



## GENERAL INFORMATION POSTER PROGRAM

### INTRODUCTION

This Speaker Guide is provided to help you prepare your upcoming poster presentation at PowderMet2010. Forms that must be returned to MPIF or sent to your poster program chairman are provided in the appropriate sections of this guide.

**PLEASE READ YOUR GUIDE CAREFULLY**

### IMPORTANT DATES AT A GLANCE

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| <b>April 1–30</b> | ● <i>If submitting a manuscript:</i><br>Email a draft copy of manuscript to your poster program chairman for review, including a copy of Key Words Form for proceedings index. <b>Please include the "Howard I. Sanderow Outstanding Technical Paper Award" release form with your DRAFT manuscript.</b> Your poster program chairman will advise any comments within two weeks. |
| <b>May 14</b>     | ● Advance registration deadline for <u>lowest</u> rates  |
| <b>June 1</b>     | <i>If submitting a manuscript:</i> <ul style="list-style-type: none"><li>● Final <b>ELECTRONIC</b> manuscript due at MPIF</li><li>● Key Words for proceedings index due at MPIF</li><li>● Transfer of Copyright Agreement due at MPIF</li><li>● One copy of final manuscript due at MPIF</li></ul>   |
| <b>June 27</b>    | ● Poster Set Up - 2:00 – 6:00 p.m. (14:00–18:00) <i>Location at the Westin Diplomat Hotel to be announced.</i>   |
| <b>June 29</b>    | ● 2:00–3:30 p.m. (14.00–15.30) Poster authors present at display for designated discussion time  |
| <b>July 23</b>    | ● Manuscript replacement for corrections   |

### MPIF STAFF CONTACTS

Questions concerning your conference participation should be directed to the appropriate individuals at Metal Powder Industries Federation, 105 College Road East, Princeton, NJ 08540, 609-452-7700, Fax: 609-987-8523:

**Technical Sessions/Special Interest Programs/Poster Program** – Sandy Leatherman – [sleatherman@mpif.org](mailto:sleatherman@mpif.org)

**Manuscript Preparation, Publications & Reprints** – Peggy LeBedz – [plebedz@mpif.org](mailto:plebedz@mpif.org)

**CD-ROM Pre-Prints** – Jim Adams – [jadams@mpif.org](mailto:jadams@mpif.org)

**Registration/Hotel Accommodations** – Susan Wright – [swright@mpif.org](mailto:swright@mpif.org)

**Howard I. Sanderow Outstanding Technical Paper Award** – Tessa Stillman – [tstillman@mpif.org](mailto:tstillman@mpif.org)

**Letters of Invitation for U.S. Entrance Visas** – Susan Wright – [swright@mpif.org](mailto:swright@mpif.org)

## **ORAL DISCUSSIONS**

English is the official language of the conference. Posters will be on display daily starting on Monday morning. Authors must be available at their posters for protracted discussions on Tuesday, June 29, from 2:00 – 3:30 p.m. (14:00-15:30). Conference sponsors will provide “Author Will Return” tags which may be posted at the individual author’s discretion for other days/times when authors will be available.

### **SPECIAL NOTE:**

Overt or blatant commercialism in posters and manuscripts (if submitted) is forbidden and seriously damages audience acceptance of **technical** posters. Repeated use of corporate logos on poster displays is an example of overt/blatant commercialism.

Comparisons of products or processes used in research work should be referenced generically in both the oral presentation and manuscript text. For example: "powder A versus powder B". This will work well for comparisons of only a few items. However, when comparing longer lists of materials, it is preferable to use the nearest equivalent MPIF material designation (with a modifier if necessary). For example: "FN-0205 as-sintered versus FN-0205 heat treated or FN-0205M". This will make it easier for your audience/reader. As another example: FL-4905HT could be used for a heat treated 1.5% molybdenum prealloyed steel, or FLNC-4905 could be used for a 1.5% molybdenum prealloyed steel to which both nickel and copper had been admixed.

## **POSTER AWARDS**

Please refer to the “Award Information” in this guide for poster award criteria and information.

## **REGISTRATION**

All speakers are required to register and will receive special badges. Speakers should register online or by using the special Speaker Registration Form in advance before May 14. Speakers have been provided with discounted registration rates. Co-authors must register at regular conference rates. NOTE: Limit one speaker and speaker registration per presentation.

## **HOTEL RESERVATIONS**

Hotel reservations at the Westin Diplomat (conference headquarters hotel) must be made through MPIF using the conference registration form or through online registration. All conference technical events will take place at the Westin Diplomat Hotel.

## **IMPORTANT FOR SPEAKERS TRAVELING TO THE UNITED STATES**

- **NEW FOR 2010 - ESTA** (Electronic System for Travel Authorization) - **All nationals or citizens of Visa Waiver Program (VWP) countries who plan to travel to the United States under the VWP are now REQUIRED to receive an authorization through ESTA prior to boarding a U.S.-bound airplane or vessel.** ESTA is a free, automated system that determines the eligibility of visitors to travel to the U.S. under the Visa Waiver Program. The ESTA application collects the same information collected on Form I-94W. ESTA applications can be submitted online at anytime prior to travel, though it is recommended travelers apply when they begin preparing travel plans. For more information and to submit your application go to: <http://cbp.gov/xp/cgov/travel/id visa/esta/> or [http://travel.state.gov/visa/temp/without/without\\_1990.html](http://travel.state.gov/visa/temp/without/without_1990.html)
- **Request for an Entry Visa** - Some speakers entering the U.S. must obtain a visa and should apply for a visa as early as possible due to U.S. government increased security and entry requirements. Special letters of invitation which can be used in applying for entrance visas will be provided upon written request. Please contact Susan Wright at MPIF ([swright@mpif.org](mailto:swright@mpif.org)) to request this letter. As soon as you know you will be traveling to the

United States, request your letter of invitation and make your appointment for a visa interview. Go to the MPIF conference Web page [www.mpif.org/Meetings/2010/10\\_gateway.htm](http://www.mpif.org/Meetings/2010/10_gateway.htm) and click on the “INTERNATIONAL VISITORS” tab to access more information on visas and helpful tips for the application and interview process. Wait times for a visa interview can be several weeks or more in many countries, especially during peak travel periods.

### **POSTER SETUP, PRESENTATION AND REMOVAL SCHEDULE**

Authors must report in person with posters on Sunday, June 27 to the Westin Diplomat Hotel (exact room to be announced) between 2:00 and 6:00 p.m. (14:00–18:00). Posters will be placed for display by the authors at that time. Posters will be on display Monday through Wednesday. Authors must be in attendance with their posters during the designated discussion time on Tuesday, June 29, from 2:00 – 3:30 p.m. (14:00-15:30). Each poster area will be clearly identified with the poster group, poster title, paper number, authors' names and countries (as shown in the conference program and provided by the conference sponsors).

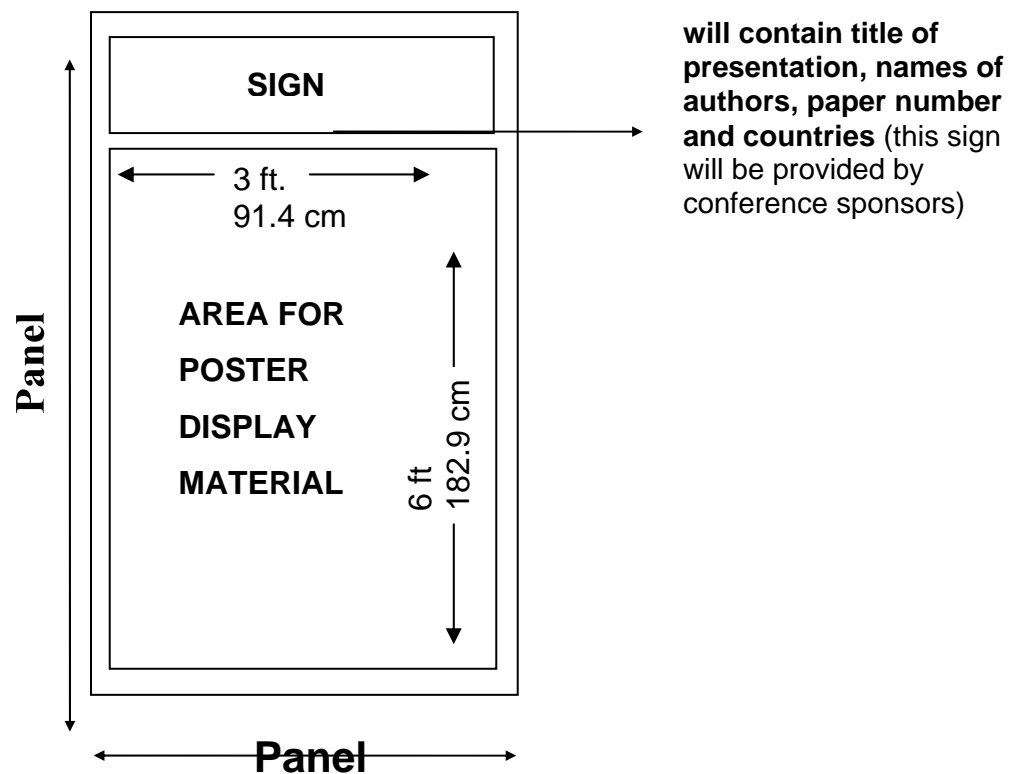
Authors are responsible for removing posters. Posters must remain on display until 11:30 a.m. (11:30) Wednesday, June 30, at which time they must be removed. Posters not removed by this time will be discarded. Conference sponsors are not responsible for returning/shipping posters to authors.

## POSTER PRESENTATION PROVISIONS

Each presenter will have his/her own hard standing panel and a 3' x 6' (91.4 cm x 182.9 cm) area in which the poster information will be affixed (two 3' x 3' [91.4 cm x 91.4 cm] posters are ideal for this area). A sign for each panel will be provided by the conference sponsors and will contain the title of the presentation as submitted, authors' names and countries, poster group name and paper number. **It is encouraged that poster information be suitably laminated as one sheet or mounted on posterboard or foamcore. Posters will be attached to panels with velcro.** Posterboard, foamcore and lamination are the responsibility of the authors. Conference sponsors will provide velcro for attaching posters to display panels.

Posters must contain authors' names, title of presentation, an abstract and materials such as graphs, charts, tables and photographs that are necessary to communicate effectively the research findings to the audience. Material on posters should not be copies from pages of the typed manuscript or difficult to read handwritten text. Instead, the poster should contain enlarged text and key figures that are easy to read from a distance.

A drawing of the hard standing panel is as follows:



## **SPEAKERS' LOUNGE**

A private Speaker Lounge will be open each day in the Westin Diplomat Hotel. The lounge will be open throughout the conference so that speakers may meet one another, get a cup of coffee, review material or just relax.

## **CD-ROM PRE-PRINTS**

All advance technical manuscripts will be made available to full conference registrants in pre-print CD-ROM format at the conference. The CD-ROM will contain preliminary drafts of all technical manuscripts received by the June 1 deadline only. For additional information regarding pre-prints contact Jim Adams, MPIF at [jadams@mpif.org](mailto:jadams@mpif.org).

## **PROCEEDINGS AND PUBLICATION SCHEDULE**

Papers from the technical sessions, designated special interest and poster programs will be published in "Advances in Powder Metallurgy & Particulate Materials, 2010". Proceedings of this conference will be published in CD-ROM format. The proceedings are included in all full conference registrations. Speakers who do not choose the full conference registration will have the opportunity to purchase the CD at pre-publication rates

Manuscripts are subject to review/revision and become the property of MPIF. It is the responsibility of the authors to submit their final electronic manuscript to MPIF for publication. Original material becomes the property of the publisher and will not be returned. Authors are advised to make duplicates for their own use.

If submitting a manuscript:

**DEADLINE 1** - A draft copy of your manuscript along with a copy of the Key Word Index and Howard I. Sanderow Outstanding Technical Paper Award Release Form must be sent to your poster program chairman and timed to arrive during the period April 1–30. Your poster program chairman will return the draft copy of your manuscript to you within two weeks (approximate) of receipt with any comments. Your poster program chairman's contact details were included in the email that was sent to you.

**If submitting a manuscript, failure to provide your poster program chairman with manuscript review copy within the mutually agreed upon time frame may result in cancellation of the poster from the conference technical programming and eliminate it from the Howard I. Sanderow Outstanding Technical Paper Award process.**

**DEADLINE 2** - All final ELECTRONIC manuscripts must be received at MPIF - **by June 1**. Please mail your Key Word Index, Transfer of Copyright agreement and one copy of your manuscript to MPIF by June 1. Your paper cannot be published without these items. (Copyright form exemption applies to U.S. government agencies.)

**SPECIAL NOTE:** In order for your final manuscript to receive further consideration for the Howard I. Sanderow Outstanding Technical Paper Award, it must be in MPIF's possession by June 2. **ELECTRONIC MANUSCRIPTS ONLY - FAXed copies of original manuscripts "in transit" are unacceptable as final copy and therefore will not qualify for award consideration.**

**DEADLINE 3** - Replacement manuscripts to correct mistakes will be accepted until July 23 only.

## **ARTICLE REPRINTS**

A form is provided in this guide so that you may order high quality reprints of your article from the conference proceedings. Please note that the minimum order for reprints is 100 copies.

## **EXTRA PROGRAMS AND PROMOTIONAL MATERIAL**

Additional programs are available in quantity for your own promotion. Contact MPIF headquarters.

## **RULES AND REGULATIONS**

Poster presentation at the conference must be made by the person designated as the speaker or one of the co-authors. **ONLY THOSE MANUSCRIPTS OF POSTERS DISPLAYED AND DISCUSSED AT THE CONFERENCE WILL BE PUBLISHED IN THE CONFERENCE PROCEEDINGS IF A MANUSCRIPT IS SUBMITTED.**

All authors agree to abide by the rules and regulations regarding manuscript submission and publication (if submitting), including strict adherence to the publishing schedule (manuscript deadlines).

Any circumstance which prevents presentation of the poster must be immediately brought to the attention of the poster program chairman and the conference sponsors. Failure to provide proper written notification of inability to present a poster can seriously jeopardize future conference presentations.