



# ALAC 2018 Livonia

## Author's Kit

Advanced Laser Applications Conference  
May 23<sup>rd</sup> and 24<sup>th</sup>, 2018

[VisTaTech Center at Schoolcraft College](#)

18600 Haggerty Rd. Livonia, MI. 48152-2696

**PLEASE READ CAREFULLY**

**Abstract and biography due  
September 28<sup>th</sup>, 2017**

**Papers due  
December 7<sup>th</sup>, 2017**

**PowerPoint Presentation due by  
February 22<sup>nd</sup>, 2018**

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

5340 Plymouth Road, Suite 205

Ann Arbor, MI 48105

Telephone: (734) 997-9249

Fax: (734) 786-2242

Email: [nasimu@gamcinc.com](mailto:nasimu@gamcinc.com)

Website: [www.gamcinc.com](http://www.gamcinc.com)

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. 5)*



# Global Automotive Management Council

## Copyright Agreement

Technical Publication: Proceedings

Title of the Paper:

Author(s):

The undersigned hereby assigns to the Global Automotive Management Council for ALAC 2018 a worldwide, royalty free license to copy, publish and distribute the above titled paper to be effective as of the date published in the above mentioned technical publication, including electronic and on-line versions, in connection with the conference by the Global Automotive Management Council. 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

\_\_\_\_\_  
Position

\_\_\_\_\_  
Position

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# Registration Form

## FEE SCHEDULE FOR REGISTRANTS

General Registration Fee is \$1595 (**\$1795 after April 5<sup>th</sup>, 2018**) (*Access to sessions for all days of the conference; also includes an access to the ALAC 2018 Livonia Library for the available abstracts, papers and presentations for one month starting 5 – 10 days after the conclusion of the event, coffee breaks, lunch(es), reception, and access to the exposition*) Login information will be delivered to you via email.

- General Registration/Co-Author Registration Fee is \$1595 (**\$1795 after April 5<sup>th</sup>, 2018**)
- Authors, Chairs, and Director of Global Automotive Management Council Registration Fee is \$795
- Graduate Student Registration (NO online library access) is \$450

PLEASE PRINT OR TYPE (ALL FIELDS REQUIRED)

The address you provide must be the **billing address** associated with the account

---

**I'd like to receive email communications about this and future GAMC events:**

---

**Full Name:** \_\_\_\_\_

---

**Position:** \_\_\_\_\_

---

**Organization:** \_\_\_\_\_

---

**Email:** \_\_\_\_\_

---

**Card Number:** \_\_\_\_\_

---

**Expiration Date:** \_\_\_\_\_

---

**CVC:** \_\_\_\_\_

---

**Amount:** \_\_\_\_\_

---

**Street Address:** \_\_\_\_\_

---

**ZIP:** \_\_\_\_\_

---

**Phone (Office):** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

Please indicate by an "X" in the appropriate blank box (es).

---

I will attend the Open House on: May 23<sup>rd</sup>

---

I will attend the Open House on: May 24<sup>th</sup>

---

I will attend the CONFERENCE and EXHIBITS on: May 23<sup>rd</sup>  May 24<sup>th</sup>

**PAYMENT METHODS:** We accept Visa, MasterCard, and American Express. (*All checks must be drawn from U.S. banks in U.S. funds*)

Make Check Payable to: Global Automotive Management Council in the amount of, US\$ \_\_\_\_\_

Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

Mail or Fax Registration Form to: Global Automotive Management Council, 5340 Plymouth Road, Suite 205, Ann Arbor, MI 48105, USA. FAX: (734) 786-2242 EMAIL: [nasimu@gamcinc.com](mailto:nasimu@gamcinc.com) REFUND POLICY: Refunds are available with a 50% surcharge until 60 days before the conference. In addition, a \$35 administrative fee will be charged. Refunds are no longer available in the 60 days prior to the conference date. All returned checks receive a \$25 fee. Prices subject to change. Online Registration Available at [www.gamcinc.com](http://www.gamcinc.com)

Comments: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_



## Submission of PowerPoint Presentation

<b>Author(s) of Paper:</b>
<b>Presenter(s):</b>
<b>Title:</b>

### Requirements

ALAC requires the submission of intended PowerPoint Presentation for the purpose of review, and for their compilation on digital library and access to on-line library will be available at the conference.

All Authors are to email their PowerPoint Presentation by no later than March 9<sup>th</sup>, 2018. Please label presentations clearly with Author/Presenter's last name, and presentation. Example: Samantha Jordan would label her presentation Jordan Presentation.

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: March 17<sup>th</sup>, 2018.

Please consider your colleagues sitting in the back and make the font legible from a distance.



## Author/Co-Author Contact Information Form

Author: \_\_\_\_\_  
Position: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Province: \_\_\_\_\_  
Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

## Co-Author Contact Information Form

Co-Author: \_\_\_\_\_  
Position: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Province: \_\_\_\_\_  
Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**If you would like to replace a speaker, you must contact Global Automotive Management Council ONE WEEK prior to the conference.**



# LIBRARY PURCHASE ACCESS

GAMCINC.COM

## **FEE SCHEDULE FOR PAPERS & PRESENTATIONS:**

- For one month, individual access of all files pertaining to ONE conference program, \$895
- For one month, individual access of all files pertaining to TWO conferences programs, \$1395
- For one month, individual access of all files pertaining to ALL conferences programs, \$1995

## **FOR SHARED OR CORPORATE LICENSING:**

Please contact Tarek Uddin, [tareku@gamcinc.com](mailto:tareku@gamcinc.com), Phone: (734) 997-9249 to receive a quote.

- Library access will be reviewed and granted within 10 days of purchase, at which time you will receive login information by email.

- All files are intended for individual use only, they cannot be transferred, copied or distributed without express written permissions.

- Papers and presentations are received through digital library access.

- If you are interested in purchasing papers or presentations individually, please see our published items at J&N Group Ltd. ([www.jandngroup.com](http://www.jandngroup.com))



# ALAC Innovation Award Entry Form

The Technical Program Committee of the 2018 Advanced Laser Applications Conference will present two prizes to the best ALAC innovations. The areas of the ALAC innovations are design, engineering, materials, manufacturing, processes, systems, components, hardware, software, testing and diagnostic systems will be considered.

<b>I'd like to receive email communications about this and future GAMC events:</b> <input type="checkbox"/>	
<b>Full Name:</b>	<b>Position:</b>
<b>Organization:</b>	
<b>Email:</b>	
<b>Developed By:</b>	
<b>Innovation</b>	
<b>Street Address:</b>	<b>ZIP:</b>
<b>Phone (Office):</b>	<b>Mobile:</b>
<b>Date Completed:</b>	<b>Date Commercialized:</b>
<b>Was this innovation submitted elsewhere before?:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>(If Yes) - Date:</b>	<b>Where:</b>
<b>Patented?:</b>	<b>Patent Number:</b>

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

- 1. Innovation** - An innovative idea or process that stimulates new ways of thinking and will create a substantial improvement in the Laser area.
- 2. Uniqueness** - The difference that the idea or process will make compared to present methods.
- 3. Manufacturing 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 2018 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 ALL SUPPORTING MATERIALS ELECTRONICALLY**

Submit entry to: Chairman  
ALAC Award Committee  
5340 Plymouth Road, Suite 205 Ann Arbor, Michigan 48105 USA  
Phone: (734) 997-9249  
Fax: (734) 786-9443  
Email: [nasimu@gamcinc.com](mailto:nasimu@gamcinc.com)

**Last Date for Submission: March 9<sup>th</sup>, 2018**

## AUTHOR'S SUBMISSION FORM

### PLEASE SEND ALL THE FOLLOWING MATERIALS WITH YOUR SUBMISSION

1. Digital Copies of all Papers & Presentations  
All files are to be label with the author's/presenter's last name and what file it is.  
Example: Samantha Jordan's files would be labeled Jordan Bio, Jordan Abstract, Jordan Paper and Jordan Presentation.
2. BIOGRAPHY/CURRICULUM VITAE
3. 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
4. COPYRIGHT AGREEMENT
5. REGISTRATION FORM
6. AUTHOR/CO-AUTHOR CONTACT INFORMATION FORM
7. PROCEEDINGS ORDER FORM
8. POWERPOINT PRESENTATION (DIGITALLY) BY MARCH 9<sup>TH</sup>, 2018
9. You can email your submissions to [nasimu@gamcinc.com](mailto:nasimu@gamcinc.com)
10. If you email all your materials, you aren't required to send them by mail.

### 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 ALAC are required to furnish a written manuscript of the paper, curriculum vitae, registration form and a completed copyright form.

The papers will be published in the ALAC 2018 Proceedings and made available on the ALAC Online Library. In keeping with ALAC 2018 guidelines of a “neutral ground for technical exchange,” ALAC 2018 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.

### **Digital Guidelines for Proceedings Papers**

The following is a list of guidelines for the submission of Papers

1. All authors must submit a Word Document of their papers with graphics placed in the body of the paper. This file must not be compressed.
2. 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.
3. Compression All files except for the text file can be compressed (zipped). Do not use compression programs that results in an “.arj” file extension or in multiple file segments.

### **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. 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. All photographs and images submitted must be digital and at a resolution of 150 DPI or higher
2. All 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.

# **GAMC Style Guide for Paper Submissions**

(All Font in Times New Roman, 0.5" Margins on All Sides)

## **Title [Bold, 18-Point Type and Centered]**

Author name(s) [12-point type, centered]

*Author affiliation* (12-point type, centered, *italicized*)

### **Section Heading [12-point, bolded, and centered.]**

The first line of the first paragraph of a section should be left aligned and indented.

### **Figures and Tables**

Figures and tables should be centered and located inside paper margins. Text should not wrap around figures or tables.

Table captions (12-point font, *italicized*) should be centered below tables.

Figure captions (12-point font, *italicized*) should be centered below figures.

### **References**

References should appear at the end of the paper, NUMBERED in the order in which they are referenced in the body of the paper. The font should be 12 point and the references should be aligned left.

Ex.

1. Reference
2. Reference
3. Reference
4. Reference