

**National Defense Industrial Association
26th International Symposium on Ballistics**

**September 12-16, 2011
Hyatt Regency Miami
Miami, FL**

Author/ Presenter Instructions

As you prepare your presentations for the International Symposium on Ballistics, please remember that this is an open, unclassified meeting. The attendees are from both government and industry, from the U.S. and foreign nations. Therefore, in compliance with the U.S. Public Affairs Disclosure Policy, all presentations must be cleared for public dissemination. Government speakers should clear their presentations through their respective Public Affairs office. Industry and academia speakers making presentations related to government contracts should clear their presentations through their respective government Contracting office and Public Affairs office. If the presentations from industry and academia do not relate to a government contract, the presentations should be processed through their respective company or institution's Public Affairs office. Non-US speakers should clear their presentations in accordance with their respective government's procedures.

The following information should assist you in preparing for the symposium.

PAPER PUBLICATION

Formal Paper Publication

Both oral and poster presentations must submit papers. The papers must follow the attached guidelines. In order to appear in the symposium publication all papers must be submitted **no later than April 1, 2011**. A CD of the proceedings will be given to each symposium attendee, while hard-copy text books will be available for purchase in Miami.

To submit your final paper:

<http://www.ndia.org/meetings/upload>

Username: 1210

Password: papers

You must know your abstract ID number to upload your manuscript. If you do not know your abstract ID number, please email kking@ndia.org.

JAM Approved Papers

If your paper has been selected for the special issue of the Journal of Applied Mechanics, your full manuscript will be published there, instead of the Symposium proceedings. However, an extended version of your abstract will be included in the Symposium proceedings if you submit the extended abstract by April 1 using the paper submission instructions above. We will accept a maximum 4-page abstract and refer readers to the JAM to view your full manuscript.

ORAL PRESENTATIONS

Oral Presentation Format

The following will be available to oral presenters: a podium, a podium microphone, a PC-based computer with Windows 7, and SVGA data projector and screen.

Presentations must be submitted in PowerPoint format. NDIA computers can run any version of PowerPoint up to the most recent Microsoft Office 2010. Electronic presentation (LCD Projection) will be utilized at the symposium. It is recommended that presenters minimize the use of embedded animation and sound, including video clips, to decrease the chances for incompatibilities. In your presentations, the recommended font size to use should be no smaller than Arial Font size 16. This will make your presentation and your graphs easier for the attendees to view.

Oral Presentation Length

All presentations are allotted 20 minutes total. If you would like to field questions, you must allow for this in your actual presentation length. Typically, you should plan for a **15 minute** presentation with **5 minutes** of Q&A. Session Chairs will call time if you start to exceed your allotted time, as it is their job to assure that the symposium remains on schedule.

Oral Presentation Due Date

We would like to pre-load all oral presentations on a computer in advance to avoid delays and set-up problems. Presentations are due to NDIA **no later than Friday, August 26, 2011**. Presentations less than 4MB can be uploaded on the NDIA website by selecting the link below. Please include a slide at the beginning or the end of your presentation with your contact information: Name, Phone Number, Company and Email.

To submit your PowerPoint presentation:

<http://www.ndia.org/meetings/upload>

Username: 1210

Password: presentations

You must know your abstract ID number to upload your presentation. If you do not know your abstract ID number, please email kking@ndia.org.

Back-up Oral Presentation Material

It is recommended that presenters bring with them a back-up of their presentation using CD ROM or USB storage device. Please save your presentation with your last name and abstract number, in order to ease the uploading of your presentation on site.

POSTER PRESENTATIONS

Poster Size

Poster size should not exceed 1 meter wide by 2 meters tall.

Shipping Your Poster

You must arrive with a completed poster. If you are shipping your poster to the hotel, please address your package to:

Hyatt Regency Miami
NDIA Ballistics Symposium
Hold for Guest: _____
400 SE Second Ave.
Miami, Florida, USA 33131

Poster Set-Up

Your poster may be set up any time between 10am and 4pm on Monday, September 12, 2011, and must remain in place until 3:40pm on Thursday, September 15, 2011. Posters will be organized numerically by abstract ID number, and topically by Category. Presenters are responsible for both posting and removing their own posters. Posters left up after 6:30pm on Thursday, September 15, 2011, will be taken down and thrown away.

Pushpins will be provided to hang your poster, however, you may use Velcro strips if you provide them yourself.

Posters will be centrally located in the exhibit hall where refreshment breaks and receptions will be held. Please check the agenda for the timeframe of your particular poster session, during which we expect you to be available to discuss your poster with symposium attendees.

Poster Guidelines

- The only materials that should be used are laminations, pictures, paper, or poster paper.
- If a pushpin or Velcro strip cannot attach an item to the board, then it is not permitted to be used. Nothing should stand alone, on the floor, or hang off of the board.
- No extra props are allowed (tables, equipment, etc.).
- There is no floor space permitted for a poster session.

AWARD INFORMATION

The Rosalind and Pei Chi Chou Award for Young Authors

The young author of the paper must be 35 years of age or younger at the time of the symposium. The paper may have multiple authors, however, the young author must have made a major contribution to the paper. The young author must be registered at the symposium and must give the oral presentation or the poster presentation to be eligible for the Award. All papers (both oral and poster) accepted for the symposium are eligible, but must apply.

To apply for this award, please download the application from the symposium website: www.ndia.org/meetings/1210 under the “Attendee Information” tab.

The Louis & Edith Zernow Award

This award is given by Louis and Edith Zernow to the author of the paper with the most significant contribution to the advancement of “fundamental understanding” in the fields of ballistic science.

All papers, both oral and poster, will be considered eligible and reviewed for this award. No application is required. The selection is based solely on technical content of the published paper.

The Neill Griffiths Memorial Award

The Griffiths Award is presented to the author(s) of the paper judged to have made the most significant contribution to shaped charge technology at the International Symposium on Ballistics.

All papers, both oral and poster, will be considered eligible and reviewed for this award. No application is required. The selection is based solely on technical content of the published paper.

The South African Ballistics Organisation (SABO) Award

The SABO Award is presented to the author(s) of the best poster as displayed and presented to appointed adjudicators. The presence of the author at the poster during the session is of paramount importance.

The objective of this award is to inspire poster presenters to present their work in creative, legible and professional fashion thus enhancing the poster sessions as a quality medium for the exchange of information during the symposium.

A maximum of three posters from each poster session will be nominated for the award by the poster chairmen. All nominations will be evaluated on equal footing by the adjudication committee for visual quality, creative skill and layout, and a winner will be selected from the nominations.

SYMPOSIUM INFORMATION

Symposium Registration

All presenters **must register and pay** registration fees using deposit and registration forms. You will not be able to complete your registration online.

1. A nonrefundable \$250 publication deposit is required by the presenter for each paper submitted for the symposium proceedings. The deposit will be deducted from your registration fee.

You must use the attached publication deposit form and fax or mail to NDIA **by April 1**.

2. You will subsequently receive an appropriate registration form that will allow you to account for your publication deposit(s). The registration form must also be faxed or mailed to NDIA.

***NOTE: THE ONLINE REGISTRATION PROCESS IS NOT AVAILABLE FOR AUTHORS.

Hotel Reservations

A block of rooms has been reserved at the Hyatt Regency Miami, Miami, Florida, USA. In order to ensure the discounted NDIA rate, please make reservations early and ask for the NDIA Ballistics room block. Please call the hotel directly at (305) 358-1234 or use the below online links to make your reservation. Rooms will not be held after August 21, 2011 and may sell out before then. Rates are also subject to increase after that date.

Hyatt Regency Miami
400 South East Second Ave
Miami, FL 33131-2197
Tel: (305) 358-1234
International: 1-800-233-1234

Government Rate: *prevailing per diem \$104 US (single/double)
[click here to reserve the Government Rate online](#)

Industry Rate: \$159 US (single/double)
[click here to reserve the Industry Rate online](#)

**The per diem rate is only available to active duty or civilian US government employees. ID will be required upon check-in. Retired military or government civilians do not qualify for the government rate.*

General Information

The symposium program will be posted on the NDIA website (www.ndia.org/meetings/1210) in the coming weeks, where you can find your presentation/poster time.

For more information on registration, proceedings, or general information, please visit www.ndia.org/meetings/1210, or contact me at kking@ndia.org or 703-247-2588.

I look forward to working with you toward a successful event.

Sincerely,
Kari King, CMP
Associate Director, Operations



26TH INTERNATIONAL SYMPOSIUM ON BALLISTICS
HYATT REGENCY MIAMI ▶ MIAMI, FLORIDA
SEPTEMBER 12-16, 2011

Registration for Publication Deposits

- ▶ Presenter's Name: _____
- ▶ Title: _____
- ▶ Company: _____
- ▶ Address: _____
- ▶ Phone: _____
- ▶ Fax: _____
- ▶ Email: _____
- ▶ Publication Fee: Nonrefundable \$250 deposit per paper ***you are presenting***
 - Abstract Number: _____ = \$250
 - Abstract Number: _____ = \$250
 - Abstract Number: _____ = \$250
 - Abstract Number: _____ = \$250

TOTAL: _____

Please note the TOTAL amount deposited above, as it will be deducted from the symposium registration fee which must be paid separately. You will be asked to confirm TOTAL above on your symposium registration form. Presenters **MUST** register using the registration form and cannot register online.

Deposit payment must be received by April 1, 2011 to guarantee publication. Sorry, no refunds.

PAYMENT OPTIONS

▶ **Check** (Payable to NDIA - Event #1210) ▶ **Government PO/Training Form #** _____

▶ **VISA** ▶ **MasterCard** ▶ **American Express** ▶ **Diners Club** ▶ **Cash**

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Credit Card Number

□□/□□

Exp. Date

Signature _____ Date _____

QUESTIONS, CONTACT:

KARI KING, CMP,
ASSOCIATE DIRECTOR

PHONE: (703) 247-2588

E-MAIL: K KING@NDIA.ORG

MAIL REGISTRATION TO:

NDIA - EVENT #1210
2111 WILSON BOULEVARD
SUITE 400
ARLINGTON, VA 22201

FAX TO: (703) 522-1885