



GENERAL INFORMATION

TECHNICAL SESSION & SPECIAL INTEREST PROGRAM PRESENTATIONS

INTRODUCTION

This Speaker Guide is provided to help you prepare your upcoming presentation at PowderMet2010. Forms that must be returned to MPIF or sent to your session chairman are provided in the "Important Forms & Manuscript" Information section of this guide.

PLEASE READ YOUR GUIDE CAREFULLY

IMPORTANT DATES AT A GLANCE

(Manuscript deadlines/details are not applicable to select Special Interest Programs)

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| April 1–30 | <ul style="list-style-type: none">● Email <u>draft</u> copy of manuscript to session chairman for review, including copy of Key Words Form for proceedings index. Please include the "Howard I. Sanderow Outstanding Technical Paper Award" release form with your DRAFT manuscript. Your session chairman will advise any comments within two weeks. |
| May 14 | <ul style="list-style-type: none">● Advance registration deadline for <u>lowest</u> rates● Email your Speaker Biography form to your session chairman |
| June 1 | <ul style="list-style-type: none">● Final ELECTRONIC manuscript due at MPIF● Key Words for proceedings index due at MPIF● Transfer of Copyright Agreement due at MPIF● One copy of final manuscript due at MPIF |
| June 28-30 | <ul style="list-style-type: none">● Attend Speaker Review on the morning of your designated session/program● Give photocopy of final manuscript to your Session Chairman at Speaker Review |
| July 23 | <ul style="list-style-type: none">● 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. Telephone: (609) 452-7700, FAX: (609) 987-8523

Technical Sessions/Special Interest Programs/Poster Program – Sandy Leatherman – sleatherman@mpif.org

Manuscript Preparation, Publications & Reprints – Peggy LeBedz – plebedz@mpif.org

CD-ROM Pre-Prints – Jim Adams – jadams@mpif.org

Registration/Hotel Accommodations – Susan Wright – swright@mpif.org

Howard I. Sanderow Outstanding Technical Paper Award – Tessa Stillman – tstillman@mpif.org

Letters of Invitation for US Entrance Visas – Susan Wright – swright@mpif.org

ORAL PRESENTATIONS

Oral presentations in all conference programs must be given in English.

Technical Sessions # 1-34- A full 25 minutes will be given to each technical session speaker to allow attendees to move between concurrent sessions.

- **ALL** Technical Session presentations **REQUIRE** manuscript submission for publication in the proceedings. **Failure to provide a draft manuscript to your session chairman and the final copy to MPIF prior to the conference, may result in cancellation of the oral presentation.** (*See important dates on page 1 for draft submission, final manuscript submission, etc.*)
- Oral Presentation Time, Including Questions - 25 minutes
- **Speaker Interact:** At the end of each session, 15 minutes will be devoted to informal discussion time. This is designed to foster and encourage technical dialogue and information exchange. Speakers are asked to remain in the session room for speaker interact participation.

Special Interest Programs

Oral Presentation Times and Publication Requirements:

NEW for 2010 (Special Interest Programs ONLY): Any special interest program presentation that is not represented with a manuscript in the proceedings, will require submission of the PowerPoint presentation for publication. Note: all technical session presentations still require submission of a written manuscript.

PROGRAMS ON MONDAY, JUNE 28

9:45 a.m.–4:30 p.m. (09:45–16:30)

SIP1: Global Automotive Change: The Move to the Eco-Car, Parts 1 & 2 (of 2)

Optional Manuscript Submission

Presentation times: Presentations in Part 1 will run 45 minutes each, including questions;

Presentations in Part 2 will run 30 minutes each, including questions.

SIP2: Advances in Tooling to Meet Today's Demanding Applications, Parts 1 & 2 (of 2)

Optional Manuscript Submission

Presentation times: Individual presentations in Part 1 will run approximately 35 minutes with an additional 20-minute question-and-answer period following the presentations. Individual presentations for Part 2 will run 30 minutes each, including questions.

SIP3: Advances in Nanoparticle Science & Technology, Parts 1 & 2 (of 3)

Optional Manuscript Submission

Presentation times: Individual presentation times will run 30 minutes, including questions.

PROGRAMS ON TUESDAY, JUNE 29

8:00–9:30 a.m. (08:00–09:30)

SIP3: Advances in Nanoparticle Science & Technology, Part 3 (of 3) - See above for details

8:00 a.m.–5:00 p.m. (08:00–17:00)

SIP4: Rapid Manufacturing and Direct Manufacturing of Metal Parts, Parts 1, 2 & 3 (of 3)

Optional Manuscript Submission

Presentation times: Individual presentation times will run 30 minutes, including questions.

SIP5: The Characterization and Testing of Metal Powders and PM Products, Parts 1, 2 & 3 (of 4)

Optional Manuscript Submission

Presentation times: Individual presentation times will run 45 minutes, including questions.

3:30–5:00 p.m. (15:30–17:00)

SIP6: Machinability of PM Components: Materials, Processes, and Beyond, Part 1 (of 4)

Optional Manuscript Submission

Presentation times: Individual presentation times will run 30 minutes, including questions.

PROGRAMS ON WEDNESDAY, JUNE 30

8:00 a.m.–9:30 a.m. (08:30–9:30)

SIP5: The Characterization and Testing of Metal Powders and PM Products, Part 4 (of 4) -

See above for details

8:00 a.m.–2:00 p.m. (08:00–14:00)

SIP6: Machinability of PM Components: Materials, Processes, and Beyond, Parts 2, 3 & 4 (of 4) - See above for details

SPECIAL NOTE:

Overt or blatant commercialism in oral presentations and visuals is forbidden and seriously damages audience acceptance of **technical** presentations. Corporate logo may appear on first slide/transparency only. Use of corporate logos on all slides/overheads 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.

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
- **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) 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 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.

SPEAKER REVIEW

All technical session and special interest program speakers are required to attend the Speaker Review from 7:00–8:00 a.m. on the morning of your designated session or program in the Speakers' Lounge. During this time you will meet with your designated chairmen to go over important details for the session and obtain last minute instructions. Your attendance ensures that all parties are informed and that the technical session/program will run smoothly. **Please bring one photocopy of your final typed manuscript to the Review to give to your session chairman. A completed, publishable manuscript is a requirement for oral presentation in technical sessions and designated special interest programs.**

SPEAKERS' LOUNGE

A private Speaker Lounge will be open each day in the Westin Diplomat Hotel (exact room to be announced). The lounge will be open throughout the conference for Speaker Review and so that speakers may meet one another, get a cup of coffee, review material or just relax. A sample LCD projector will be available for speakers to test the connection to their laptops.

AUDIO VISUAL EQUIPMENT

The following audio visual equipment will be provided by MPIF in ALL technical session rooms at no charge to the presenters:

- Computer Controlled Projection -- LCD Projector and 4x1 VGA switcher for use with Powerpoint Presentations (**NOTE: Speaker must provide own laptop computer, proper electric cord, and adapter for 110V – 120V**). The resolution on your laptop should be set to XGA 1024 x 768 standard resolution. ***It is highly recommended that you save your presentation on a USB flash drive as an emergency back-up.***
- Lavalier/Lapel Microphone
- Laser Pointer

Speakers must set-up and connect their laptops to the switcher box prior to the start of the session. Plan on arriving at least 10-15 minutes prior to the start of your session to allow for this. All sessions must start on time. At the start of your presentation, each speaker will be responsible for changing the switcher box to receive the signal from his/her laptop.

All speakers need to utilize the provided projector. A sample LCD projector and switcher box will be available in the Speakers' Lounge for anyone that would like to test the connection to their laptop.

A standing lectern will be in the session room. Any other AV equipment not listed above will be provided upon request **at the presenter's cost**. (Please request items from Sandy Leatherman at MPIF headquarters no later than May 14). MPIF will provide the speaker with the estimated cost prior to the meeting. Applicable charge will be billed to your credit card (VISA, MasterCard or American Express).

It is important that your slides be clear and legible. Remember ...

LARGE AND LESS IS BETTER

Presentations will be given in large session rooms. When preparing your visuals, ask yourself this question - **Will the people seated in the back rows be able to see or read this?**

A template for your Powerpoint slides is included in the "Audio Visual" section of this guide. All speakers will also receive the template electronically via email from MPIF.

SPEAKERS' BIOGRAPHY

Return the Speaker Biography form to your session chairman, **carefully typed**, no later than May 14. This will be used to introduce you at your session. Please use the form provided in the guide; condense biographical material which you may already have available onto this form.

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.

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 after the conference. The proceedings are included in all full conference registrations. Speakers who do not choose a 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.

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 session chairman to arrive during the time period of April 1-30. Your session chairman will return the draft copy of your manuscript to you within two weeks (approximate) of receipt with any comments. Your session chairman's contact details were included in the email sent to you.

Failure to provide your session chairman with manuscript review copy within the mutually agreed upon time frame may result in cancellation of the presentation from the conference technical programming and eliminate it from the outstanding paper award process.

DEADLINE 2 - All final **ELECTRONIC** manuscripts must be received at MPIF – by June 1 in order for your paper to be presented at the conference and to be included in the CD-ROM pre-prints. Please mail your Key Word Index, the Transfer of Copyright agreement and a 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.)

Failure to provide MPIF with a publishable manuscript prior to the conference, may result in cancellation of the oral presentation at the Conference.

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 on June 1. ORIGINAL, 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

Presentations at the conference must be made by the person designated as the speaker or one of the co-authors. Only papers actually **presented** at the conference will be published in the conference proceedings. **A publishable manuscript is a requirement for all technical session presentations and some designated special interest programs.**

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

Any circumstance that prevents presentation of the paper must be immediately brought to the attention of the conference sponsors and your individual session chairman. Failure to provide proper written notification of inability to present a paper can seriously jeopardize future conference presentations.