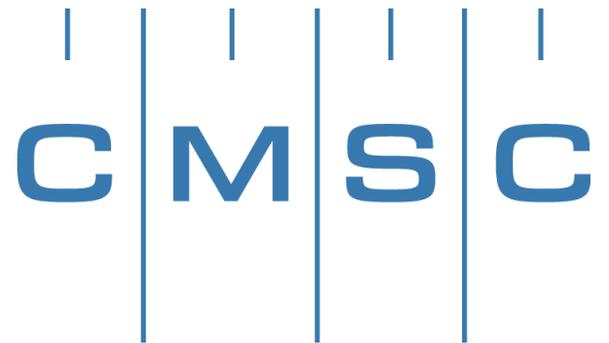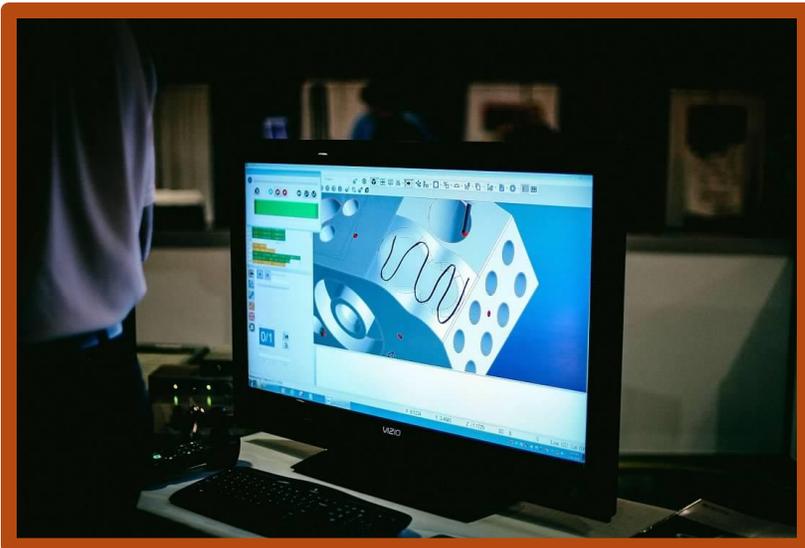# 2019 CMSC Presentations & Technical Papers Guidelines

CMSC

35th Annual Coordinate Metrology Society Conference

CMSC 2019 Orlando, FL

2019 Presentations and Technical Paper Guidelines

Coordinate Metrology Society Conference

Introduction

The Executive Committee of the Coordinate Metrology Society (CMS) puts a premium on the content of technical presentations given at the Coordinate Metrology Society Conference. We are strongly committed to providing presentations and technical papers that explore technology, theory, and practices that advance 3D coordinate metrology.

Benefits of Presenting at the Coordinate Metrology Society Conference (CMSC)

The benefits of presenting at the annual Coordinate Metrology Society Conference are three-fold:

1) Presenting at the CMSC provides a tremendous opportunity to showcase your knowledge and gain exposure and recognition by your peers in the field of 3D coordinate metrology.
2) The Executive Committee waives the conference registration and membership fees for individuals presenting at the annual conference. (NOTE: In the case of presentations with multiple authors or contributors, the Executive Committee is only able to waive one conference registration and membership fee.)
3) The Coordinate Metrology Society will publish both technical papers and presentations on the CMSC website. Additionally, peer-selected technical papers will be published in *The Journal of the CMSC,* which is mailed to a large circulation, and distributed at trade shows or conferences that influence participation at the annual CMSC.

Important Deadlines for Submission and Publication

Abstract Submission Deadline	March 8, 2019
Notification of Acceptance	April 5, 2019
Technical Papers Due	June 21, 2019
Presentations Due	July 12, 2019
Author Biographies and Photos	July 12, 2019
CMSC Conference Dates	July 22-26, 2019

Notification of acceptance will be emailed to authors and posted on the website on the date above.

2019 Technical Presentation Coordinators

If you have inquiries about presentations and technical papers, please email the 2019 CMSC Technical Presentation Coordinators Daniel Sawyer or Keith Bevan at presentations@cmsc.org.

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Abstract Guidelines

1) Presentations and technical papers must be of original content, not previously published, or under consideration by other conferences or journals.

2) The abstract should state the purpose, hypothesis, tools used in research or investigation, data collected, and a summary or interpretation of the data.

3) Abstracts should be submitted in a Microsoft Word document format and limited to 500 words. Each author must include their name (no initials please) and include the following "Abstract Introduction Template" at the top of the page.

> 1) Title of Abstract:
> 2) Author(s) Name(s)/Company(s)/Title(s):
>   (Example: John Doe, ABC Manufacturing Company, Quality Manager)
> 3) Contact information for primary Author including full address, phone number and email address
> 4) A technical paper will be submitted : Yes / No

4) The author designate a content category by selecting one of the following general categories: (a) Applications, (b) R&D (Research and Development) and/or New Technology, (c) Calibration, (d) Training, (e) Software

5) The author should also submit a speaker biography in a Microsoft Word document and a business photo.

6) Abstracts, speaker biographies and photos should be submitted online at https://www.cmsc.org/presenters-and-authors-post-your-submissions-here.

Abstract Selection Process

Abstracts will undergo a peer review for selection or rejection by the conference committee. Accepted presentations/technical papers will then be allocated to conference sessions. Abstracts will be published before the CMSC event.

Please note that abstracts for presentations have been accepted in the past for review without a supporting technical paper. However, these presentations are not candidates for publication in *The Journal of the CMSC*. Abstract submissions including technical papers carry more weight in the selection process.

Questions about abstract guidelines should be submitted to the 2019 Technical Presentation Coordinators listed on page 1.

Technical Paper Content Guidelines

The Coordinate Metrology Society has instituted technical paper guidelines to be used by all parties submitting technical papers for presentation at the annual Coordinate Metrology Society Conference (CMSC). This standardization will improve readability and the review process of our best-in-class technical papers, and expedite the publication of chosen papers for *The Journal of the CMSC*.
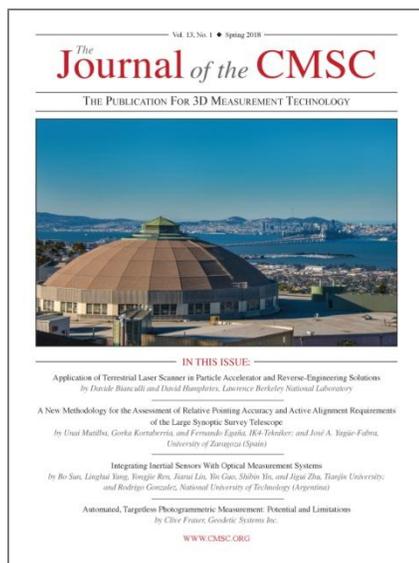
Technical papers should be submitted in the English language and limited to no more than 10 pages of an ISO A4 paper size including graphics and captions. The paper should include a first paragraph abstract, nomenclature definitions (if required), context of the presentation, conclusion(s) and acknowledgments.

The submission and upload of abstracts, technical papers, graphics, and photos is conducted online at the CMS website: https://www.cmsc.org/presenters-and-authors-post-your-submissions-here. Questions regarding guidelines for technical papers should be submitted to the Technical Presentation Coordinators listed on page 1.

Non-Commercialism, Clearances, and Copyrights: Technical papers and presentations may not be commercial in nature. Specific hardware, software, peripherals and companies, if presented, must be secondary to the innovation, discovery and uniqueness of the project or experiment. Abstracts, technical papers and technical presentations that are deemed commercial in nature by the Technical Presentation Coordinators/Committee will be rejected for consideration. By submitting your presentation to the Coordinate Metrology Society, you are granting the organization permission to publish it, in whole or edited form, in its printed and/or online publications.

Clearances: If your work must be cleared or approved by your institution, company, or government agency before publication, please ensure the proper written approval documentation is granted allowing you to present by the listed dates above. Please provide copies to the Technical Presentation Coordinators to protect the CMSC from legal infringement.

Copyrights: If your technical paper and final presentation detailed to the Coordinate Metrology Society infringe on the copyrights of whom you are representing, and prohibit the publication of your material outside the forum of the conference, please provide this documented information to the Technical Presentation Coordinators to protect the CMSC from legal infringement.

Technical Paper Formatting Guidelines

Authors must use the following paper format guidelines:

<u>Document Type and Font:</u> All technical papers should be submitted in a Microsoft Word document (Microsoft Word 2007 version or later in a .docx format) in a one-column layout . The text font should be "Times New Roman", and the font size should be used no less than 10pt and no greater than 12pt.

<u>Introduction Template:</u> Each author must include their name (<u>no initials please</u>) and include the following "Introduction Template" at the top of the first page of the technical paper.

Title of the CMSC Technical Paper:
Author(s) Name(s)/Company(s):
Contact information for submitting Author:
Name, Company
Address, Town, Zip
Phone Number:
Email:
Word Count (number of words in paper):
Number of Images Submitted:
Approved for Publication: Yes / No

<u>References in Running Text:</u> All references should have superscript notations embedded within the running text. These superscript notations should be numbered in the order in which they appear in the running text, NOT alphabetized by author.

<u>Reference Endnotes:</u> The standard format for references in the endnotes is:
Last name, first name, article title, book title, conference title, publisher (if necessary), page or pages referenced (if necessary), and the date (format: day, month, year).

Photography/Imagery Guidelines

High resolution photography, charts, and other graphics can dramatically impact your technical narrative. "People using technology" photographs are key to telling your story, and also play a significant role in the CMS paper selection for publication in *The Journal of the CMSC.* Having your technical paper published in this industry-recognized journal is prestigious; being featured as the cover story is even more impressive.

To increase your paper's chance of winning the coveted Cover position the *Journal* editors request that you include a portrait-oriented, 4C high-resolution (300 dpi) image with pixel dimensions of at least 2,048 x 1,536. Ideally, this graphic should be a visually interesting photo of your project with the featured measurement technology or technologies "SEEN IN ACTION." Authors must adhere to the following graphic guidelines:

1) <u>Photo Submission:</u> Images must be submitted as individual files and <u>uploaded here</u>. In addition, all images, photo captions and courtesy statements should be embedded into the technical paper.

2) <u>Graphic File Formats:</u> The preferable file formats are .JPG and .GIF for photographs, graphs, charts, schematics, CAD screen shots, and more.

3) <u>Image Filenames:</u> All images should have filenames according to their figure number preceded by the primary author's last name. For example, SmithFig1.jpg, SmithFig2.gif, etc.

4) <u>Image Resolution:</u> All images must be print-ready, high resolution — 300 dpi (dots per inch) or higher.

Presentation Guidelines

Presentations at the CMSC conference are firmly restricted to 25 minutes; this includes your biographical introduction read by the Emcee. All presentations are restricted to a Microsoft PowerPoint format and will be given from a single CMSC provided notebook computer. All hyper-linked or imbedded content are restricted to the capacity of the supplied notebook computer, and must be submitted with the presentation.

Multimedia presentations with video or other content are welcomed and encouraged by the CMS. Video can be used to demonstrate the use of technology, document an experiment, or explain how metrology applications work. Video can give the audience a valuable insight into a process, design, or a fresh approach to measurement or inspection. The CMS would seek approval to leverage the video content presented at the conference for educational and promotional purposes for the CMSC.

If accepted, your presentation should be a reflection of your technical paper, if not, you will be informed of a revision request or rejection by the dates listed above. Accepted authors will be asked to submit their speaker biographies along with their presentation. An FTP site is available for submission of Technical Presentations and will be included in the acceptance notification. Further questions regarding Technical Presentation Guidelines should be submitted to the 2019 Technical Presentation Coordinators listed on page 1.

The 2018 CMSC hosted a record breaking 28 original presentations and authoritative technical papers. The agenda included speakers from Boeing South Carolina, Tusas Engine Industries Inc., Lockheed Martin Aeronautics Company, Newport News Shipbuilding, Boeing Canada, Metrosage llc, Electroimpact, Argonne National Laboratory, Los Alamos National Laboratory, MIT Lincoln Labs, Fermi National Accelerator Laboratory, National Institute of Standards and Technology (NIST), National Physical Laboratory (NPL-UK), Missouri University of Science and Technology, Tianjin University, Chinese Academy of Science, and University of Bath Mechanical Engineering. During CMSC, delegates enjoyed a wide range of topics including automated part inspection using CNC machine probing to laser tracking measuring systems with an integrated traceable frequency comb to automated Coordinate Measuring Machine uncertainty analysis.

NEW! CMS Digital Library of Technical Papers

In 2018, the Coordinate Metrology Society opened the vault door to its vast legacy of measurement knowledge, research and industry advances. Since 1984, more than 525 original technical papers have been presented at the annual CMSC. The society maintains a digital library of more than 100 technical papers delivered in the past twelve years, and the Journal of the CSMC, published biannually since 2016.

The release of these valuable assets is meant to further support the research, development and progression of advanced manufacturing, scientific studies, industry standards, and Smart Factory initiatives. The library is the most comprehensive repository of metrology knowledge and information in the world. The CMS library of technical papers and journals can be accessed at www.cmsc.org/technical-papers-journals.