



# **AUTHOR'S PACKAGE**

# **93<sup>rd</sup> SHOCK & VIBRATION SYMPOSIUM**

**SEPTEMBER 24 - 28, 2023**

**ATLANTA, GEORGIA**

**[WWW.SAVECENTER.ORG](http://WWW.SAVECENTER.ORG)**

**RELEASE FORM**

*NOTE: Submit this form ONLY if you have submitted a paper for inclusion on the Conference Proceedings. Paper and release form due by February 28, 2024.*

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SECTION ONE OR TWO MUST BE COMPLETED BY THE AUTHOR AND SPONSORING ACTIVITY.  
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The work presented was performed in or for the following US Government agency and is certified for release accordingly. All information below must be completed.

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**SPEAKER FORM**

**RETURN COMPLETED FORM BY SEPTEMBER 15, 2023.**

**PRESENTER NAME:** \_\_\_\_\_

**PAPER NO.** \_\_\_\_\_

**SPEAKER'S INTRODUCTION:**

Please provide some background information on yourself for use in your introduction by the Chair of the session (i.e. education, major technical experience, current employer and position)

**AUDIOVISUAL EQUIPMENT REQUIREMENTS:\***

\*All presentations are assumed to be given using Microsoft PowerPoint format. Please indicate other requests below:

- Overhead Projector (view-graphs)
- Slide Projector (35 mm)
- Other \_\_\_\_\_

**NOTE TO PRESENTERS:**

Upload your presentation or mail it to SAVE personnel in advance of the Symposium.  
Use of your own laptop is not permitted.

**RETURN FORM TO:**  
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Fax: (434) 581-3037 or  
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## PRESENTATION SUGGESTIONS

### 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. Try to keep your main points to five or six, then elaborate in as few words as possible. Use 3x5 cards for key ideas. *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 look at the meeting room, check the 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.

### VISUAL AID

It is effective to have only one or two visual aids for each of your major points. One slide per minute as a rule. Make the material as simple as possible avoiding equations and text on visuals. 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. Photographs of your project or of equipment being tested adds interest. Ensure that your slides are clear to the audience. View your material from a distance as if you were part of the audience. Test material in advance of the Symposium.

### 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 people in the back of the room to talk to, then you're sure of being heard throughout the meeting room. Make eye contact with different people 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.

### GUIDELINES (MANDATORY)

- You must upload your presentation in advance of the event. Presentations may NOT be loaded during the session.
- All authors should have a backup plan in case their presentation does not work. (Please bring USB or CD)
- Label all presentations with your last name. For example: Smith.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 Smith.ppt and Smithmovieclip.avi should be placed in the same folder.
- Use the "Embed fonts" save option to ensure that your chosen fonts show up.

### SUGGESTIONS:

- Use standard true type fonts. Recommended: Arial, Calibri, Tahoma (easily 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!!
- Be cautious on use sounds, this can be very distracting to listeners.
- Fill up the slide even if it means using extra spaces.

## **MANUSCRIPT SUGGESTIONS**

### **INTRODUCTION**

The following directions are presented in order to make the proceedings disk from the 93rd Symposium as uniform in appearance as possible for publication electronically. Your cooperation in providing a properly formatted manuscript will ensure a quality product and one that confirms to a 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.

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## SUBMITTING YOUR PAPER

### **FORMAT**

- We prefer that authors submit their papers in PDF format.
- The PDF should be in created in Adobe Acrobat 9.0 or higher.
- The papers will be published on CD-ROM in PDF format.
- There is no page or size limit for manuscripts.
- Please do NOT submit your PowerPoint presentation for inclusion on the Conference Proceedings disk. The Conference Proceedings disk is strictly for full scholarly manuscripts.
- Please name your PDF using your last name. (i.e. – Smith.pdf, etc.). If you have multiple papers, please name the PDF with your last name and a brief subject description (i.e. - Jones\_Craters.pdf, Jones\_Blast.pdf, etc.)

### **SECURITY:**

- Only papers classified as UNLIMITED DISTRIBUTION.
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- File must be UNENCRYPTED with NO password.

### **SUBMISSION:**

Papers must be submitted by February 28, 2024.

The deadline is set well after the Symposium to allow time for the approval process, since many of our papers must be approved by a government sponsor.

Papers may be submitted on CD-ROM or USB drive through hard surface mail, or electronically by email to the contact information below:

Shock & Vibration Exchange  
PO Box 165  
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**PLEASE CONTACT THE SHOCK AND VIBRATION EXCHANGE OFFICE WITH ANY QUESTIONS.**

## CHECKLIST & TIMELINE



### **SUBMIT YOUR ABSTRACT! (DUE JUNE 30)**



### **RECEIVE CONFIRMATION FROM SHOCK & VIBRATION EXCHANGE**

Record your paper identification number for use in correspondence and file submittal.



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A block of rooms is reserved at the event venue at prevailing per diem rates. Reserve your room now to guarantee availability at the reduced rate. The link to the block of rooms can be found on our website ([www.savecenter.org](http://www.savecenter.org)).



### **REGISTER FOR THE SYMPOSIUM**

All attendees must submit a registration form. To help finalize our program and guarantee commitment, we ask that all presenters register by August 15. In addition, the standard rate goes up \$100 after August 15, so be budget-conscious and register as soon as possible.

If you are presenting in or plan to attend restricted sessions (Limited Distribution C, Limited Distribution D), you must also complete and return our security form. A clearance is NOT required for Lim. Dist. C or D sessions, but you must clearly establish a need-to-know as either a government employee or signature from a government sponsor. Both the attendance and security forms can be found online at [www.savecenter.org](http://www.savecenter.org)



### **SUBMIT SPEAKER INFO AND PRESENTATION REQUIREMENT FORM**

The form on page 3 of the Author's Package helps our staff become fully prepared for all presentations. Based on this information, all meeting rooms can be fully equipped with A/V equipment ahead of time. In addition, the Chairperson for each session can be fully prepared with speaker information to ensure a seamless flow of presentations.



### **UPLOAD YOUR PRESENTATION**

Use our website (provided in your confirmation email) to upload the presentation file. Please also bring your presentation on a CD or USB drive to the meeting to be loaded onto the conference computer. Use of your own laptop is not permitted. Location of the meeting is listed in the Conference Program.



### **SUBMIT YOUR PAPER FOR CONFERENCE PROCEEDINGS DISK**

Due date is February 28, 2024. See requirements on page 4. Please also remember to submit the Publication Release Form on page 2 of this Author's Package. No paper will be published without submission of this paper to guarantee paper classification.

# **PRESENTATION, PAPER, OR EVENT QUESTIONS?**

## **CONTACT:**

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**ASHLEY SHUMAKER, MANAGER OF OPERATIONS**

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