

## GENERAL INFORMATION

### SEM 2010 Annual Conference & Exposition on Experimental and Applied Mechanics, June 7 (Monday) – 10 (Thursday), 2010, Indianapolis, Indiana, U.S.A.

The Technical Program and all Author Forms are available on the SEM website, [sem.org](http://sem.org). This listing will be regularly updated as changes are made. Please check the web site for the latest information.

1. **PROCEEDINGS PAPER:** Preparation instructions are available – preferred format: PDF, generated by Adobe Acrobat software program for the PC. Average paper length is 6-8 pages, longer papers are allowed, however, the size of the final PDF should not exceed 5 MB for the proceedings according to the guidelines attached, **RECEIVED BY MARCH 16, 2010**.
2. **AUDIO VISUAL EQUIPMENT:** Each session room will be supplied with an LCD projector. An overhead projector, a 35mm slide projector, or VCR & TV can be made available if the request is **RECEIVED BY MARCH 16, 2010**.
3. A short biographical sketch about the professional background of the speaker, who will orally present the paper, is needed as an introduction by the session Chair. A **Biographical Form** must be sent to SEM to be received by **MARCH 16, 2010**.
4. Authors are allowed a total time of twenty (20) minutes, including questions and answers, for presentation of their papers (unless advised otherwise by your session organizer). Authors and co-authors are expected to attend the conference or to have a designated representative available for the oral presentation(s) of their paper(s). The failure of authors to appear causes disappointment to the attendees and creates problems with the program schedule. Please advise the SEM staff if there is any possibility of a conflict which will prevent you from making your presentation.
5. Please read, sign and return via mail an original, signed copy of the **Author Agreement Form** to be received by **MARCH 16, 2010**. If a substitute speaker will present the paper, please provide his/her name on the author agreement form.

**All accepted papers will be published in the Conference Proceedings.**

6. The Conference will be held at the Crowne Plaza Hotel & Conference Center at Historic Union Station, 123 West Louisiana Street, Indianapolis, Indiana 46225 USA, Telephone: (317) 631-2221, Fax: (317) 236-7474, Attn: Reservations Dept..

The **hotel cut-off date is MAY 17, 2010**. After the cut-off date, rooms will be confirmed on a space-available basis, and will not be guaranteed the group rate.

7. If changes occur that affect the presentation date or session of your paper, you will be notified by email in mid-April 2010.
8. **Abstracts:** To promote the conference, submitted abstracts will be posted on the SEM website. Simply go to the Technical Program under session number of your presentation or to Accepted Authors under your last name and select the paper of interest to view the abstract. Please check for accuracy.

All author information, proceedings instructions and forms are available on the website. The Technical Program on the website will be regularly updated and is the best source for the latest information. In March, you will receive additional information regarding your invitation to the chairs/speakers' briefing.

If you have any questions, please contact Katherine M. Ramsay at SEM/Annual, 7 School Street, Bethel, CT 06801, USA; telephone (203) 790-6373; Fax (203) 790-4472; email [meetings@sem1.com](mailto:meetings@sem1.com) or Shari Matthews, Conference Assistant at above numbers or [shari@sem1.com](mailto:shari@sem1.com).

**PLEASE STATE YOUR PAPER NUMBER(s) ON ALL CORRESPONDENCE.**

**Note: All participants are required to pay the registration fee**