

AUTHOR'S KIT

PLEASE READ CAREFULLY

*Written Paper Deadline: **June 26, 2009***

*Presentation Deadline: **August 7, 2009***

ALAC views as unprofessional, the arbitrary withdrawal of a paper once it has been committed to by the author, accepted by the program committee and widely announced in the advanced technical program.

Direct Manuscript and All Questions to:

Nasim Uddin

5305 Plymouth Road, Ann Arbor, MI 48105, USA

Phone: 734.418.2365 Fax: 734.418.2356

Email: Nasimu@alac-iluc.org

Website: www.alac-iluc.org

Please fax or email full names (no initials), current address(es), email address(es), phone(s) and fax(es) of author and co-author(s) upon receipt of this kit.

(Form attached - pg. 7)

Advanced Laser Applications Conference & Exposition (ALAC) 2009

Copyright Agreement

Technical Publication: Proceedings

Title of the Paper:

Author(s):

The undersigned hereby assigns to the Advanced Laser Applications Conference & Exposition (ALAC) 2009 copyright ownership in the above titled paper to be effective as of the date published in the above mentioned technical publication and to the extent transferable under applicable national law. If each author's signature does not appear below, then the signing author(s) represent that they sign this agreement as authorized agent(s) for and on behalf of all the authors.

ALAC shall have the right to register copyright in its name as claimant. Also, ALAC shall have the right to grant reprint permission to the third party and to negotiate and receive reasonable royalties in such instances.

Authors and/or their employers reserve all other rights to the above paper including:

1. The right to use the work in future works of their own.
2. All proprietary rights other than copyright.
3. The right to make copies.

If prepared under a U.S. Government Contract, the Government shall have the right under the copyright to the extent required by the contract.

Signature

Signature

Signature

Print Name

Print Name

Print Name

Title

Title

Title



ALAC 2009 ~ September 14 -15, 2009
DIRECTORS, CHAIRS & AUTHORS REGISTRATION FORM

PLEASE COPY FOR ADDITIONAL REGISTRANTS

Company: _____

Name: _____

Title: _____

Badge Name: _____

Street: _____

City: _____ State/Province: _____ Zip Code: _____

Country: _____ Email: _____

Phone: _____ Fax: _____

I will attend the RECEPTION on: September 14

I will attend the CONFERENCE on: September 14 September 15

I wish to receive ADDITIONAL PROCEEDINGS CDs: Number of copies _____ x \$795 per copy = \$ _____

FEE SCHEDULE FOR REGISTRANTS:

2-Day Conference: \$795

(Includes one CD of proceeding and presentations, coffee breaks, lunch (es), reception, technical programs, and exposition)

PAYMENT METHODS (All checks must be drawn from U.S. banks in U.S. funds only)

Total Amount Submitted in US\$ _____

Make Check Payable to: Advanced Laser Applications Conference & Exposition (ALAC)

For Credit Card Payment: MasterCard VISA American-Express

Account #: _____ Expiration Date: _____

(Cardholder's name & billing address if different from the above)

Signature: _____ Date: _____

REFUND POLICY: NO REFUNDS after August 7, 2009. There is a 45% service charge on cancellation(s) before August 7, 2009.

Please return to: ALAC, 5305 Plymouth Road, Ann Arbor, MI 48105, USA

Phone: 734.418.2365

Fax: 734.418.2356

Email: info@alac-iluc.org



ALAC 2009 ~ September 14 -15, 2009
CO-AUTHOR REGISTRATION FORM

PLEASE COPY FOR ADDITIONAL REGISTRANTS

Company: _____

Name: _____

Title: _____

Badge Name: _____

Street: _____

City: _____ State/Province: _____ Zip Code: _____

Country: _____ Email: _____

Phone: _____ Fax: _____

I will attend the RECEPTION on: September 14

I will attend the CONFERENCE on: September 14 September 15
I wish to receive ADDITIONAL PROCEEDINGS CDs: Number of copies _____ x \$795 per copy = \$ _____

FEE SCHEDULE FOR REGISTRANTS:

2-Day Conference: \$995 (\$1195 after August 7, 2009)
(Includes one CD of proceeding, and presentations, coffee breaks, lunch (es), receptions, technical programs and exposition)

PAYMENT METHODS (All checks must be drawn from U.S. banks in U.S. funds only)

Total Amount Submitted in US\$ _____

Make Check Payable to: Advanced Laser Applications Conference & Exposition (ALAC)

For Credit Card Payment: MasterCard VISA American-Express

Account #: _____ Expiration Date: _____

(Cardholder's name & billing address if different from the above)

Signature: _____ Date: _____

REFUND POLICY: NO REFUNDS after August 7, 2009. There is a 45% service charge on cancellation(s) before August 7, 2009.

Please return to: ALAC, 5305 Plymouth Road, Ann Arbor, MI 48105, USA
Phone: 734.418.2365 Fax: 734.418.2356

Email: info@alac-iluc.org

Laser Innovation Award Entry Form

The Technical Program Committee of the 2009 Advanced Laser Applications Conference & Exposition (ALAC 2009) will present one prize to the best Laser Innovation. The areas of the laser innovations are applications, laser engineering, laser processing, systems, components, hardware, software, testing and diagnostic systems will be considered.

I/We am/are contributors for the innovation described in this entry form.	
Submitted by:	
Developed by:	
Name of Innovation:	
Company:	
Address:	
Phone: Fax:	
Was this innovation submitted anywhere before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date:	Where?
Date Completed:	Date Commercialized:
Patented?	Patent #:

The Laser Innovation Award Entries will be judged based upon the following criteria:

- 1. Concept** - An innovative idea or process that stimulated new ways of creating and implementing substantial improvement in Laser/Laser Process Technology.
- 2. Uniqueness** - The difference that the idea or process will make compared to present methods.
- 3. Feasibility** - The ability of the concept or process and its applicability over overall effects in the industry.
- 4. Benefit to User** - Improvement that concept or process will have in cost, timing and productivity and environment.

Please provide ALAC with information that will help identify how your entry effected these four areas. Examples that provide this information are a report summarizing your entry, drawings, case studies, technical reports, etc.

PLEASE SUBMIT 10 COPIES OF ALL MATERIALS

Submit entry to: Subi Dinda, PhD, Chairman
ALAC 2009 Award Committee
3505 Plymouth Road
Ann Arbor, Michigan 48105 USA
Phone: (734) 418 2365
Fax: (734) 418 2356
Last Date for Submission: August 7, 2009

ALAC 2009 Proceedings/Reprints Order Form

Please Print or Type

Name:		
Title/Profession:		
Company:		
Mailing Address:		
City:	State/Province:	Zip:
Phone:		
Fax:		



Reprints



Proceedings



Both

Quantity Title of Proceedings/Reprint Price in U. S. Dollars

1. Amount for reprints ordered above (\$26.00 for each)*	\$
2. Amount for ALAC 2009 Proceedings (\$995.00 per copy)	\$
3. Amount for ALAC 2008 Proceedings (\$1450.00 per copy)	\$
4. Amount for ALAC 2006 Proceedings (\$226.00 per copy)	\$
5. Add Shipping to Amounts on Line 1, 2, and 3 North America add 10%	\$
Overseas add 20%	\$
<i>(Orders outside North America are Shipped Airmail)</i>	
TOTAL	\$
*Minimum order - 20 copies per each reprint	
METHOD OF PAYMENT	

Price in U. S. Dollars

Check Enclosed. Payment in U.S. dollars (by draft on a U. S. Bank, or International money order) is required of foreign purchasers. Do not send currency. Transfers from foreign banks must include a copy of the transfer order.

Charge to my: VISA MasterCard American Express

Account #: Expiration date:

Signature:

All orders must be PREPAID in U.S. dollars. Prices subject to change without notice. No refunds.

ITEMS WILL NOT BE SHIPPED UNLESS PAYMENT IS RECEIVED.

ALAC, 3505 Plymouth Road, Ann Arbor, Michigan 48105 USA

Phone: (734) 418-2365 Fax: (734) 418-2356

Author/Co-Author Contact Information Form

Author Contact Information Form	
Author:	
Title:	
Company:	
Address:	
City:	State/Province:
Zip/Postal Code:	Country:
Phone:	Fax:
Email:	
Co-Author Contact Information Form	
Co-author:	
Title:	
Company:	
Address:	
City:	State/Province:
Zip/Postal Code:	Country:
Phone:	Fax:
Email:	

Submission of PowerPoint Presentation

Author(s) of Paper:
Presenter(s):
Title:

Requirements

ALAC requires the submission of intended PowerPoint Presentation for the purpose of review, and for their compilation onto CD-ROMS that will be available at ALAC 2009. All Authors are to submit their PowerPoint Presentation on CD-ROM no later than August 7, 2009. Please label CD clearly with Author/Presenter's name, and Title of presentation. Please do not e-mail the files.

If you wish to make changes to your presentation after already submitting to ALAC, please notify changes to ALAC via e-mail. Deadline for presentation changes: August 14, 2009.

AUTHOR'S SUBMISSION FORM

PLEASE SEND ALL OF THE FOLLOWING MATERIALS WITH YOUR MANUSCRIPT

1. MANUSCRIPT - THREE (3) HARD COPIES
2. MANUSCRIPT CD-ROM
3. E-mail submission is acceptable provided the file size is below 6 MB.
4. BIOGRAPHY/CURRICULUM VITAE
5. B&W OR COLOR PASSPORT PHOTOS (2)-AUTHOR AND CO-AUTHORS (*Please indicate if you do not wish to include photos*) I DO NOT WISH TO INCLUDE PHOTOS
6. COPYRIGHT AGREEMENT
7. REGISTRATION FORM
8. AUTHOR/CO-AUTHOR CONTACT INFORMATION FORM
9. PROCEEDINGS ORDER FORM
10. POWERPOINT PRESENTATION ON CD-ROM (or by August 7, 2009).

AUDIO/VISUAL REQUIREMENTS:

(Please indicate which Audio/Visual Equipment you will need to make your presentation)



LASER POINTER



POWERPOINT (Speaker must bring their own laptop)

Submission of Manuscripts

Author and Co-Author(s) of a paper for oral presentation at the Advanced Laser Applications Conference & Exposition (ALAC 2009) are required to furnish a written manuscript of the paper, curriculum vitae, registration form and a completed copyright form.

The papers will be printed in the ALAC 2009 Proceedings. In keeping with ALAC 2009 guidelines of a "neutral ground for technical exchange," ALAC 2009 has established policies that rule against commercialism in the technical (oral and written) presentation.

Please thoroughly read the following instructions regarding the preparation of the paper. Failure to comply with these instructions may make it necessary to omit the paper and the oral presentation from the program.

The length of the written paper should not exceed more than (16) sixteen pages inclusive of single spaced text, photographs, illustrations, etc. of 8 1/2" x 11" page size with a 1/2" margin all around the page and a text size of 10 points except for captions, references and biographies.

Make titles, author name(s), headings, subheadings, figures/tables, bibliographies/references headings, etc. in bold.

All papers must be submitted in both, digital format as well as hard copy.

Manuscripts

1. **Hard Copy** - All authors must provide three (3) hard copies of entire manuscript (including: text, captions, references and biographies)

2. Formatting

a. Use Microsoft Word

b. 1/2" margins

c. Title of Paper: Bold/Upper & Lower Case Capitalize all words except prepositions and incidentals

d. Body Copy: 10pt Times font (Sabon font if you have it installed)

e. Author & Affiliation: Italic/Upper & Lower Case (Please omit Dr., Professor, Engineer, etc. from author'(s) name)

f. Headings within body of text: Such as, Abstract, Introduction, Conclusion, References, etc. in Bold/Upper & Lower Case and capitalize all words except prepositions and incidentals.

g. Artwork: Place artwork or reference to artwork, before captions.

h. Figures Captions: Bold/Italic

i. Spell out and capitalize the word "Figure" throughout manuscript. Please abbreviate "Figure" in captions but not in the body of the manuscript. Please note there is no punctuation at the end of captions except for question marks and parenthesis.

j. Tables - Captions: Bold/Italic and capitalize the word "Table" throughout manuscript. Please note there is no punctuation at the end of captions.

k. Outlined Information: Regular/Capitalize the first work of each line. Follow the example for preparing outlined information: € Bullet item – Hyphenated item 1. Numbered item A. Lettered item. If special scientific symbols are not available, they may be inserted by using black ink. (Do not use any undefined acronyms)

l. Equations: Please note equation number is in parenthesis and right justified. Equations are preferred to be in EPS format.

m. References in Body of Paper: references are to be in brackets, [7], while multiple references are, [4,8,10]

n. References: Numbered 1., 2., etc. - Regular & Italic/Upper & Lower Case/Numbered, 9 point text, for example:

1. J. Doe et al., "Electric Vehicles", Electric Vehicle Symposium, Bruxelles, October 1998.

2. Mark A. Jenkins, Philip Woods and Kuniko Urba, "Reduction in Nox from Combustion Fuel Gases." IEEE Transactions on Industry Applications, Vol. 33, No. 4, July/August 1997.

o. Biographies: All authors are required to submit a short biography (not to exceed 75 words) written in third person singular style (i.e., Dr. John Doe is the chief scientist of...). This will be printed in the proceedings along with a photograph (provided by author and optional). Heading: Bold/Upper & Lower Case. For the body of the biography, use Italic/Upper & Lower Case, 9pt, with Author'(s) name in bold, must include Mr., Mrs., Ms., or Dr. designations only. Biographies must be written in the third person.

Digital Guidelines for Proceedings Papers

ALAC 2009

The following is a list of guidelines for the submission of ALAC 2009 papers on disk.

1. Text (one version saved as a Word document and another file saved as "Text Only"). All authors must submit a text only file of their papers on disk with graphics placed in the body of the paper. This file must not be compressed. Most programs will allow the user to save or export the file as an ASCII text file or a plain text file. (For PC users this should be a file with a ".txt" extension.) If the original program is not able to do this, then the user must copy the document into another program that does – such as Microsoft Word or Word Perfect. The text file must contain any text for the captions in the author's paper. Author(s) should also include a copy of the original file of their paper (preferably Microsoft Word or Word Perfect).
2. Tables Authors must include the text used in tables in the editorial text file or in separate text file(s). File(s) must be a comma or tab delimited text file(s).
3. Digitally Prepared Graphics Photographs and other scanned art must be saved as TIFFs or JPEGs. Do not apply LWZ compression to these files. All files must be at 300dpi, at the desired final size. All bit mapped scans (black & white bmps) should be at least 600dpi, at the final size. All other types of graphics should be saved as eps documents or converted to TIFFs or JPEGs. Authors must include hard copy of their graphic files along with all original photographs and artwork.
4. Compression All files except for the text file can be compressed (zipped) by only the following programs: Stuff It, Stuff It Deluxe, Compact Pro, Disk Doubler or Zip. Do not use compression programs that results in an ".arj" file extension or in multiple file segments.
5. Media Files can be stored on: Mac or PC 100MB Zip disks, and CD-ROMs.

Graphics

Authors may provide original art such as drawings or photographs. All original art must be 8.5" x 11" or smaller. No overheads are allowed. Authors should not submit printed material or laser/ink jet prints as final art (unless these materials are for line art only). In no case should authors provide photocopies or faxes to be used for art of any kind. Charts cannot be color coded; use dashed lines or other keys that will work in black and white.

1. Photographs Original photographs should accompany the manuscript along with computer files if applicable. Submitted photographs should be black and white and of excellent quality. (Special arrangements can be made for the preparing of photographs for reproduction at the author's expense, consult with ALAC). All authors are required to submit two (2) copies of wallet-sized portraits with their name clearly printed on the back in pencil.
2. Camera-Ready Line Art Provide hard copies of all tables, figure illustrations, and charts. All camera-ready graphics including line illustrations, charts, graphs and tables must be of the highest quality and suitable for reproduction. (Special arrangements can be made for the preparing of graphics for reproduction at the author's expense- consult with ALAC). All graphics must have a figure caption. Please print the figure number and the last name of the author on the back of each original. Also, mark with an arrow to show the top of the graphic. Please use a pencil for all markups. For graphics not electronically positioned in the manuscript, please leave space and indicate their position above the figure number in the manuscript.

Thank you for your cooperation.