



80th SHOCK & VIBRATION SYMPOSIUM

AUTHOR'S PACKAGE

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Abstracts:	An Abstract Volume will be published for distribution at the Symposium. Unless requested otherwise, all abstracts will be published in the Abstract Volume.
Papers:	All papers with releases submitted by February 28, 2010 will be published on CD-ROM.
Registration:	Symposium registration forms (including limited/classified clearance forms) are online at www.saviac.org under "80 th Shock & Vibration Symposium."
Speaker Info & A/V Form:	This form must be sent to SAVIAC in order to present your paper. It can be electronically filled out and e-mailed to jeff.morris@hitestlabs.com

Instructions for formatting your paper are enclosed. Papers must be provided as modifiable .pdf files.

80TH SHOCK & VIBRATION SYMPOSIUM

SPEAKER INFORMATION / AV REQUIREMENTS

This form must be emailed/faxed to SAVIAC (Attn: Jeff Morris) in order to present your paper. Any special equipment requests must be stated here, so that SAVIAC may work with you on accommodating your request.

Name: _____ Paper No. _____

Speaker's Introduction: Please provide some background information on yourself for use in your introduction, i.e. education, major technical experience, current employer and position.

Audiovisual equipment requirements:

- Overhead Projector (view-graphs)
- Slide Projector (35 mm)
- PowerPoint Presentation (see PowerPoint guidelines)

Classified Presentations:

Classified presentation material storage needed: yes no

Classified material must arrive at the address below one week prior to the symposium. Classified presentation material should be sent to:

Attn: Linda McGowan
Hold Unopened for SAVIAC 80th Shock & Vibration Symposium
ERDC Vicksburg Site Security Manager
3909 Halls Ferry Road
Vicksburg, MS. 39180-6199
Verification number: (601) 634-4829

SEND THIS FORM TO:

Mail: SAVIAC - Attention: Jeff Morris - PO Box 165 - Arvon, VA 23004
E-Mail: jeff.morris@hitestlabs.com
Fax: (434) 581-3037 (Attn: Jeff Morris)

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SPEAKER GUIDELINES

PRESENTATION DAY SCHEDULE

Be sure you know which day you are scheduled to present your paper, the session you have been assigned to and the Chair of your session. All presenters and Chairs are required to meet for a briefing at 7:00 AM on the day of their scheduled presentation and/or session. If you are presenting your paper on Wednesday, AM or PM, you are to attend the Wednesday morning briefing. If you are a Chair on Thursday, you need to attend the Thursday morning briefing. The location of the meeting room for each morning will be posted on the announcement board at the Symposium.

PREPARATION

Nothing can take the place of organizing and rehearsing your presentation. Formulate your thoughts for oral presentation while preparing your paper. First, keep in mind your time limit: full paper presentations will be given 15 minutes with 5 minutes for discussion, short topic presentations are allowed 10 minutes. There will be a timer and the Chair of the session will enforce the time limit. Be sure you prepare an introduction to your project or study, letting your audience know what you will be talking about. Present your methods of design, analysis or test and then report your results. The conclusion should only contain the most important points. In summary, restate very briefly the presentation you have just given. Try to keep your main points to five or six, and then elaborate on them in as few words as possible. Use 3x5 cards for key ideas and reminders - just remember they are only there for a quick glance. **Do Not Read Your Paper.** Rehearse just before you leave home and in your hotel room the morning before your scheduled time.

Before your session begins, take a good look at the meeting room, check the audio/visual equipment, and familiarize yourself with any signals, signs or anything else you would have to deal with while presenting your paper. Know your surroundings; it will make you feel more comfortable.

A/V MATERIALS

It is effective to have only one or two visual aids for each of your major points. One slide per minute as a rule - no more. Make the material as simple as possible avoiding equations and text on visuals. However, if an equation or formula is critical to your presentation, then display it; but refer the audience to your paper for review of steps taken to arrive at the results. The audience should be able to grasp the meaning of your visual aid in just a few seconds. You should use only one visual aid for your conclusions and recommendations and try to limit the items on this visual to three or four. Photographs of people relating to your project or of equipment being tested or used ads interest to your presentation.

Ensure that your viewgraphs or slides are clear and project well to the audience. View your material from a distance as if you were part of the audience. Test your material well in advance of the Symposium.

POWER POINT PRESENTATIONS

Please see the attached sheets on guidelines for PowerPoint presentations. All presentations must be brought on CD or USB Flash Drive and loaded beforehand at the Author/Chair meeting on the morning of the day of your session.

YOUR PRESENTATION

Now that you have done all you can to prepare for your presentation, here you are - in front of the audience - ready to deliver! Look at them - do not look off or read your notes, just a glance should stimulate your thoughts. Target some people in the back of the room to talk to, then you're sure of being heard throughout the meeting room. Be sure to make eye contact with different people from time to time and take care not to shift your eyes too quickly. Move around if you can, change your position slightly - the audience will feel your comfort and confidence.

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POWERPOINT PRESENTATIONS

Guidelines (Mandatory):

- Your presentation must be brought on CD or USB Flash Drive. **Bringing your own laptop is not allowed.** Please do not submit your presentation to SAVIAC to hold for the symposium.
- You must attend author/ chair meeting on morning of your session to load your presentation. Presentations may NOT be loaded during the session.
- All authors should have a backup plan in case their presentation does not work.
- Use only IBM format, PowerPoint 97 and above.
- Label all presentations with your paper number. For example: U27.ppt
- All linked files should be placed in a common directory (your session name should be the label of this folder). For example, the files U27.ppt and U27movieclip.avi should be placed in the UNDEX folder. To minimize configuration problems, it is recommended to send all .avi files to SAVIAC in advance for testing. This does not suggest that SAVIAC will keep your file stored for your presentation. PLEASE be sure to bring your presentation with you to the symposium.
- Use the "Embed fonts" save option to ensure that your chosen fonts show up.

Suggestions:

- Use standard true type fonts. Recommended: Arial because it is easy to read from a distance.
- Use minimum of 24 point font size, use bold, italic, or color for emphasis.
- Use one chart per slide, one thought per slide, one slide per minute of presentation.
- Use slides to help listeners remember a fact- do not write your whole presentation on slides!!
- Do not use sounds, this can be very distracting to listeners.
- Fill up the slide even if it means using extra spaces.



NEW OPPORTUNITY

If you have completed your PowerPoint and/or full paper before the week of the symposium and have received all necessary approvals for release, SAVIAC encourages you to submit your materials to us for publication on our website.

This "pre-posting" opportunity gives attendees a chance to read over your presentation beforehand and increases interest in your topic!

AUTHOR'S INSTRUCTIONS FOR MANUSCRIPT PREPARATION

INTRODUCTION

The following directions are presented in order to make the proceedings disk from the 80th Symposium as uniform in appearance as possible for publication on CD-ROM. Your cooperation in providing a properly formatted manuscript will ensure a quality product and one that conforms to the Journal format.

TYPING THE PAPER

- Use standard 8.5 x 11 paper.
- Single space the manuscript
- Use 10 point, serif font, preferably Times New Roman.
- Fully justify the text
- Please use one-inch margins for top, bottom, left, and right.

HEADINGS

Headings should be centered, capitalized and bold faced. Do not number any headings or sections.

FIGURES AND TABLES

All figures should be good quality - not hand sketched. Figures and tables should be placed into the manuscript as close as is practical to the point where they are referenced - not at the end. Refer to tables and figures in the text by number (e.g. Table IV or Fig. 4).

Illustrations should be numbered consecutively in a single series throughout the paper and should have appropriate titles. Type figure numbers and titles directly on the pages, immediately below the area the illustrations will occupy. Label captions should be the same size as the text type.

EQUATIONS

Equations should be numbered consecutively with the number appearing in parenthesis, flush-right to the margin. In the text, refer to equations by number and keep the number in parentheses. For example: see Eq. (4). Please note that an abbreviation, if it is the first word of the sentence, should be spelled out.

REFERENCES

References should be cited in the text by placing Arabic numerals in brackets [4] immediately after the reference, name or the relevant statement. All references must be cited; any not cited must be placed in a bibliography which should follow the reference section. Give all information necessary for complete identification. References and bibliography should appear on the last page of the paper. References must be complete, including author's initials, title of paper or book, name of journal, year of publication, pages on which the article appears. Book references must include year of publication, publisher and city of publication. Anthologies and collections must include names of editors and pages on which the reference appears. Books in a series must include series title and number/volume if applicable.

ADDITIONAL INSTRUCTIONS FOR LIMITED DISTRIBUTION PAPERS

Unclassified papers with limitations on their distribution do not require any special classification markings on internal portions (sections, parts, paragraphs or subparagraphs) of the papers. However, such papers must have the distribution limitation statement across the bottom of the first page. An example of Distribution Statement C is shown below.

Distribution authorized to US Government Agencies and their contractors (critical technology), November 2002. Other requests for this document shall be referred to the US Army Engineer Research and Development Center, 3909 Halls Ferry Road, Vicksburg, MS 39180.

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SUBMIT YOUR PAPER AS A PDF!

SAVIAC prefers that authors submit their papers in **PDF** format.

The **PDF** should be created in Adobe Acrobat 4.0 or higher, and sent on a disk or e-mailed to Ashley Shumaker.

SAVIAC will publish the proceedings on CD in PDF format.

Please name your PDF using the paper number assigned to your paper.
(i.e. – U-003, L-004, C-008, S-003, etc.)



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or by email to:

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Please contact Ashley Shumaker with any questions at (434) 581-3041.



May 31, 2009

Memo to: Authors, 80th Shock & Vibration Symposium

Subject: *Shock & Vibration Journal* and the *Journal of Critical Technology in Shock & Vibration*

Each year all authors who present their paper at the annual Shock & Vibration Symposium and submit the same to SAVIAC have their paper published in the *Symposium Proceedings*. In addition to the *Proceedings*, unclassified papers may be submitted for publication in the *Shock & Vibration Journal* and limited distribution papers may be submitted for publication in the *Journal of Critical Technology in Shock & Vibration*.

All authors are encouraged to submit their papers for consideration to be published in either of these journals. The *Shock and Vibration Journal*, edited by Prof. Daniel Inman of Virginia Tech and the *Journal of Critical Technology*, edited by Professor Ted Krauthammer of the University of Virginia, provide a resource specifically for the shock and vibration community in which high-quality work is recognized and published in an archival quality setting. All articles submitted will be reviewed by a board of editors before publication.

The *Shock & Vibration Journal* is published bi-monthly. Everyone who attends the Shock & Vibration Symposium receives a one-year subscription. The *Journal of Critical Technology in Shock & Vibration* will be published semiannually. Everyone who submits a security clearance form to SAVIAC to receive the classified proceedings will receive a subscription to the journal. To submit your paper for consideration, please contact:

Shock and Vibration Journal

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