

COMS2010

INSTRUCTIONS TO AUTHORS

Conference Date and Location: August 29 – Sept 2, 2010
Hyatt Regency Tamaya
1300 Tuyuna Trail,
Santa Ana Pueblo, New Mexico, USA 87004
Tel: +1 505 867 1234 Fax: +1 505 771 6180

Registration

All presenters are required to register for the conference. Speakers are granted a Conference fee waiver for the day that they present **only**. If you will only be attending the day of your talk/session, please fill out the registration form attached document & send to info@mancef-coms2010.org – Please note, this will only register you for the day of your talk .

To register for a full, multi-day conference pass, please go to <http://mancef.org/Registration>, then select the “Delegate” option, then the “Speaker” radio button.

If you require additional assistance please email info@mancef-coms2010.org and indicate in the title of your email “*Speaker Registration Help – {presenting author name}*”.

Further information on hotel registrations, travel arrangements, and schedules are available on the website.

Presentations

Authors of oral papers that have been accepted are asked to prepare a presentation for delivery to the COMS2009 attendees. A typical presentation will be **20 minutes**, including 3-5 minutes Question & Answer time at the end. Please prepare and time your presentation accordingly to allow time for Q&A. Please also expect the Session chairs to be **very firm** on the 20 minute rule as the sessions are full.

Please refer to <http://mancef.org/Program> for the time and date of your presentation. Please note however, the program is subject to change, check the website periodically for the latest updates to the program.

Conference Proceedings

A CD of conference biographies, abstracts, and papers will be published and available. **A full paper is not required**; however, we encourage authors to submit a 4 - 5 page summary of their talk for promotional and educational reasons. **Summary or Full papers submitted will be refereed for the COMS 2010 Best Paper Award** and published in the conference proceedings. Full or summary papers must be received by August 7, 2010 for consideration of Award.

Authors of selected papers may be requested to publish in refereed journals or electronic formats. Please note however, that papers selected for publication will be at the discretion of the journal(s).

Copyright

Please sign and return the attached copyright form to enable your abstract/ paper/presentation to be published in the proceedings and conference CD. Please sign, scan, and email forms to info@mancef-coms2010.org with "*Copyright - {presenting author name}*" in the subject. Alternately, please fax your signed copyright forms to **+1-505-255-1827**

Speaker Biography

If you have not already done so, please complete the attached speaker biography and email to info@mancef-coms2010.org before July 31, 2010.

Lastly, a warm welcome to COMS2010, we look forward to your presentation!

COMS2010 SPEAKER BIOGRAPHY FORM

Please print/type or return with a current resume:

(This information will be used to introduce you before your presentation begins)

FULL NAME:

PHONETIC SPELLING OF NAME:

TITLE:

COMPANY:

PAST AFFILIATIONS:

OCCUPATION:

CITY, STATE:

COUNTRY:

EDUCATION:

	Institution	Degree/Year	Field
1			
2			
3			
4			

HONORS

MAJOR PROFESSIONAL AREAS OF INTEREST

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COMS 2010 Conference
August 29-September 2 , 2010
Albuquerque, NM

Paper Code

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Part A Copyright Transfer form

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Signature

Printed Name

Date

Institution, Company or Organization

Part B: U.S. Government Employee Certification

Authors who are US government employees are not required to sign Part A of the MANCEF copyright form. Signing part B of this form will certify that all authors of the work are employees of the US Government and performed these as part of their official duties and the work is therefore not subject to the US copyright laws. Authors who provided this work as a result of a US grant do have to sign part A of this form

Signature

Printed Name

Date

Institution, Company or Organization

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Signature

Printed Name

Date

Institution, Company or Organization

Manual Speaker Registration – No attendance fees on day(s) of talk only

Note- ALL questions must be answered to enable manual registration.

Name:

Day(s) of session:

Session:

Additional day(s) attending (\$225.00 per day):

Additional Activities and Companion Program *Please indicate with a yes or no*

	Golf Tournament (\$160.00)
	Awards Dinner (\$85.00)
	I am bringing a companion (includes conference meals and awards dinner) (\$275)

Breakfast *Regular \$15.00 per day. Buy now and pay only \$10.00 per day (limit 4 days)*

	Number of days for self
	Number of days for companion
Dietary Restrictions: <input style="width: 550px; height: 20px;" type="text"/>	

For all selected fees above please enter credit card info below: *(20% fee for American Express)*

Credit Card #	<input style="width: 650px; height: 20px;" type="text"/>
Exp. date	<input style="width: 650px; height: 20px;" type="text"/>
CCV code	<input style="width: 650px; height: 20px;" type="text"/>

Demographic Information

Salutation	<input style="width: 500px; height: 20px;" type="text"/>
Print salutation on name tag? Indicate yes or no	<input style="width: 500px; height: 20px;" type="text"/>
First Name	<input style="width: 500px; height: 20px;" type="text"/>
Last Name	<input style="width: 500px; height: 20px;" type="text"/>
Organization Name	<input style="width: 500px; height: 20px;" type="text"/>
Job Title	<input style="width: 500px; height: 20px;" type="text"/>
Address	<input style="width: 500px; height: 20px;" type="text"/>
Address 2	<input style="width: 500px; height: 20px;" type="text"/>
City	<input style="width: 500px; height: 20px;" type="text"/>
State/Province	<input style="width: 500px; height: 20px;" type="text"/>
Country	<input style="width: 500px; height: 20px;" type="text"/>
Zip/Postal Code	<input style="width: 500px; height: 20px;" type="text"/>
Telephone Number	<input style="width: 500px; height: 20px;" type="text"/>
Fax Number	<input style="width: 500px; height: 20px;" type="text"/>
Email	<input style="width: 500px; height: 20px;" type="text"/>

Please indicate your organization type (choose one):

- Industry
- Academic
- Government
- Non-Profit
- Consultant
- Venture Capital / Angel Investor
- Other

Please indicate your market segment (select all that apply):

- Aerospace
 - Automotive
 - Biological
 - Consumer Applications
 - Defense
 - Energy
 - Environmental
 - Equipment Maker
 - Foundry
 - Homeland security
 - Infrastructure
 - Manufacturing
 - Materials
 - Microfluidics
 - Packaging
 - Pharmaceutical
 - Research
 - Standards
 - Telecommunications
 - Transportation
 - Other: (please indicate below)
-

Please select the title that best describes your position (choose one):

- C-Level Manager
- President
- Vice-President
- Director
- Manager
- Supervisor
- No management role

Please select the title that best describes your role (choose one):

- Management
- Marketing / Sales
- Product Development Engineering
- Business Development
- Strategic Development
- Applications Engineering
- Government Outreach / Lobby
- Investment
- Finance / Analyst
- Other (please indicate below)

Please indicate your level of decision making (choose one):

- I make final decisions
- I strongly influence decisions
- I review and recommend
- I review and report
- None

Please complete the above form & scan – email to info@mancef-coms2010.org with "Speaker Registration" in the title, or fax to +1-505-255-1827

Thank You!