

Short Course Speaker Guidelines  
27<sup>th</sup> Pump Users Symposium  
Updated January 11, 2011

Congratulations on your short course s acceptance by the Turbomachinery Symposium Advisory Committee. The following information provides guidelines that will assist you in the preparation of your notes and presentation at the Turbomachinery Symposium. You will find it helpful to read through all these instructions in order for you to determine what is needed and expected from the beginning to the end of this process.

Due Dates: Description and Outline due as soon as possible  
Short Course Notebook due, Speaker Bio/Photo due June 13, 2011

## GENERAL INFORMATION

### Overview of Production Cycle

Advisory Committee reviews the short course proposals, makes selections, and assigns a coordinator.

Director sends invitation letters to speakers, with a copy to the coordinator.

Author submits administrative information for all speakers, an outline for program/website, photos, bios.

Author submits completed short course notebook to coordinator for final approval.

Author submits completed, approved short course notebook to Turbomachinery Laboratory. Laboratory staff coordinates commercial production of the notebooks.

### Author Contact Information

We need a completed Data Form for Symposium Publications for each speaker. Please fax information on this form, as soon as possible. Remember to include phone and fax numbers, and email addresses if available. Please keep us informed of any changes in this information!

### The Coordinator

Your coordinator will be of significant assistance to you. You must submit your completed short course notebook to your coordinator for final approval before submitting notebook to the Turbomachinery Laboratory. This must be done with sufficient time allowed to make any suggested changes and still meet the Turbomachinery Laboratory s due date of June 13, 2011. If you are having trouble completing the short course notes to meet the date requirements, please contact your coordinator and Joanne Burnett immediately.

### Description and Outline for the Program

A brief description and outline of your Short Course are needed for the Program as soon as possible. These should describe what will be presented and learned from your Short Course. The description should also include the experience level that the attendee should have to get the most benefit from it.

### Clearances and Copyrights

If material has been previously published or copyrighted, please obtain written permission and copyright notice from publisher or copyright holder. Forward this information with, or in advance of, your notes.

## SUBMISSION OF SHORT COURSE NOTES

If, for some reason, you cannot meet the due date, please contact your coordinator and Heather Rodriguez immediately. Please email slides for production of the notebook, and a hardcopy for proofing. Be advised to use the correct address for mail delivery or overnight delivery or your package will be delayed.

### Mailing Address:

Attn: Heather Rodriguez  
Texas A&M University  
Turbomachinery Laboratory Office  
3254 TAMU  
College Station, Texas 77843-3254

### Street Address for Overnight Delivery:

Attn: Heather Rodriguez  
Texas A&M University  
Turbomachinery Laboratory Office  
ENPH, Room 509  
College Station, Texas 77843

### General Production Guidelines

Some general guidelines for preparation of your notes follow. These guidelines are based on our past experience and attendee input, and your attention to them will be appreciated.

Short Course Notebooks will be reproduced in color.

Due to time and staffing restraints, the Turbomachinery Laboratory does not edit the short course notebooks. Your coordinator will oversee the quality of what is contained in them. Attendees are paying for the notebooks and deserve to have something that is of top quality to benefit them now and in the future.

#### Organization of the notebook:

Title page (we provide)  
Author biographies (we can provide)  
Table of Contents  
Introduction (optional)  
Agenda (optional)  
Main text

The short course materials should be in the order of, and include all materials planned for the presentation. We receive numerous attendee complaints when this guideline is not followed.

Because short course notebooks are reproduced directly from what is submitted, please submit clean, first generation artwork (or top quality second generation). Our commercial printer does

have the capability of scanning (in the case of photos). The key is for you to provide specific instructions to us. This applies also to whether or not the pages are duplexed. As a rule, to make the notebooks less cumbersome, pages are duplexed (printed on both sides of the paper). If you do not want a page or pages duplexed, please indicate that to us.

For black and white reproduction, black and white laser copies (800 dpi) reproduce the best.

We can provide no more than 10 dividers in the notebook (Sections 1, 2, ... 10). Please indicate where you would like these tabs to be placed.

Leave a left margin of at least one inch, and at least a one-half inch top, bottom, and right margins.

Company names or logos must not appear on any slides or overheads or printed copies of such in notebook.

If material has been previously published or copyrighted, please obtain written permission and copyright notice from publisher or copyright holder and forward this information with, or in advance of, your notes.

## PRESENTATION AT SYMPOSIUM

Short Courses are to be about seven hours in length and are presented on Monday of symposium, from 8:30 a.m. until 5:00 p.m. at the George R. Brown Convention Center. There are 30 minute coffee breaks at 10:00 a.m. and 3:00 p.m., and luncheon is served from 12:00 noon to 1:15 p.m.

Registration is limited in these courses, and your audience will usually consist of a maximum of 100 attendees.

An Audio Visual Request Form is enclosed. Please return by the due date shown.

If you will require any special teaching aids at symposium for your Short Course (e.g., demo equipment, books, standards), please notify Joanne Burnett as soon as possible. If demo equipment is to be used, you will need special shipping and setup instructions. If books are to be included, this may change the attendee registration cost of your course. Please contact Joanne quickly because increased costs can affect our Registration Forms, which are developed very early in the symposium cycle.

Generally, your coordinator will introduce the Speakers for your Short Course. They will also be on hand for the duration of the course to assist you if any problems arise (with audio visual, handouts, etc.). If there are problems concerning microphones, slide projectors, lights, etc., the coordinator will contact the Leaders Registration Desk and we will alert the necessary personnel.

There are evaluation sheets at the back of each Short Course Notebook. Please prompt attendees to fill them out. The information from these evaluations is important in deciding whether the Short Course should be repeated and they often offer helpful suggestions. Please see that all completed evaluations are turned into the Leaders Registration Desk as soon as the Short Course is over.

For more information contact  
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