

Society for Experimental Mechanics, Inc.

IMAC-XXX GENERAL INFORMATION FOR AUTHORS

Notifications to Accepted Authors were emailed from SEM to the Corresponding Author for each Accepted Paper on July 29, 2011

The Technical Program is available on the SEM web site, <http://sem.org/app-conf-list1.asp>. This listing will be regularly updated as changes are made. Please check the web site for the latest information.

1. **APPLY FOR YOUR VISA NOW.** If you are coming from a country which requires a visa to visit the United States, we urge you to apply for your visa as soon as possible. The U.S. State Department has changed the procedures for obtaining visas to the U.S. and the process can now take 6 months.
2. **D.J. DEMICHELE SCHOLARSHIP.** The Dominick J. DeMichele Scholarship Awards are available to Students who will be presenting papers at IMAC. Details on this scholarship award are available at <http://sem.org/STED-DeMicheleSchol.asp>. Applications packages must be received at SEM by **SEPTEMBER 16, 2011**.
3. **PROCEEDINGS PAPER:** Preparation instructions are available at <http://sem.org/PDF/30iPaperSubmission.pdf>. Submit your paper for the proceedings according to the guidelines. Proceedings papers must be **RECEIVED BY SEPTEMBER 16, 2011**.
4. **AUDIO VISUAL EQUIPMENT:** Each session room will be supplied with an LCD projector. Authors will be able to present their information using their own computer hooked up to the LCD projector. An overhead projector, a 35mm slide projector, or VCR & TV can be made available if the request is **RECEIVED BY DECEMBER 19, 2011**.
5. 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. Copies of the **Biographical Form** are available at <http://sem.org/PDF/30iBioForm.pdf> and should be sent to SEM to be received by **SEPTEMBER 16, 2011**.
6. Authors are allowed a total time of thirty (30) minutes, including questions and answers, for presentation of their papers. 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). **Failure to present, or to find a suitable substitute to present the paper will result in a fee assessment of \$250.00** to offset the cost incurred by the Conference of listing the paper in the Advance and Final Programs and in publishing the Conference Proceedings. 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. An author has until **JANUARY 3, 2012** to notify SEM Headquarters that an accepted paper is being withdrawn.
7. Please read, sign and return an original copy of the **Author Agreement Form** (<http://sem.org/PDF/30iAuthAgreeForm.pdf>) to be received by **SEPTEMBER 16, 2011**. If a substitute speaker will present the paper, please provide his/her name on the author agreement form.
8. The Conference will be held at The Hyatt Regency Jacksonville Riverfront, 225 East Coastline Drive, Jacksonville, Florida, 32202, USA, and direct telephone (904) 588-1234. Hotel

Reservation information is available on the web site. Reservations are to be made directly with the hotel. It is suggested that you **make your hotel reservation as early as possible to receive the conference rate.**

The **hotel cut-off date is JANUARY 5, 2012.** After the cut-off date, rooms will be confirmed on a space-available basis, and will not be guaranteed the group rate.

9. It is IMAC policy that all attendees must register and pay the Registration Fee. **Advance Conference Registration must be received by JANUARY 14, 2012 in order to receive the Advance Registration Discount.** After that date, please register on-site. Please use the registration form in the advance program or on SEM's website, <http://sem.org>.
10. If changes occur that affect the presentation date or session of your paper, you will be notified by email as soon as possible.
11. **Abstracts:** To promote the conference, submitted abstracts will be posted on SEM's website. Simply select Technical Program, look under the session number of your presentation, and select your paper to view the abstract. Or, select Accepted Authors, look 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. You will receive additional information regarding your invitation to the chairs'/speakers' briefing well before the conference.

If you have any questions, please contact Jen Tingets, Jen@sem1.com.

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