

2010 Presentations and White Paper Guidelines

Coordinate Metrology Systems Conference



Introduction

The Executive Committee of the Coordinate Metrology Society (CMS) puts a premium on the content of technical presentations given at the Coordinate Measurement Systems Conference. We are strongly committed to providing presentations and technical white papers that explore technology, theory, and practice that advances coordinate metrology.

Benefits of Presenting at the Coordinate Metrology Systems Conference (CMSC)

The benefits of presenting at the annual Coordinate Metrology System Conference are three-fold:

- 1) Presenting provides a tremendous opportunity for exposure and recognition by your peers in the field of coordinate metrology.
- 2) The Executive Committee waives the conference registration and membership fees for individuals presenting at the annual conference. (NOTE: In the case of presentations where there are multiple authors or contributors, the Executive Committee is only able to waive one conference registration and membership fee.)
- 3) Exceptional technical papers will be considered for publication in the Journal of the CMSC.

Important Deadlines for Submission and Publication

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| Abstract Submission Deadline | April 16, 2010 |
| Notification of Acceptance | May 7, 2010 |
| Full Technical Papers or Presentations without Papers | May 21, 2010 |
| Full Camera-ready Presentations | May 28, 2010 |
| Revised Presentations for Publication | June 11, 2010 |
| Conference Dates | July 12-16, 2010 |

Notification of acceptance will be emailed to authors and posted on the website on the date above.

2010 Technical Presentation Coordinator

All inquiries about technical presentations and white papers should be directed to:

Scott Sandwith, 2010 CMSC Technical Presentation Coordinator

presentations@cmsc.org

New River Kinematics

Non-Commercialism

Technical papers and presentations may not be commercial in nature. Specific hardware, software, peripherals and companies, if presented, must be secondary to the innovation, discovery and uniqueness of the project or experiment. Abstracts, technical white papers and technical presentations that are deemed commercial in nature by the Technical Presentation Coordinator/Committee will be rejected for consideration.

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Clearances – Copyrights

The Coordinate Metrology Society will publish both technical white papers and presentations for attendees at our annual conference. White papers and presentations will also be posted on the CMSC website. Additionally, exceptional technical white papers will be published in *The Journal of the CMSC*, which is distributed to a large circulation by mail and at industrial trade shows or conferences that influence participation at the annual CMSC.

Clearances: If your work must be cleared or approved by your institution, company, or government agency before publication, please ensure the proper written approval documentation is granted allowing you to present by the listed dates above. Please provide copies to the Technical Presentation Coordinator to protect the CMSC from legal infringement.

Copyrights: If your technical paper and final presentation detailed to the Coordinate Metrology Society infringe on the copyrights of whom you are representing, and prohibit the publication of your material outside the forum of the conference, please provide this documented information to the Technical Presentation Coordinator to protect the CMSC from legal infringement.

Abstract Guidelines

- 1) Presentations and white papers must be of original content, not previously published, or under consideration by other conferences or journals.
- 2) The abstract should state the purpose, hypothesis, tools used in research or investigation, data collected, and a summary or interpretation of the data.
- 3) Abstracts should be submitted in a Microsoft Word 2003 format and limited to 1 page.
- 4) Abstracts will undergo a peer review for selection or rejection by the conference committee. Accepted presentations/white papers will then be allocated to conference sessions. Abstracts will be published before the CMSC event. Conference proceedings will include the presentation and technical papers.
- 5) In the abstract, please indicate if a technical white paper will be submitted. Abstracts for presentations have been accepted in the past for review without a supporting technical white paper. However, these presentations are not candidates for publication in the *Journal of the CMSC*. Abstract submissions including technical white papers carry more weight in the selection process. Questions regarding abstract guidelines should be submitted to the Technical Presentation Coordinator listed above.

Technical Presentation Guidelines

Presentations at the CMSC conference are firmly restricted to 30 minutes; this includes your biographical introduction read by the Emcee. All presentations are restricted to a Microsoft PowerPoint format and will be given from a single CMSC provided notebook computer. All hyper-linked or imbedded programs are restricted to the capacity of the supplied notebook computer.

If accepted, your presentation should be a reflection of your technical paper, if not, you will be informed of a revision request or rejection by the dates listed above. Accepted authors will be asked to submit their speaker biographies along with their presentation. An FTP site is available for submission of Technical Presentations and will be included in the acceptance notification. Further questions regarding Technical Presentation Guidelines should be submitted to the Technical Presentation Coordinator listed on page 1.

Coordinate Metrology Society

1404 Timberline Drive | Benbrook, TX 76126 | (425) 802-5720 | www.CMSC.org

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NEW in 2010 - Technical White Paper Guidelines and Document Formatting

This year, the Coordinate Metrology Society is introducing new white paper guidelines to be used by all parties submitting technical papers for presentation at the annual Coordinate Metrology Systems Conference (CMSC). This standardization will improve readability and the review process of our best-in-class white papers, and expedite the publication of chosen papers for *The Journal of the CMSC*.

GUIDELINES

Technical white papers should be submitted in the English language and limited to no more than 10 pages of an ISO A4 paper size including graphics and captions. The paper should include a first paragraph abstract, nomenclature definitions (if required), context of the presentation, conclusion(s) and acknowledgments. Authors accepted to submit technical white papers will be asked to submit full contact information for the authors and the defined speakers.

An FTP site will be available for submission and upload of technical white papers and graphics. Instructions to utilize the FTP site will be provided in the acceptance notification. Questions regarding guidelines for technical white papers should be submitted to the Technical Presentation Coordinator listed above.

TEXT FORMATTING

Document Type and Font: All white papers should be submitted in a Microsoft Word 2003 document in a one-column format and “Times New Roman” font no less than 10pt and no greater than 12pt. If the author(s) has a newer version of Microsoft Word, they should save the document using the older version.

Introduction Template: Each author must include the following “introduction template” at the top of the first page of the white paper.

Title of the CMSC White Paper:
Author(s) Name(s)/Company(s):
Contact information for submitting Author:
Name, Company
Address, Town, Zip
Phone Number:
Email:
Word Count:
Number of Images Submitted:

References in Running Text: All references should have superscript notations embedded within the running text. These superscript notations should be numbered in the order in which they appear in the running text, NOT alphabetized by author.

Reference Endnotes: The standard format for references in the endnotes is:

Last name, first name, article title, book title, conference title, publisher (if necessary), page or pages referenced (if necessary), and the date (format: day, month, year).

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FIGURE/PHOTO GUIDELINES AND FORMATTING

File Formats: The preferable file formats for figures (whether they are photographs, graphs, charts, schematics, etc.) are .GIF or .JPG.

Figures: All figures should be removed from the running text and a tag (i.e. INSERT F1, INSERT F2, etc.) should be placed in the text where the figure is intended to appear. These figures should be sent as separate files, and named accordingly (F1, F2, etc.).

Resolution: All figures must have a print-ready resolution, which means a minimum of 300 dpi (dots per inch).

Header Image: Each white paper should contain one landscape-oriented “header image” that best illustrates what your paper is about. If your paper is chosen for The Journal of the CMSC, this image will be used at the beginning of the white paper.

Cover Image: Each author is encouraged to include one super-high-resolution (400 dpi or better), portrait-oriented image or photo. If your paper is chosen for The Journal of the CMSC, this image will be considered for the prestigious cover of the publication.