with an asterisk * are required  Warning: The browser Back button has been disabled. Do not use it during the submission  When entering a submission number or PIN into a textbox on this page do not pause while typing. When no new input is entered within 2 seconds the data is automatically uploaded to the server for verification. If you find this troublesome then copy and paste the information into the box for a smoother experience
Type of nomination or application	George S. Axelby Outstanding Paper Award Nomination
Enter the PIN of the person who is being nominated*	31165 R. E. Kalman (ETH Zuerich), <a href="mailto:kalman@math.ethz.ch">kalman@math.ethz.ch</a>
Award	George S. Axelby Outstanding Paper Award
How many proposers submit this nomination or application?*	1
Self-nomination is not allowed	Follow the link <a href="#">PIN</a> to look up or register your Personal Identification Number (PIN) and the PINs of all your co-proposers in a separate browser window  List the PINs in the order in which the proposers appear in the nomination or application and check the corresponding proposer. <b>Note:</b> Only the corresponding proposer may update or reupload the proposal
Enter the PIN of proposer 1*	19035 Joao P. Hespanha, Univ. of California, Santa Barbara, <a href="mailto:hespanha@ece.ucsb.edu">hespanha@ece.ucsb.edu</a> Corresponding proposer
<b>Next</b>	Click on the Next button to verify the data that has been entered and to continue to the File Upload Section
	<a href="#">Cancel</a>

(v) On the next page, you will upload the nomination form and enter your password to complete the nomination. *For paper awards, you will also upload a copy of the paper being nominated.*

Paper awards	Other awards
<p><b>Submit</b> <a href="#">Click to return</a> <b>Axelby Outstanding Paper Award Nomination to IEEE Control Systems Society Awards</b></p> <p>Choose File no file selected This attachment is <b>mandatory</b>. You may upload the attachment now, or do this later by logging in as author for this conference with your PIN and password and following the appropriate link. You may upload or re-upload this attachment until the submission deadline May 15, 2018. The maximal file size is 4 MB. Single file with the extension pdf.</p> <p>Description: Only the filled nomination form converted to PDF should be uploaded. It must NOT contain bio, etc or letters of support. Letters need to be uploaded by invited references. Consult the website <a href="http://ieeecss.org/awards/awards-program">http://ieeecss.org/awards/awards-program</a> for more information</p> <p>Choose File no file selected This attachment is <b>mandatory</b>. You may upload the attachment now, or do this later by logging in as author for this conference with your PIN and password and following the appropriate link. You may upload or re-upload this attachment until the submission deadline May 15, 2018. The maximal file size is 4 MB. Single file with the extension pdf.</p> <p>Description: The nomination will be incomplete without a PDF copy of the nominated manuscript. Please check the IEEE CSS Awards site for nomination criteria. Consult the website <a href="http://ieeecss.org/awards/awards-program">http://ieeecss.org/awards/awards-program</a> for more information</p> <p>Enter your password and press Submit to upload the submission This may take a few moments</p> <p>Submit Corresponding author Joao P. Hespanha (Univ. of California, Santa Barbara) 19035 <a href="mailto:hespanha@ece.ucsb.edu">hespanha@ece.ucsb.edu</a> Password ***** Submit Please review the information carefully before you submit the proposal. The corresponding proposer and all other proposers will receive an acknowledgement by e-mail after the submission has been completed. To update the submission information or to re-upload the file after completing the submission log in with your PIN and password before the submission deadline May 15, 2018.</p>	<p><b>Submit</b> <a href="#">Click to return</a> <b>Antonio Ruberti Young Researcher Prize Nomination to IEEE Control Systems Society Awards</b></p> <p>Choose File no file selected This attachment is <b>mandatory</b>. You may upload the attachment now, or do this later by logging in as author for this conference with your PIN and password and following the appropriate link. You may upload or re-upload this attachment until the submission deadline May 15, 2018. The maximal file size is 4 MB. Single file with the extension pdf.</p> <p>Description: Only the filled nomination form converted to PDF should be uploaded. It must NOT contain bio, etc or letters of support. Letters need to be uploaded by invited references. Consult the website <a href="http://ieeecss.org/awards/awards-program">http://ieeecss.org/awards/awards-program</a> for more information</p> <p>Choose File no file selected This attachment is <b>optional</b>. You may upload the attachment now, or do this later by logging in as author for this conference with your PIN and password and following the appropriate link. You may upload or re-upload this attachment until the submission deadline May 15, 2018. The maximal file size is 4 MB. Single file with the extension pdf.</p> <p>Description: Provide additional information such as nominee bio or other evidence of excellence as a single PDF file. Consult the website <a href="http://ieeecss.org/awards/awards-program">http://ieeecss.org/awards/awards-program</a> for more information</p> <p>Enter your password and press Submit to upload the submission This may take a few moments</p> <p>Submit Corresponding author Joao P. Hespanha (Univ. of California, Santa Barbara) 19035 <a href="mailto:hespanha@ece.ucsb.edu">hespanha@ece.ucsb.edu</a> Password ***** Submit Please review the information carefully before you submit the proposal. The corresponding proposer and all other proposers will receive an acknowledgement by e-mail after the submission has been completed. To update the submission information or to re-upload the file after completing the submission log in with your PIN and password before the submission deadline May 15, 2018.</p>

Attention: The “Supplementary Material” that appears in the non-paper award nominations does not apply to any of the awards currently open for nomination and will be discarded.

(vi) Once the submission is accepted, you will receive a submission number and a code that will be used by to submit the nomination support letters. Make note of the submission number and this code.

**You successfully completed this submission:**

Submission number	342
Authors and PINs	Joao P. Hespanha (19035)
Corresponding author	Joao P. Hespanha (hespanha@ece.ucsb.edu)
Title	George S. Axelby Outstanding Paper Award Nomination - Nominates R. E. Kalman (31165)
Date submitted	April 4, 2018
Type of submission	George S. Axelby Outstanding Paper Award Nomination
Status	Received
Nominee	R. E. Kalman (31165)
Award candidate	George S. Axelby Outstanding Paper Award
Code	n4ed2
Supporting nomination	Supporting Letter of Reference
Profile	George S. Axelby Award

(vii) Once you have uploaded the nomination form and supporting documentation. Go back to [awards.paperplaza.net](http://awards.paperplaza.net) and follow the ‘Login’ link (below the “Submit a contribution to CSS Awards” that you previously selected).

Conferences in 2018

<p>CSS Awards</p> 	<p><i>The IEEE Control Systems Society Award Nominations</i></p>	<p><b>IEEE Control Systems Society Awards.</b> December 17-19, 2018, CDC Awards Ceremony, Miami, FL, USA</p>	<ul style="list-style-type: none"> <li>▪ <a href="#">Submit a contribution to CSS Awards</a></li> <li>▪ <a href="#">Contact the CSS Awards organizers</a></li> <li>▪ <a href="#">Log in</a></li> </ul>
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Last updated April 16, 2017. Deadline for all awards nomination is May 15, 2017

In your workspace you will see a link ‘Author or proposer of submission’ followed by the submission code that you’ve just received. Click on the “Enter” link.

**Access a workspace**

To submit a new contribution to an active conference hosted by this site return to the Home page and look for the link 'Submit a contribution to...' next to the conference of your choice. [Open the Home page in a new window or tab](#)

<b>CSS Awards</b>	<a href="#">Enter</a>	Conference Administrator
	<a href="#">Enter</a>	Author or proposer of submission 29, 50, 56, 340, 341, <b>342</b>
	<a href="#">Enter</a>	Reviewer of submission 209, 213, 215, 219, 225, 241, 241, 261, 261, 263, 263, 280, 280, 289

On the following screen you will see a table with your nomination. Select to "Send support requests and reminders for the nomination" where will create the list of people you would like to invite to write reference letters and also send out invitations.

342	George S. Axelby Outstanding Paper Award Nomination	Joao P. Hespanha* (19035)	George S. Axelby Outstanding Paper Award Nomination - Nominates R. E. Kalman (31165) (Code n4ed2)	George S. Axelby Award	Received	<ul style="list-style-type: none"> <li>▶ <a href="#">Update the initial submission</a> until May 15, 2018</li> <li>▶ <a href="#">Upload or re-upload the Nomination Form</a> until May 15, 2018</li> <li>▶ <a href="#">Upload or re-upload the Copy of the nominated paper</a> until May 15, 2018</li> <li>▶ <a href="#">Send support requests and reminders for the nomination</a> until May 15, 2018</li> </ul>	Choose an option
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This link will take you to a page where you can add the PINs of all the letter writers.

**Mailing List**

Compile and maintain a mailing list for the invitations for this proposal  
Click on [Add](#) to add a new entry  
Click on a PIN to cancel, un-cancel or delete the entry  
Check the recipients who are to receive an invitation or reminder  
[Send invitations](#) [Send reminders](#)

#	<input type="checkbox"/>	Name (PIN)	Affiliation	Email address	Invited	Reminded	Status
There is nothing to be shown							

When you are done entering all the PINs, click on “Send invitations.” The system will give you an option to personalize the email that will be sent with your request for the support letter.

**Mailing List**

Compile and maintain a mailing list for the invitations for this proposal  
Click on [Add](#) to add a new entry  
Click on a PIN to cancel, un-cancel or delete the entry  
Check the recipients who are to receive an invitation or reminder  
[Send invitations](#) [Send reminders](#)

#	<input type="checkbox"/>	Name (PIN)	Affiliation	Email address	Invited	Reminded	Status
1	<input type="checkbox"/>	Bucy, R. S. (31166)	Univ. of Southern California	bucy@spock.usc.edu			

Message from The IEEE CSS Awards Management System  
Message originated by Joao P. Hespanha

Cover note (required)

**Complete and edit as needed**

Load the default form letter

When the message is sent a copy of the edited version is saved and automatically reloaded at next use

Supported merge fields	
%YOUR_TITLE%	Recipient's title
%YOUR_GIVEN_NAME%	Recipient's given name
%YOUR_SURNAME%	Recipient's surname

Invited people will receive an email from the server including a link to award site as well as the code needed to submit their reference letter. In addition, you can also send them a personal email with the code and the link, but that is not necessary.