



#### Dates to Remember:

March 31	Deadline for submitting camera-ready papers for final editing.
	The below-listed symposia will <b>NOT</b> be publishing proceedings:  MANAGEMENT-Current Management and Human Resource Issues. STEEL-Progress in Research & Ferrous Products. POSTER SESSION.
June 1	Deadline for Authors to register. At least one author is required to register and/or confirm attendance.
June 30	Deadline for early-bird registration prices
July 15	Presentation uploading begins.
August 1	Deadline for pre-registration and cancellation.
August 23	Last day to upload presentation files to the COM 2009 website.

#### Points to Remember:

- Presentations (unless otherwise specified) must be 20 minutes – MAXIMUM; plus 5 minutes for questions.
- All presenters must attend the breakfast meeting on the day of their presentation (On Monday, Tuesday and Wednesday at Laurentian University (Alumni Hall).
- Presentations can be prepared and viewed Monday through Wednesday in the Presentation Previewing Room at Laurentian University (Room FA352). Monday afternoon presenters must upload presentations PRIOR to arrival.
- **Be sure to bring backup copies of your presentation.**

#### Special Registration for Authors/Presenters:

All authors at COM 2009 (the 48th Conference of Metallurgists meeting) must register as delegates. The registration fee for authors and presenters is \$750 CDN (tax included) on or before June 30, 2008 and \$850 CDN after June 30, 2009. This price includes admission to all technical sessions, the Sunday opening reception, all coffee breaks (Monday/Tuesday/Wednesday in the mornings and afternoons, lunch on Monday, Tuesday, Wednesday and banquet ticket for Tuesday if reserved). Presenters will also receive complimentary breakfast on the day of their presentation. When registering, authors should select the "Authors" Conference Fee. At least one author/presenter per paper must be registered for the conference. [To register now please click here.](#)

#### Accommodations:

**VENUE** - The conference will take place at Laurentian University in Sudbury. Social events will take place off campus (locations to be announced at a later date).

**HOTEL** - The social activities (Awards Banquet, small committee meetings) will take place at the Radisson Hotel. Accommodations can be reserved at the [Radisson Hotel](#) and the Holiday Inn Hotel.

#### Quality of the Technical Program:

The quality of the technical program in any meeting is largely in the hands of the authors, particularly of the presenters. In order to make the best possible use of the time allotted to your paper, the following suggestions are made to assist you in your preparation.

##### Timing of Presentations

Generally, a 25-minute time period is allocated to each paper. This includes the time required for the introduction of the speaker and questions from the audience. Accordingly, the actual presentation by the speaker should allow 5 minutes at the end for questions. Please plan to limit your presentation to 20 minutes of presentation time.

### **What to Concentrate on in your Presentation**

It is usually not possible to cover all the material in a paper during a 20-minute oral presentation. Therefore, each speaker should concentrate on the highlights. Experience indicates that ten double-spaced pages of text, each containing about 250 words, and ten slides takes about 25 minutes of presentation time for the average unhurried speaker. It is important, particularly for presenters whose primary language is not English, to time themselves in a trial run of their presentation, and adjust the presentation as needed to ensure a timely completion of the paper at the Conference.

### **[Download Guidelines for Powerpoint Presentations NOW.](#)**

Presenters / Authors are responsible for updating their: paper title(s), abstract(s), and or co-author(s) details. June 15, 2009 is the deadline for final updates.

### **Presentation Previewing Room:**

One month prior to the conference Administration will ask that you upload your presentation. Please revisit our website as of July 29 to **UPLOAD YOUR PRESENTATION**. You can also supply a copy of your presentation onsite at the Presentation Previewing Room (Room FA352) Computers will be available for previewing presentations from 7:00 to 18:00 on Monday and Tuesday, and from 7:00 to 15:00 on Wednesday in the Presentation Previewing Room within Laurentian University (Room FA352).

### **Audio-Visual Equipment:**

Computers and LCD projectors will be provided for all sessions. The conference computer system will be equipped with Microsoft PowerPoint and Windows Media Player for showing standard presentation images and animation sequences. Presenters must ensure that their computer presentation files are loaded onto the conference's computer system well in advance of the start of their session, as laptop hook-ups will not be permitted. Starting July 15, 2008, presentation files can be uploaded to the COM 2009 website (link to come soon); otherwise, presenters must give their presentation files (on CD-ROM or USB drive only) to AV personnel at the speaker's breakfast on the day of their presentation or visit the presentation previewing room (Room FA352 within Laurentian University).

### **Biographical Profile of Presenters:**

The presenters of each paper are requested to provide a brief (up to 100 words) biographical profile of the presenter. Presenters are asked to submit their bio through the online system or give a copy to their session chairman onsite at the presenter's breakfast.

**If presenters have submitted their bios online and during the abstract submission process your bios will be given to the chairs directly.**

The presenters of each paper are also requested to include their biography notes on the first slide of their presentation for the audience to read during introductions by the session chair. The slide should be brief and in point form. A hard copy of this slide should be given to your session chair at the presenter's breakfast.

### **Presenter's Breakfast - Meet with Your Session Chairman:**

Each morning, during the three days of the conference, there will be a complimentary breakfast meeting at 7:30 at Laurentian University for the presenters and session chairmen for that day.

<u>Date</u>	<u>Location</u>
Monday, August 24	Laurentian University, Alumni Hall (subject to change)
Tuesday, August 25	Laurentian University, Alumni Hall (subject to change)
Wednesday, August 26	Laurentian University, Alumni Hall (subject to change)

It is CRITICAL that all presenters attend the breakfast meeting on the day of their presentation. This will allow presenters to meet their session chairman, to receive additional instructions for the presentation of papers, and to submit their computer projection presentation files to AV personnel (if not previously submitted).