

Monitor Information

40th Turbomachinery Symposium

Updated May 3, 2011

You will be monitoring the development of a paper being submitted for consideration. The contact author has been notified, so they know that you have been named monitor for their paper. You have been sent a copy of everything we have sent to them.

- The submission date to the Laboratory for Lectures/Tutorials and preliminary review for Case Studies is **February 2, 2011**. The due date for final submission of accepted papers and case studies to the Laboratory for publication is **May 16, 2011**.
- Please initiate contact with the author upon receipt of this letter and keep in touch with him. Find out where the paper stands (often). Keep the recommendations of the committee in mind—are they being addressed?
- You should ask to see a rough draft with enough time allowed for the author so make changes based on your comments prior to submission for review. Help the writer keep on track with regard to audience.
- If an author cites companies and products other than his own in the manuscript or uses any text, figures, or tables from another published source, he must submit written releases at the time of submission. Company names and product names should be mentioned only briefly in the Introduction (in Lectures and Tutorials) and thereafter referred to generically.
- For manuscript review: Lecture, Tutorial, and Case Study authors must email a digital file of their complete submittal (refer to those guidelines for specifics). For final submittal, Lecture/Tutorial, and Case Study authors must email digital files of their submittal (refer to those guidelines for specifics).
- **For Lectures only:** *No more than two authors* may present a lecture, and electronic presentation *must* be checked by a technician in the Speaker Ready Room at least two hours prior to presenting. This means that if they are scheduled to present at 8:30 in the morning, their slides must be checked by the technician on the day *before* they present.
- ***Absolutely no logos or company names can be present on visual presentations.*** Video projection and computer driven slides can be accommodated. Please refer to “Audio Visual Support Information” enclosed, for further information concerning video/data projection.
- It is important that authors understand that, as presenters, they are expected to attend the Monday Speaker’s Briefing at 5:00 p.m. in the George R. Brown Convention Center.
- ***We require that all monitors sign off on final submissions. This means that authors MUST submit their final papers/presentations to you before submitting to the Turbomachinery Laboratory, and we MUST receive your release (emailed or faxed) prior to publication. This is being done in an effort to remove all commercialism from symposium presentations.***
- **If any problems arise concerning the paper you are monitoring, if the author needs an extension or withdraws, or if you have any questions, please contact Heather Rodriguez (phone: 1-979-862-7112, fax: 1-979-845-1835, email: heather@turbo-lab.tamu.edu).**