

JANNAF POLICY ON PAPERS AND PRESENTATIONS

JANNAF policy requires that you submit both your paper and a publication clearance form prior to the meeting. The “JANNAF Paper/Presentation Clearance Form” must be submitted with the appropriate information and signature, indicating the approval of your government sponsor or program management to present and publish your paper. JANNAF adheres to its policy of NO Paper, NO Paper Clearance, NO Podium. Clearance forms are also required for presentations that are part of a Workshop or Specialist Session. Instructions are available on the paper clearance form and a distribution statement generator is available on the Author Information page of the current meeting Web site. Use of this template will assure an adequate distribution statement that can simply be inserted in your paper and/or presentation.

PAPER PREPARATION AND STYLE FORMAT

Submit papers in either PDF (Adobe Acrobat version 7.0 or later) or Microsoft Word (version 2003 or later) format. JHU WSE ERG reserves the right to add the distribution statement and the required export control warning to limited-distribution papers, if these items are not included in your paper. A paper template is available on the Author Information page of the current meeting Web site.

- Proofread and review papers before submission.
- Do not apply security features to your document.
- Page size: 8.5 x 11, 1 inch margins on all sides.
- Format the document in a single column.
- Use 10 pt. Arial or Helvetica font.
- Use the footer or leave a 2 inch space at the bottom of the first page to accommodate the distribution statement and, if applicable, the export control warning and destruction statement.
- Indent first line of each paragraph; left justify remainder of paragraph. The right margin should be ragged edge to enhance readability of text.
- Double space between paragraphs.
- Double space before and after all headings.
- Center the title of the paper and all other major headings; use all caps, bold font for these headings.
- Include authors and affiliation after the title.
- Format subsection headings flush left. Use underscore, all caps, and regular font for subsection headings.
- Embed all figures, tables, and other images in the document.
- There is no minimum or maximum number of pages.
- Use of page numbers is optional and entirely up to the author.

CREATE AN EFFECTIVE PRESENTATION

- **FONTS**
 - Select sans-serif fonts such as Arial or Helvetica at 24 point or higher.
 - Clearly label each slide. Use a larger font (35-45 points) or different color for the title.
 - Use a single font for most of the presentation, varying the color, size and style for impact.
 - For bullet points, use the 6 x 6 Rule—one thought per line with no more than 6 words per line and no more than 6 lines per slide.
 - Use dark text on light background.
 - Do not use all caps except for titles.
- **GRAPHICS AND DESIGN**
 - Keep the background consistent and subtle.
 - When using charts or graphs, use only enough text to clearly label and explain the information presented.
 - Keep the design clean and uncluttered. Leave empty space around the text and graphics.
 - Limit the number of graphics on each slide.
 - Check all graphics on a projection screen before the actual presentation.
 - Limit the number of transitions used. It is often better to use only one so the audience knows what to expect.
- **COLOR**
 - Limit the number of colors on a single screen.
 - Bright colors make small objects and thin lines stand out. Use dark colors for text to enhance readability.
 - Do not use more than four colors on a slide.
 - Check all colors on a projection screen before the actual presentation. They may project differently than what appears on the monitor.

PRESENTATION GUIDELINES

Use Microsoft PowerPoint to prepare your presentation; the preferred format is MPEG4, using the Xvid or DivX codec. Instructions on converting and embedding movies and images in PowerPoint can be found on the [Author Information page](#) of the current meeting Web site. Include the distribution statement and export control warning and destruction notice, if applicable, on the first presentation slide. Sponsor/contract acknowledgement may also be included on the first slide.

The use of electronic presentation materials is required, and Microsoft PowerPoint 2003 (or higher) and/or Adobe Acrobat version 7 (or higher) software is strongly recommended. Please note the following guidelines:

- Use MPEG-4 (.avi) or MPEG-1 (.mpg) video formats. Avoid using QuickTime, RealPlayer, or other proprietary video file formats. Control the total size of the presentation by limiting the total number of linked video files.
- Use PowerPoint Picture Format Options to compress pictures for on-screen use.
- Embed any unique fonts into the presentation; proprietary fonts would be lost if they are not embedded.
- Embed all fonts used in equations or convert equations to JPG or GIF files and embed the files into the presentation.
- Use PowerPoint's Pack and Go (2003) or Package for CD (2007/2010) to embed fonts and collect all necessary files under a single folder. Compress the entire folder using WinZip or a similar compression utility. This will allow you to upload one file rather than several.
- If saving files to a CDROM, use the "single session" and "close the CD" options, rather than the "multi-session" option. Do not use Adaptec Direct CD or Windows Drag-to-Disc to create the CDROM.
- Test your presentation for compatibility and operability on multiple PCs running Office 2010. View your presentation using a projector and screen.
- JHU WSE ERG will provide a presentation PC at the podium. It will meet or exceed the following specifications:
 - Laptop PC, USB port
 - Intel Core i5 2.2 GHz processor
 - 4 Gbytes of RAM
 - 256 Mbytes video memory
 - Windows 7 64-bit
 - MS Office 2010 Pro
 - Adobe Acrobat Reader XI
 - Microsoft Windows Media Player
 - Macromedia Flash Player
 - QuickTime viewer
- PowerPoint presentations with video **MUST** be received one week before the meeting so we can test and troubleshoot any problems. Materials received onsite may not be tested or viewed. Bring a back up copy of your presentation on CD or flash drive.

JANNAF August 2018 Additive Manufacturing TIM Poster Guidelines

When preparing your poster for presentation at the 2018 Additive Manufacturing Technical Interchange Meeting, please try to adhere to the following guidelines:

Size Limitations:

Your poster will be placed on an **easel**. Suggested size for posters is **20x24** inches; try not to exceed 36x48 inches. Remember, the poster must fit on an easel. Also note that the poster must be sturdy enough to stand on an easel. Suggested poster construction material is foam board. Poster orientation can be set to either landscape or portrait.

General Suggestions:

There are no absolutes in poster preparation. Your subject matter, imagination and spatial constraints will guide you better than any set of rules. However, there are a few things you may want to consider before setting up your display.

- The audience should be able to understand the poster's concept even if the presenter is not standing beside the display
- The title should be placed on your display
- Type large enough to read from several feet away
- White space and an uncluttered design to emphasize the subject matter
- A straightforward organization or flow
- Charts, drawings, and illustrations should be clear

Poster Creation:

Poster creation is the responsibility of the author and is not available through JANNAF.

Poster Shipping Information:

For those attendees who are presenting posters, you may ship your posters to the address below:

Jackson Center/JANNAF Conference
c/o Jamie Jones
600 Genome Way
Huntsville, AL 35806

Posters will be on display 27-28 August 2018.

Poster Display Location:

Posters will be displayed in Discovery Hall A of the Jackson Center.

Clearance Forms:

For attendees who would like to publish their poster, please complete the August 2018 Additive Manufacturing TIM Paper/Presentation clearance form located at: https://www.jannaf.org/mtgs/Aug2018_LPS_AMP_TIM/pages/Authors.html

Foam Board is Available Upon Request. Please Contact [Mary Gannaway](#).

August 2018 Technical Interchange Meeting

UPLOAD A PRESENTATION, POSTER, TECHNICAL PAPER (OPTIONAL), AND PUBLICATION CLEARANCE FORM

Your unclassified materials must be uploaded onto ERG's secure File Transfer Protocol (FTP) site. Emailed documents should be avoided, particularly if they are limited-distribution (ITAR) materials. Please contact ERG at (410) 992-7300 should you have any questions or require assistance uploading your materials for this meeting. Step by step instructions are as follows:

1. Go to <https://www.erg.jhu.edu/>
2. Under Tools (lower right side of page), click Document Submittal
3. Choose Infobase: JANNAF Document Submission Database
3. Type User ID: JANNAF1
4. Type in Password (contact ERG at 410-992-7300 for the current password)
5. Click Login
6. Click Meetings
7. Choose the appropriate category of your upload (Poster, Presentation, Technical Paper, Publication Clearance Form)
8. Choose "Add Document" on the left hand side under Modify
9. In this "Add Document" screen:
 - Add the title
 - The name of the primary author
 - Important – Choose "Upload from Client," browse and attach the file
 - Important – Choose the Document Type of the file you are uploading
 - Choose the appropriate August 2018 Additive Manufacturing TIM Category from the drop-down menu (Poster, Presentation, Technical Paper, Publication Clearance Form)
 - Please note that adding a description, keyword, or version number is optional
 - Hit "Apply" – You should be able to see the document you have just uploaded (or refresh your browser if you don't)!

If you need to replace a file that you previously uploaded, please contact [Mary Gannaway](#) for instructions.