

# 2011 Academic Poster Presentation Guidelines

## Coordinate Metrology Systems Conference



### Introduction

The Executive Committee of the Coordinate Metrology Society (CMS) puts a premium on the content of technical content presented at the Coordinate Metrology Systems Conference. We are strongly committed to providing the Academic community the opportunity to share their research and educational program content with the CMS.

### Benefits of Presenting at the Coordinate Metrology Systems Conference (CMSC)

The benefits of presenting at the annual Coordinate Metrology System Conference include:

- 1) Poster Presentations provide a tremendous opportunity for exposure and recognition from your peers in the portable metrology field.
- 2) The Executive Committee offers special academic pricing for conference registration and membership fees for all faculty and students presenting at the annual conference.
- 3) The Coordinate Metrology Society will publish all presented posters on the CMSC website. Additionally, presenters of exceptional posters will be offered an opportunity to author a technical paper that will be published in *The Journal of the CMSC*. *The Journal* is mailed to a large circulation, distributed at trade shows and conferences related to large volume portable metrology. Articles published in past editions are being cited in current technical work.
- 4) Pending an event sponsor, there will be a cash award (payable to the presenter's institution) for best poster as judged by the CMS executive committee.

### Important Deadlines for Submission and Publication

Early Bird registration ends.....	May 19, 2011
Deadline for poster description and presenter biography.....	June 1, 2011
Registration deadline for presenters.....	June 23, 2011
Poster presentation material submission deadline.....	July 1, 2011
CMSC conference dates.....	July 25 - 28, 2011

### 2011 Poster Presentation Coordinator

Declaration of intention to present and all other inquiries about presentations should be directed to:

Trevor Toman, 2011 CMSC Academic Committee Chairman  
[education@cmssc.org](mailto:education@cmssc.org)

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### Event Description

In 2011, the CMS established the CMS Academic subcommittee. The purpose of the committee is to invite universities, trade schools and community colleges with formal coursework, research, labs, or industry outreach programs to participate in the CMS Community. The goals for the committee would be to:

- Give industry informational access to university and trade school research and lab facilities currently working in the metrology field
- Give industry access to students considering working in the metrology industry
- Give academics access to practical knowledge offered by industry
- Give students access to potential employers and an outlet for publishing work

The Committee's first effort to begin this collaboration is the 2011 CMSC Academic Poster Presentation Session. The intention of this session is to give researchers, educators and students access to a highly relevant industry community in order to share their work with the people who will be the first benefactors of the academic works. The event will be social in nature and will allow one-on-one and small group interaction between academics and other CMSC members.

The event will be held concurrently with a networking event open to all CMSC attendees and exhibitors at the 2011 conference. Each presenter will be given a single 48"x36" poster to present the details of their program. Presenters will remain near their posters during the session to discuss their work with exhibitors and attendees attending the event. Multiple presenters at each poster station are encouraged and each presenter will be eligible for student pricing for CMSC registration. The event is expected to last approximately 2 hours. Posters will also be displayed near registration for the duration of the conference.

Because of the diversity of the CMS membership, we encourage poster presentations covering a wide range of academic topics related to coordinate metrology including:

- Descriptions of theoretical research or research capabilities
- Descriptions of theoretical or practical coursework and degree programs
- Descriptions of laboratory or calibration facilities
- Descriptions of consulting services supported by the School

Poster presentation graphics will be the responsibility of each presenter as specified in these guidelines. The posters will be printed by the CMS and will be available for presenters to pick-up during registration at the show. The CMS will also provide a stand so each poster can be displayed near the registration area and during the poster session.

All posters will be considered for the Best Poster Award as voted upon by the CMS executive committee. Exceptional poster material will also be considered for publication in *The Journal of the CMSC*.

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### Participant Eligibility Guidelines

The intended purpose of the Academic Poster Presentation Session at CMSC 2011 is to give academic researchers, educators, and students a venue to discuss their work with developers, manufacturers, and end users of portable coordinate metrology equipment and software.

Because of the diversity of the CMS membership, we encourage poster presentations covering a wide range of academic topics related to coordinate metrology including but not limited to:

- Descriptions of theoretical research or research capabilities
- Descriptions of theoretical or practical coursework and degree programs
- Descriptions of laboratory or calibration facilities
- Descriptions of consulting services supported by the School

In order to participate in the poster presentation session, attendees must currently be employed by or enrolled in a college, university, or technical school. In order to have a poster displayed during the session and to receive student registration pricing, each participant will have to present a valid ID issued by the represented school.

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### Submission Procedure

Poster presentation graphics will be the responsibility of each presenter as specified in these guidelines. The posters will be printed by the CMS and will be available for presenters to pickup during registration at the show. The CMS will also provide a stand so each poster can be displayed near the registration area and during the poster session.

In order to ensure there is adequate time to coordinate space for the session, and facilitate printing and shipping of the posters to the conference site, please adhere to the following submission guide.

- 1) Each presenter (or group of presenters submitting a single poster) must declare their intent to participate by submitting (via email to [education@cmcs.org](mailto:education@cmcs.org)) a brief description of the proposed poster subject accompanied by a biography for each presenter. The poster description must be submitted by the deadlines published on sheet one of this document.
- 2) Upon receipt of the poster description, the CMS Academic Committee will review your poster description and confirm your participation in the session.
- 3) Each presenter (or group of presenters submitting a single poster) will create poster graphics describing his or her work per the guidelines on sheet six of this document
- 4) Each presenter will register for CMSC as instructed on page 7 of this document and make hotel reservations (if required) per the directions on page 8 of this document.
- 5) Each presenter (or group of presenters submitting a single poster) will submit his or her poster graphics to [education@cmcs.org](mailto:education@cmcs.org). All poster graphics must be submitted by the dates listed on page 1 of this document to be included in the poster session. **All posters should be submitted in a full scale .pdf document.**
- 6) The CMS will have each submitted poster printed and shipped directly to the conference hotel.
- 7) The CMS will have all printed posters displayed near the conference registration desk at CMSC. The posters will be moved to the poster presentation session area prior to the event.
- 8) At the conclusion of the poster presentation session, the posters will become the property of the respective presenters.

# 2011 Academic Poster Presentation Guidelines

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**Suggested Template for Poster Description and Speaker Biography**  
(Please fill out a presenter biography for each presenter)

**Title of Poster Presentation**

**Poster Presentation Description**

**Presenter's Name:**

**Presenter's Title:**

**Name of College or University:**

**Presenter Biography (Please limit to 150 words)**

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### Poster Content Guidelines

A poster is a graphically based approach to presenting your work. In presenting your work with a poster, you should aim to use the poster as a means for generating active discussion of the subject matter. You are encouraged to make use of a combination of color graphics and text to illustrate your topic. As this is the inaugural year for the CMSC Academic Poster Presentation Session, no template or example is available for submitted posters. A Google search for “poster presentation template” results in links to several online poster templates.

Each poster should (at a minimum) include:

- Title of represented topic
- Name of institution or school
- Contact information for presenter.

Presenters may bring handout material (such as small prints of the poster content) to hand out to attendees. Printing and shipping of all handout material will be the responsibility of the presenter.

### Poster Criteria

Poster size: 48” height x 36” width (portrait orientation)

Posters will be printed in color

Submission format: Full scale, high resolution (minimum 300 DPI), color .pdf document.

Each topic will be allowed only a single poster to describe the subject topic. A single school may submit multiple posters, but each poster shall be represented by at least one unique presenter.

### Suggested Resolution and Font Size

Because the posters will be printed in a large format, it is recommended that included text and graphics be of adequate quality and size so that they have sufficient resolution when scaled to poster size. Microsoft PowerPoint or similar can be used to layout the poster by changing the document page size to 36”width and 48” height and choosing appropriate font and image sizes. Because presenters will not see the final posters prior to arrival at CMSC, it is suggested that each author print his or her poster at scale prior to submittal to ensure that the final product will have adequate resolution. Individual sections of the poster can be printed on letter size paper to check for adequate full scale reproduction.

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### How to Register for CMSC

Any faculty member or student participating in the Academic Poster Presentation Session is eligible for student registration pricing for CMSC 2011. Student pricing includes access to the exhibit hall, technical presentations, and workshops. Registration also includes breakfast and lunch on Tuesday, Wednesday and Thursday of the Conference, an Ice Breaker Reception on Monday, and the CMSC Reception and Banquet on Wednesday evening. The student pricing and instructions for registering are shown below.

### 2011 CMSC Student Registration Pricing:

	Feb 1 – May 20	May 21 – Jun 24	Jun 25 – Jul 25
<b>Student Weekly</b>	\$250	\$275	\$300
<b>Student Daily</b>	\$150	\$175	\$200

### Primary Presenter Registration (gratis conference admission)

1. Go to CMSC website. [www.CMSC.org](http://www.CMSC.org)
2. From the menu select “Annual Conference” , “Register”
3. Fill in your email address
4. Under "Registration Type" select "Student Attendee"
5. Under "Attendance Type" select either “Weekly w/membership” or if just coming for the day select “Tuesday”, “Wednesday” or “Thursday”.
6. Fill out remaining information on the page, select "Continue" at bottom of page.
7. That will take you to the "Optional Items" page. Select "continue" at the bottom.
8. On the "Order Summary" page, please review and select "Continue"
9. On the " Payment Information" page, please scroll to bottom of page and select "Payment Type", enter credit card information then select "Submit"
10. On the "Confirmation" page, please select in red "Done". This will finalized the registration and mail an invoice to the email address that you entered on the first page.



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### Conference Hotel Information

Arizona Biltmore  
2400 East Missouri Avenue  
Phoenix, AZ 85016  
Local (602) 955-6600  
Toll-free (800) 950-0086

**Rate:** \$160.00 (includes resort fee)

**Group Code:** CMSC11

**Cutoff Date:** June 23<sup>rd</sup>



**Note that the \$28 resort fee IS INCLUDED in the CMSC group rate and WILL NOT be added to your bill. Disregard the Notice that states the fee will be added to your bill.**

**[CLICK HERE TO RESERVE YOUR ROOM](#)**

### Other information

- Group rate is available three days pre and post conference if attendees would like to stay over the weekends and enjoy the area.
- Room rate includes:
  - Guest room high-speed internet access
  - Biltmore Spa & Fitness Center admittance
  - Unlimited local telephone calls
  - No charge for credit card, toll free & collect calls
  - Use of putting course
  - Biltmore Fashion Park shuttle
  - Morning newspaper
  - Room attendant service
  - Self parking for overnight guests
  - 10% off all outlet dining prices