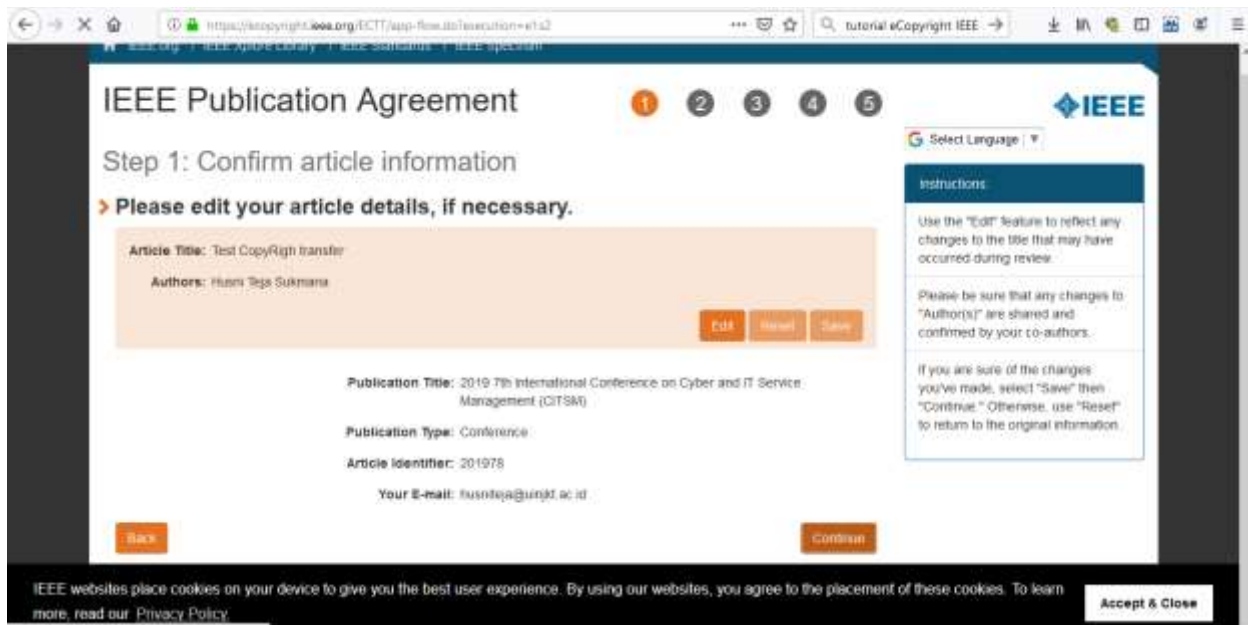


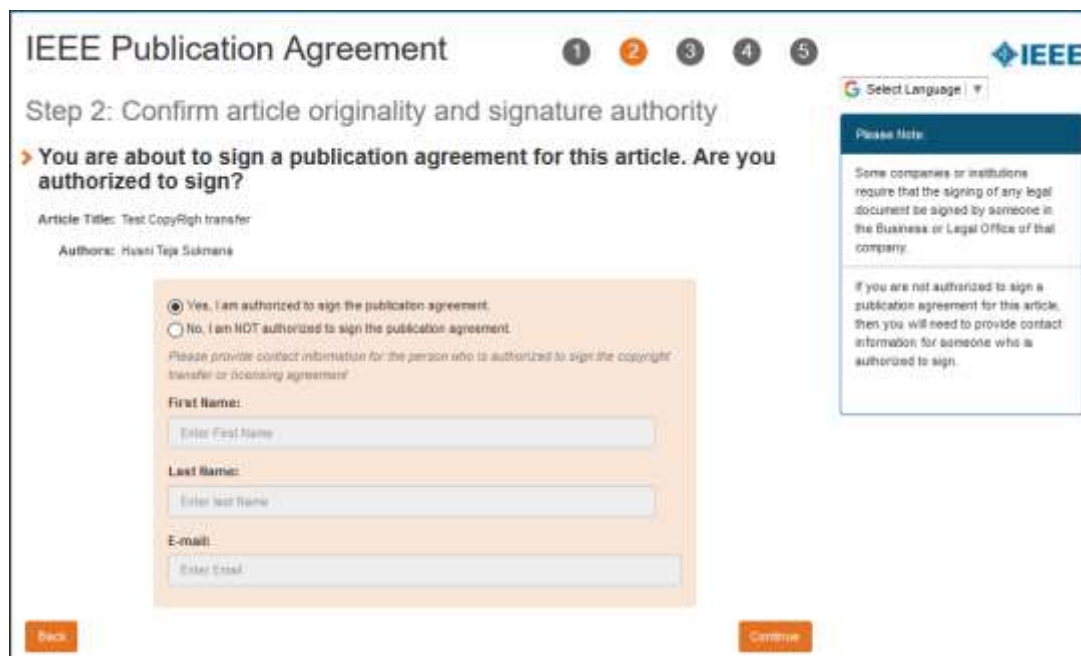
Tutorial for Submit your e-Copyright transfer to IEEE

You will receive an email from IEEE copyright, and please click that they have provided, and steps below:



The screenshot shows the IEEE Publication Agreement interface for Step 1: Confirm article information. The page title is "IEEE Publication Agreement" and the step title is "Step 1: Confirm article information". A progress indicator shows five steps, with the first step highlighted. The main heading is "Please edit your article details, if necessary." Below this, there is a form with the following fields: "Article Title: Test CopyRight transfer", "Authors: Huan Taja Sukmana", "Publication Title: 2019 7th International Conference on Cyber and IT Service Management (CITSM)", "Publication Type: Conference", "Article Identifier: 201978", and "Your E-mail: huan.taja@unsjt.ac.id". There are "Edit", "Reset", and "Save" buttons for the article details. At the bottom, there are "Back" and "Continue" buttons. A sidebar on the right contains "Instructions" and a "Select Language" dropdown. A footer at the bottom contains a cookie notice and an "Accept & Close" button.

Figure 1 Confirm article information (STEP 1)



The screenshot shows the IEEE Publication Agreement interface for Step 2: Confirm article originality and signature authority. The page title is "IEEE Publication Agreement" and the step title is "Step 2: Confirm article originality and signature authority". A progress indicator shows five steps, with the second step highlighted. The main heading is "You are about to sign a publication agreement for this article. Are you authorized to sign?". Below this, there is a form with the following fields: "Article Title: Test CopyRight transfer", "Authors: Huan Taja Sukmana", and a radio button selection for "Yes, I am authorized to sign the publication agreement." and "No, I am NOT authorized to sign the publication agreement.". Below the radio buttons, there is a text input field for "First Name:", "Last Name:", and "E-mail:". There are "Back" and "Continue" buttons at the bottom. A sidebar on the right contains a "Please Note" section with instructions regarding company authorization. A footer at the bottom contains a cookie notice and an "Accept & Close" button.

Figure 2 (STEP 2)

IEEE Publication Agreement

1 2 3 4 5



Step 3: Select the appropriate publication agreement

➤ Indicate whether IEEE has permission to use video and audio recordings of your conference presentation.

- Yes, I grant permission to IEEE to make and distribute video and audio recordings of my conference presentation and comments.
- No, I do *not* wish to have video/audio recordings made of my conference presentation.

Back

Continue

Select Language

Information

Part of the process of signing a publication agreement may include giving permission to IEEE to make and distribute video and audio recordings of their conference presentation.

Granting IEEE this simple permission to record your presentation will not affect in any way your rights or your employer's rights to own and use your presentations.

Figure 3 STEP 3

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IEEE Publication Agreement

1 2 3 4 5

Step 3: Select the appropriate publication agreement

➤ Please select your employment status:

- Employed by a Crown Government
- Employed by the European Commission
- Employed by the United States Government
- None of the above

Back Continue

Select Language

Employment status = copyright status

An author's copyright status is determined to a large extent by the type of employer for whom the author works. For example, if you are employed by the U.S. Government, and you are the sole author of your paper, then you should select "Employed by United States Government."

Similarly, if you are the sole author and you are employed by a Crown Government (or if you and all your coauthors are Crown Government employees), then copyright to your paper will remain with the Crown Government. You should select

Figure 4 STEP 4

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IEEE Publication Agreement

1 2 3 4 5

Select Language

Step 4: Complete the publication agreement

You may view and download a read-only version of the agreement in a language of your choice. However, you will need to sign the English version of the form below. [Click to View](#)

IEEE Copyright Transfer

presentation during or after the conference.

2. In connection with the permission granted in Section 1, the author hereby grants IEEE the unlimited, worldwide, irrevocable right to use his/her name, picture, likeness, voice and biographical information as part of the advertisement, distribution and sale of products incorporating the Work or Presentation, and releases IEEE from any claim based on right of privacy or publicity.

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Please type your name to sign:

[Confirm](#)

Information

- [Author Responsibilities](#)
- [Retained Rights/Terms and Conditions](#)
- [Author Online Use](#)

Figure 5 STEP 5

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IEEE Publication Agreement

1 2 3 4 5

Select Language

Step 5: Download your signed publication agreement

Thank you for transferring copyright or licensing to IEEE.

- Your IEEE Publication Agreement is now complete.
- A copy will be emailed to you.

[Download the completed Agreement \(PDF\)](#)

[Done](#)

Information

Clicking the "Done" button will return you to your peer-review system.

Figure 6 STEP 6

IEEE Electronic Copyright Transfer Report

Conference Information

Conference Record Number: 47753
Conference Title: 2019 7th International Conference on Cyber and IT Service Management (CITSM)
Full Name of Publication: 2019 7th International Conference on Cyber and IT Service Management (CITSM)
Conference Dates: 2019/11/06 - 2019/11/08
Conference Location: Jakarta, Indonesia

IEEE Electronic Copyright Transfer Details

- **Authorized Signatory Name & Email fields:** Fields are populated when an Author designates a representative to sign the IEEE Copyright Form.
- **Copyright Type field:** If a "Pending" status is displayed, copyright has not been transferred to IEEE. Please contact the Author, or if listed, the Authorized Signatory, to complete the copyright transfer.

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