

## Guidelines for Submitting Draft Papers & Presentations for MEMEC 2007

Dear participating author,

Please follow these guidelines in preparing your DRAFT paper and/or presentation intended to ensure all technical papers and presentations of MEMEC 2007 meet the highest standard of quality.

### For "Paper & Presentation" Submissions

- Both paper & presentation must be submitted by the announced deadline of April 25, 2007.
- The paper draft must be submitted electronically in one of the following two formats: **Adobe Acrobat PDF** or **Microsoft Word**.
- The presentation draft must be submitted electronically in one of the following two formats: **Adobe Acrobat PDF** or **Microsoft PowerPoint**.
- The submission will only be accepted online at

[www.memec-expo.org](http://www.memec-expo.org)

Online submission will be available starting March 1, 2007 along with any additional instructions, which will be posted on the conference web site as needed.

- Paper Draft Writing Guidelines:
  - The paper draft used for peer review should be submitted in a simple document, double spaced, font size 12, with all figures clearly legible for reading on screen and on print. As such the length of the paper should not exceed 20 pages. The electronic file(s) size should not exceed 10 Mbytes.
  - As per ASME author guidelines: "Paper must be very clear, concise, and complete, with assumptions plainly identified and data presented (including their uncertainty) with precise logic, with relevance to practices described, and with actual accomplishments of the work clearly stated and honestly appraised. It should be technically sound and free from personalities or bias, especially of a commercial nature."
  - Paper must clearly state the following:
    - Title, author(s) name, affiliation, e-mail and address
    - What is being reported (Case study, new technology or solution, technical investigation, new design or design modification ... etc)
    - What value the reported work has to the audience of MEMEC 2007 and to the relevant industry.
  - Structure of the paper should follow international guidelines. We strongly recommend consulting the following resources (ASME Author Resources) found on the web at:

[http://www.asme.org/Publications/ConfProceedings/Author/Writing\\_Paper\\_2.cfm](http://www.asme.org/Publications/ConfProceedings/Author/Writing_Paper_2.cfm)

[http://www.asme.org/Publications/ConfProceedings/Author/Elements\\_Paper\\_3.cfm](http://www.asme.org/Publications/ConfProceedings/Author/Elements_Paper_3.cfm)

- Authors are fully responsible for securing any permission (governmental or corporate) needed to publish their work at MEMEC 2007.
- Authors are fully responsible for clearing all legal copyright issues related to their submitted work.
- **Presentation Draft Guidelines:**
  - Presentation must indicate Title, author(s) name, affiliation, e-mail and address
  - Presentation structure must be logical, easy to follow and consistent with the accompanying paper.
  - The presentation must be limited to 15-20 minutes (around 15-20 slides) with 5-10 minutes for questions & answers.
  - The formatting of the **draft** presentation is simple: dark text on light (white) background with clear figures and diagrams.
  - It is strongly recommended to make the presentation slides very brief, consisting of short bullets and not congested with excessive text.
  - Ensure any additional files referred or linked within the presentation are also included (for example: include animation or pictures files can all be combined in one ".zip" file).

### **For "Presentation Only" Submissions**

- All above presentation guidelines are applicable.
- Complete "Presentation Notes" describing the content of every slide must be submitted within the same PowerPoint file (See software help for instructions on using this simple "Notes" feature).