



CONFERENCE GUIDE

36th Annual Review of Progress in Quantitative Nondestructive Evaluation

July 26-31, 2009

**University of Rhode Island (URI)
Kingston, Rhode Island, U.S.A.**

SPECIAL NOTE: Rhode Island is a very popular summer vacation destination due to its 400 miles of coastline, beautiful beaches, and many special attractions. It is **HIGHLY** recommended that you make your lodging reservations **EARLY!** If you do not book your lodging before early March, you may not find lodging that is affordable or in close proximity to the URI campus.

It is recommended that you arrange to have a rental car at this year's conference location. URI is located in Kingston, a small town in South County; learn more about the area surrounding URI at: **www.southcountryri.com**. South County includes North Kingstown and South Kingstown; **please do not confuse Kingston and Kingstown!**

New information as of 7/8/09 is highlighted in yellow

IOWA STATE UNIVERSITY
OF SCIENCE AND TECHNOLOGY

TABLE OF CONTENTS

2009 DEADLINES	3
ABSTRACT SUBMISSION	3
SUBMIT abstract online - www.cnde.iastate.edu/QNDE/abstracts/	3
CONFERENCE PERSONNEL	3
<i>Abstracts, Manuscripts, Sessions</i>	3
<i>Registration</i>	3
CALENDAR OF EVENTS	4
CAMPUS LODGING	5
Eddy Hall (59 on Campus map, C-3)	5
COMMUTER LUNCHESES in Hope Commons: Monday - Thursday	5
CONFERENCE DINNER – Tuesday, July 28	5
5K FUN RUN – Thursday, July 30	6
GROUND TRANSPORTATION, DIRECTIONS, AND MAPS	6
BY CAR FROM AIRPORTS to URI:	6
CAMPUS PARKING	7
PUBLIC TRANSPORTATION:	7
BY TRAIN:	7
BY SHUTTLE:	7
BY BUS (in Rhode Island):	7
BY TAXI (in Kingston and surrounding areas):	8
HOTEL ROOM BLOCKS & DRIVING DIRECTIONS TO LOCAL HOTELS	8
Hampton Inn South Kingstown	8
The Lighthouse Inn, Galilee	8
Holiday Inn South Kingstown	8
Driving directions from URI-Kingston to the Holiday Inn and Hampton Inn:	9
Inns / Bed & Breakfast Accommodations	9
The Hotel Providence	9
LOCAL INFORMATION	10
LINKS	10
GUEST EVENT	10
Newport Tour – Wednesday, July 29 – URI departure at 9:00am	10
REGISTRATION FORM	11
INTERNET on the URI campus	11
STUDENT POSTER COMPETITION	11
UNIVERSITY OF RHODE ISLAND KINGSTON CAMPUS	12
University of Rhode Island campus map:	12
Meeting site information	12
VERBAL and POSTER PRESENTATION GUIDELINES	12
TRAVEL SECURITY MEASURES	15
VISA AND PASSPORT GUIDELINES FOR TRAVEL TO THE UNITED STATES	15
WORLD FEDERATION OF NDE CENTERS	16

2009 DEADLINES

Abstracts due:	Friday, May 1
Abstracts acceptance date:	Friday, May 15 May 22
Advance registration:	Monday, July 6
QNDE Hotel Room Blocks – <i>HIGHLY RECOMMENDED TO BOOK EARLY</i>	
Hampton Inn South Kingstown / Newport Area Online: www.southkingstown.hamptoninn.com Phone: (401) 788-3500 or Toll Free (800) 426-7866 Group code: QND	Deadline 7/6 (Hotel is at 90% capacity)
Holiday Inn South Kingstown / Newport Area Online: www.HolidayInn.com/skingstownri Phone: (401) 789-1051 or Toll Free (877) 805-9008 Group code: QND	Friday, June 26 (Rooms may not be available for weekends)
Local Inns: Eden Manor, Kings' Rose, Sugar Loaf, Wickford Junction, Stagecoach House Online: www.virtualcities.com/ons/ri/risouthregion.htm Inn Referrals: (800) 853-7479, www.gandbsocoastri.com	Courtesy room blocks at Inns listed at left until early March, 2009, mention QNDE
University of Rhode Island Residence Hall Housing Block: Reserve campus housing on QNDE registration form when available: \$78/\$59 single/double per night (includes breakfast/lunch).	Available until July 6
Manuscripts due:	Friday, September 4

ABSTRACT SUBMISSION

SUBMIT abstract online - www.cnde.iastate.edu/QNDE/abstracts/

CONFERENCE PERSONNEL

<u>Abstracts, Manuscripts, Sessions</u>			
Sarah Kallsen	(515) 294-9749	(515) 294-7771 (fax)	skallsen@cnde.iastate.edu
Connie Nessa	(515) 294-6770	(515) 294-7771 (fax)	cnessa@cnde.iastate.edu
<u>Registration</u>			
Sarah Kallsen	(515) 294-9749	(515) 294-7771 (fax)	skallsen@cnde.iastate.edu
<u>Other Information</u>			
Heidi Long	(515) 294-8152	(515) 294-7771 (fax)	heidil@cnde.iastate.edu

CALENDAR OF EVENTS

Sunday, July 26	<p>QNDE office & registration, Chafee Hall</p> <p><i>Campus housing registration at conference registration site in Chafee IF you arrive during listed hours; otherwise, go directly to Eddy Hall for posted check-in procedures.</i></p>	1:00 pm-6:00 pm
	<p>Welcome Reception, U-Club</p> <p><i>Spouses and guests will receive a welcome packet at this event.</i></p>	7:00 pm-9:00 pm
Monday, July 27	<p>QNDE office & registration, Chafee Hall</p>	7:00-8:30 am and 10:30 am-5:00 pm
	<p>Opening plenary session, Center for Biotechnology and Life Sciences (CBLS) building adjacent to Chafee. Room 100</p>	9:00 am
	<p>QNDE concurrent technical sessions, Chafee Hall 273 and 277 and CBLS 010 and 100</p>	1:30 pm Monday until 12:10 pm Friday
Tuesday, July 28	<p>QNDE office & registration, Chafee Hall</p>	8:00 am-5:00 pm
	<p>Poster session, Memorial Union Ballroom</p>	1:30-3:30 pm
	<p>Conference dinner, Village Inn Grand Ballroom</p> <p><i>In Narragansett, RI (5 miles from campus-transportation will be provided)</i></p> <p><i>Complimentary dinner for attendees, dinner fee for guests.</i></p>	Social reception, 6:15 pm Plated three course meal, 7:00 pm
Wednesday, July 29	<p>QNDE office & registration, Chafee Hall</p>	8:00 am-5:00 pm
	<p><i>Historic Newport Tour: narrated city tour including Ocean Drive, tour of The Breakers (Vanderbilt mansion), shopping and lunch on Bannister Wharf, optional harbor cruise (at extra charge).</i></p> <p><i>Board motor coach at 8:45 am.</i></p>	9:00 am-4:00 pm
	<p>Evening technical session, CBLS 100</p>	8:00 pm
Thursday, July 30	<p>QNDE office & registration, Chafee Hall</p>	8:00 am-5:00 pm
	<p>Poster session, Memorial Union Ballroom</p>	1:30-3:30 pm
	<p>QNDE 5K Fun Run, URI Campus</p>	6:30 pm
Friday, July 31	<p>QNDE office & registration, Chafee Hall</p>	8:00 am-12:00 pm

CAMPUS LODGING

Eddy Hall (59 on Campus map, C-3)

18 Quarry Road, University of Rhode Island, Kingston, RI 02881

Reservation deadline: Monday, July 6 (Make reservation on QNDE Conference registration form)

Accommodations in Eddy Hall/meals served in Hope commons:

single rate	\$78 per person per night including breakfast-lunch meal plan (Monday-Friday)
double rate	\$59 per person per night including breakfast-lunch meal plan (Monday-Friday)

-*Opened in 2007*, -air-conditioned, -suites with ten single rooms and 2 bathrooms (sinks in/out), -complimentary wireless Internet, -large atrium main lounge, -alcohol consumption only allowed in suites if age 21 or older, -building access: 24/7 with entrance key which opens exterior door and suite door – *separate* key for bedroom, -complimentary parking lot for Eddy Hall residents (connected by a walkway): Keaney (just below building 134 on campus map).

Additional amenities: in-room telephones for local and “800” calls including calling cards, bed/s, desk & chair, standard linen (blanket, pillow & case, sheets), towels & washcloth, hand soap & drinking glass.

Check-in Procedure:

July 26 check-in from 1-6 pm will be at the QNDE conference registration site in Chafee Hall.

All other times, housing check-in will be at Browning Hall (17, C-3), a building that is next to Eddy. There will be instructions posted on the front door of Eddy Hall.

COMMUTER LUNCHES in Hope Commons: Monday - Thursday

Cafeteria-style meals will be served in Hope Commons, a five minute walk from the meeting site. Commuters can buy individual lunches or a four-day lunch package. Commuter lunch tickets must be pre-purchased; tickets will **not** be sold at the meeting site.

CONFERENCE DINNER – Tuesday, July 28

Village Inn Grand Ballroom, Narragansett – plan to walk along the beach before or after dinner. **Dinner will be a plated three course meal. The menu includes:**

Caprese Salad – summer tomatoes & fresh mozzarella w/ fresh basil and balsamic syrup over baby greens

Duet Plated Entrée: Salmon w/ honey tangerine glaze & chicken piccata w/ lemon caper dill sauce

Accompaniments: wild rice, sautéed fresh green beans

Dessert: Warm seasonal fruit cobbler w/ fresh whipped cream or ice cream garnished w/ mint spring and powdered sugar

Adult Vegetarian Entrée: Pasta Buccatini – penne paste w/ grilled portobello mushrooms, leeks, and roasted red peppers topped w/ roasted garlic Silican marinara sauce sprinkled w/ shaved Parmesan cheese and fresh Italian parsley

5K FUN RUN – Thursday, July 30

Plan to run or walk through and around the URI campus Thursday evening. Register your interest in this event by selecting it on the QNDE Conference registration form.

GROUND TRANSPORTATION, DIRECTIONS, AND MAPS

T. F. Green International Airport – PVD (near Providence, RI)
2000 Post Road, Warwick, RI (approximately 25 miles from URI)

Logan International Airport – BOS (East Boston, MA)
122 Harborside Drive, East Boston, MA (approximately 85 miles from URI)

Considering URI's location and the distance between the campus and area hotels and restaurants, it is recommended that you rent a car for the time you are in Rhode Island.

BY CAR FROM AIRPORTS to URI:

From PVD: Take Post Road/US 1 toward Fresno Road. Take ramp toward I-95 South. Merge on Airport Connector Road West. Merge on I-95 South (toward NEW YORK) (Travel about five miles). Keep left to Exit 9 (Route 4 South) toward North Kingstown, RHODE ISLAND and follow Route 4 about 10 miles to Route 1 South/Tower Hill Road. From Route 1/Tower Hill Road, turn right on Route 138 West/Mooresville Road. (Travel about four miles). Go right at Upper College Drive.

From BOS: Take Harborside Drive toward Hotel Drive. Merge on I-90 W/Mass Pike/Massachusetts Turnpike/Ted Williams Tunnel toward I-93/I-90 West/Williams Tunnel. Take Exit 24 toward I-93. Merge on I-93 South/US 1 via the exit on the left. (Travel about 16 miles). Merge on I-95 South via Exit 1 toward Providence RI. (Travel about 21 miles). Merge on I-295 South via Exit 4 toward Woonsocket RI/Warwick RI (Travel about 28 miles). I-295 South will become I-95 South. Follow I-95 South (towards NEW YORK) to Exit 9 (Route 4 South) in RHODE ISLAND. Keep left to Exit 9 (Route 4 South) toward North Kingstown, RHODE ISLAND and follow Route 4 about 10 miles to Route 1 South/Tower Hill Road. From Route 1/Tower Hill Road, turn right on Route 138 West/Mooresville Road. (Travel about four miles). Go right at Upper College Drive.

The campus **Information Center** is located on your right after the first intersection on Upper College Road. Campus maps will be available at the Information Center.

The Center - (401) 874-2133 - is open Monday - Friday from 8:00 am to 4:00 pm and Saturday from 10 a.m. to 2 p.m.

CAMPUS PARKING

Parking permits for COMMUTERS are available on the QNDE website under FIND IT FAST. Please print a copy prior to your arrival in Rhode Island to avoid a possible parking ticket. Copies will also be available at the conference location. Commuters are asked to park in the Fine Arts South Parking Lot.

Eddy Hall residents should park in the Keaney Lot (just below building 134 on campus map). Parking permits will be provided at check-in.

PUBLIC TRANSPORTATION:

From PVD, Amtrak train service, bus service, and ride-sharing using an airport shuttle service will provide economical fares.

From BOS, the best public transportation option is a cab from the airport to South Station (downtown Boston) to board an Amtrak directly to Kingston. The Amtrak station is less than two miles from the URI campus; however, you will still need to call a cab to transfer you to the meeting site or to your residence hall.

Cab fares to take you the entire distance from the airport to campus would be prohibitively expensive.

BY TRAIN:

Amtrak 1-800-872-7245 (Automated Agent)

The Kingston, R.I. station is adjacent to URI; however, a cab to the campus will still be needed.

BY SHUTTLE:

Car 1 Transportation, (401) 270-9997, info@car1transportation.com

Little Rest Livery, (401) 294.1414, littlerestlivery@hotmail.com

A Airline Express, (401) 295-1100, limodriver@cox.net

BY BUS (in Rhode Island):

[R.I. Public Transit Authority \(RIPTA\)](http://R.I. Public Transit Authority (RIPTA)), www.ripta.com

401-781-9400 (during daytime hours, Monday-Saturday)

Bus service to/from URI-Kingston and T.F. Green Airport (Providence) and to/from downtown Providence is available. On-campus bus service and bus service to additional towns in Rhode Island is also available. Please note that travel times may be restrictive.

To plan bus transportation at www.ripta.com, select Trip Planner under Schedules & Fares. After completing departure and arrival locations (A and B), select Show Options which will allow you to select a specific day and time for travel.

BY TAXI (in Kingston and surrounding areas):

Note: It is best to reserve a taxi one day prior.

Eagle Taxi, (401) 783-0007
Wright's Taxi, (401) 789-0400

HOTEL ROOM BLOCKS & DRIVING DIRECTIONS TO LOCAL HOTELS

Hampton Inn South Kingstown

20 South County Commons Way, South Kingstown, Rhode Island 02879
\$119 Sunday-Thursday / \$189 Friday-Saturday (plus 13% sales/occupancy tax)
Check-in: 3:00 pm, Checkout: noon

Reservations, Group Code-QND:

Online: www.southkingstown.hamptoninn.com, Direct: (401) 788.3500
To earn points, join hotel's frequent guest program at: www.hiltonhonors.com.

The Hampton Inn is approximately 6 miles from URI, 12 miles from Historic Newport, and 6 miles from the Block Island Ferry.

A block of rooms has been arranged at the **Hampton Inn**. Reservations can be cancelled without penalty up to 24 hours prior to arrival.

Amenities:

Complimentary: parking, hot breakfast (6-10am, five day hot food item rotation), wireless high-speed Internet, indoor pool/fitness center/whirlpool.
Room service – available from neighboring restaurant, Applebee's, during the hours the restaurant is open.

The Lighthouse Inn, Galilee

This is the overflow hotel for the Holiday Inn, South Kingstown. Rooms are available at the QNDE rate of \$115 for 7/24 to 8/1). Galilee is close to Narragansett). For reservations at the Lighthouse Inn, call 877-789-9341.

Holiday Inn South Kingstown

3009 Tower Hill Road, South Kingstown, RI 02874
\$115 single/double (\$125/\$135, triple/quad) (plus 13% sales/occupancy tax)
Check-in: 3:00 pm, Checkout: 11 am

Reservations, Group Code QND:

On-line: www.holidayinn.com/skingstownri
Direct: (401) 789-1051 or Toll Free (877) 805-9008

To earn points, join hotel's frequent guest program at: www.priorityclub.com.

The Holiday Inn is approximately 4 miles from URI, 11 miles from Historic Newport, and 8 miles from the Block Island Ferry.

A block of rooms has been arranged at the **Holiday Inn**. Reservations can be cancelled without penalty up to 24 hours prior to arrival.

Amenities:

Complimentary: parking, wireless high-speed Internet, fitness center, outdoor pool, volleyball court; In-house restaurant & lounge (Liliana's) - room service available during hours restaurant is open.

Driving directions from URI-Kingston to the Holiday Inn and Hampton Inn:

From the URI campus, follow Upper College Road South a short distance to Mooresfield Road/Route 138 East; turn left on 138 East. Follow for about four miles. The **Holiday Inn** is at the intersection of Mooresfield/138 and Tower Hill Road/Route 1. The Holiday Inn is on the left side as you approach Route 1.

Turn right on Route 1 and follow it for 2.5 miles to arrive at the **Hampton Inn**. Exit right on South County Commons Way. (An Applebee's restaurant will be on your right.) Take the first left turn; the Hampton Inn will be straight ahead.

Inns / Bed & Breakfast Accommodations

Information available at: www.virtualcities.com/ons/ri/risouthregion.htm
Eden Manor, The King's Rose, and Sugar Loaf Hill B & B are close to URI.

For additional referrals: (800) 853-7479, www.bandbsocoastri.com

Courtesy room blocks available until early March at the properties listed above and at The Stagecoach House Inn and the Wickford Junction Inn. Please note that cancellation penalties and no refunds for early departure policies are often in effect at this type of lodging property.

The Hotel Providence

(If you are interested in spending some time in Rhode Island's capital city – Providence - 30 miles/42 minutes drive to URI)

311 Westminister Street, Providence, RI 02903

~~\$169~~ Rate reduced to \$120 single/double (plus 13% sales/occupancy tax) (**rate available three days pre and post QNDE if the hotel has availability**)

Check-in: 4:00 pm, Checkout: noon

Cancellations must be made 48 hours in advance.

Reservations: Group Code – QNDE: call hotel directly at (800) 861-8990.

Amenities:

Discounted parking (\$16 for overnight), complimentary high speed Internet & fitness club (24/7), weekdays 4-7:00 pm “Wind Down Hours” with discounts on food & beverage, close to many restaurants and cultural attractions in downtown Providence

LOCAL INFORMATION

Average daytime temperature: 64°F and 83°F (17°C to 26°C)

LINKS

www.southcountyri.com (South County, RI)
www.visitrhodeisland.com (Rhode Island)
www.goprovidence.com (Providence, RI)
www.gonewport.com/ (Newport, RI)
www.blockislandinfo.com (Block Island, RI)
www.mysticseaport.org (Mystic Seaport, CT)
www.kayak.com (airfares)

GUEST EVENT**Newport Tour – Wednesday, July 29 – URI departure at 9:00am**

Wednesday’s tour will highlight Newport, Rhode Island – a historic town dating back to Colonial days when it was a commercial, cultural and political center. Newport’s Eastern and Southern boundaries encompass the picturesque Ocean Drive and the famous Cliff Walk, a walking path bordering the Atlantic Ocean and a collection of mansions built in the late 19th century, an era known as America’s Gilded Age. For many years, these homes were used as summer retreats; they are now owned and managed by the Preservation Society of Newport County. A guided tour of the Vanderbilt mansion The Breakers – the most famous, the largest (70 rooms), and the most ornate and expensive mansion in Newport – will complete your morning. Opportunities for lunch and shopping along Newport’s harbor will fill the afternoon hours.

A Newport harbor cruise is available for an additional fee (\$25); the boat departs at 12:30 pm and returns at 2:00 pm.

Transportation back to URI will be scheduled for 3:00 pm.

To guarantee your space on the tour, reservations should be reserved by July 6. Information for arranging a Newport harbor cruise will be available at the conference site.

REGISTRATION FORM

SUBMIT registration online at:

www.cnde.iastate.edu/QNDE/2009/Conference2009.html.

FAX, SCAN/EMAIL, or MAIL registration form found at

www.cnde.iastate.edu/QNDE/2009/Conference2009.html to: 515-294-7771, skallsen@cnde.iastate.edu, or QNDE Programs, 111 Applied Sciences Complex II, 1915 Scholl Road, Ames, IA 50011-3042.

INTERNET on the URI campus

Internet connections on the URI campus will be available for all attendees; a guest user account will be assigned to you at the meeting site. (Both Ethernet and wireless connections will be available in Eddy Hall; please provide your own cables if you plan to use an Ethernet connection.) Please indicate your interest in having a guest user account on the QNDE registration form.

STUDENT POSTER COMPETITION

Pushpins will be provided at the poster presentation site: Memorial Union Ballroom. Poster boards are 4 ft. by 8 ft. (horizontal display).

A team of distinguished people in the field of NDE/NDT will judge on:

- technical content and thoroughness of work
- quality of the poster materials and overall presentation
- student's mastery of the poster subject and her/his ability to defend it during judging.

Guidelines

1. Selected student posters (see preliminary program) should be displayed between 3:00-6:00 pm on Monday, July 27.
2. Do **not** include your name, affiliation, or any logos that would identify either the author or your institution for Monday's judging.
3. Initial judging will be in a closed session on Monday evening.
4. For the scheduled poster session on Tuesday, please **add** an opening page for your poster that details your name, affiliation, and any logos. You will need to stand by your poster during this phase and present the poster's contents to the audience. The audience will contain competition judges (unknown to you) who will complete their evaluations at this time.
5. Winners will be announced at the Tuesday evening conference dinner.
6. Include: Title and author/s (top of page), brief introduction, experimental detail, results, and conclusion
7. Posters should be readable at a maximum distance of 12 feet.
8. Use sans serif font in a legible point size (minimum of 72 for title, 36 for authors, 18 for text).
9. Text should be double-spaced.

10. *Limit* text and graphics per page for enhanced readability

UNIVERSITY OF RHODE ISLAND KINGSTON CAMPUS

All conference educational functions will be held on the URI-Kingston Campus. Meeting rooms will be in close proximity; all rooms are air-conditioned, and all have built-in audio-visual equipment.

University of Rhode Island campus map:

www.uri.edu/home/visitors/Map/KingstonCampus.pdf

Meeting site information

Event(s)	Building name	Building number on campus map
QNDE office & registration and concurrent technical sessions	Chafee	22
Plenary session and Wednesday evening session	Center for Biotechnology and Life Sciences (CBLS)	145
Sunday Welcome reception, Monday poster judges/chairperson reception	U-Club	39
Poster session	Memorial Union	64
Campus dining facility	Hope Commons	50
Campus housing	Eddy Hall	59
Parking lot for campus housing	Keaney lot	South of building 134
Parking lot(s) for commuters	Fine Arts South	East of building 41

VERBAL and POSTER PRESENTATION GUIDELINES

Microsoft Office 2007 **The computers in the meeting rooms will be using Microsoft Office 2007.**

Cancellation Policy If an author is unable to present an accepted paper, it is expected a co-author or colleague will make the presentation for the author to avoid cancellation. Cancellation of papers provides a scheduling hardship that jeopardizes the credibility of QNDE.

Publishing Policy Presented papers and posters are published by the American Institute of Physics in a professional two-volume, hard-bound publication with CD that is referenced worldwide. A Transfer of Copyright Agreement, Offprint/Reprint Order Form, and the Author's Instructions are on the QNDE website.

For timely publication and distribution, authors should adhere to all instructions. Manuscripts are due September 1, 2009; late manuscripts may not be published.

Verbal Presentations

Meeting rooms will be equipped with: microphone/s, lectern, screen, LCD projector, computer (PC).

PowerPoint™ Presentations

Unless an author has been notified differently, talks should be prepared for a 17-minute presentation time and a 3-minute discussion period.

√ Presentations should be **on a CD-ROM or memory stick / flash drive.**

(IF you create a CD, be sure to close or finalize your session. IF this step is omitted, the conference computers will be unable to read your file.)

√ Personal laptops are discouraged due to “set-up” time requirement.

√ **Presenters will be responsible for loading their OWN presentations on the computers in each meeting room** no later than 20 minutes prior to the start of their scheduled morning or afternoon session. Presentations will be deleted at the end of each half-day session.

Back-up file/s

Please bring a **backup copy** of your file/s in a separate piece of luggage.

**Speaker Ready Station
(Inside QNDE Office)**

Computers in this Station will NOT be networked to computers in meeting rooms.

√ reviewing and editing presentations

√ rehearsing (It is mandatory for presenters to rehearse their PowerPoint™ file IF movies or videos have been inserted.)

√ checking e-mail

A/V Technical Support

√ Available upon request; technicians will NOT be assigned to meeting rooms.

Naming PowerPoint™ Files

√ Day of week: *M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday*

√ Time of day: (0900a for 9:00am and 0430p for 4:30pm)

√ First initial of first name and then last name. (Leave a space after the time and a period after your first initial.)

Examples:

-If you are presenting Thursday at 9:00am and your name is John Jones, name your PowerPoint™ presentation as follows: **R0900a J.Jones.ppt**

- If you are presenting Tuesday at 4:30 pm and your name is John Jones: **T0430p J.Jones.ppt**

If possible, rename other files that go with your PowerPoint™ presentation (such as videos) the same way but with the correct file extension. Then re-link the object back into the presentation.

Video and Images

Pack and Go / Package for CD / Packages (Windows and Macintosh Office for OS X only) are recommended if you are embedding video or sound files. It will create a single compressed

file. Select **File / Pack and Go**; you may have to load this feature.

Create **Video or movies** with standard compression codecs (video format) that are in use by Windows. Save files as AVIs or MPGs only using codecs: Cinepak, Intel Indeo Video R3.2, Indeo 5.10, Intel RAW, or Mpeg4.

Insert **Images or pictures** with a dpi setting no higher than 75; JPG images are preferred. Limit the number of images in your 17 minutes presentation time. Use common image formats that are cross-platform such as: **JPG, PNG, GIF, TIF, and BMP.**

Recommended **Fonts for PC's**: Times New Roman, Arial and Tahoma. Use common cross-platform **Fonts for Macintosh**: Times New Roman, Arial, and Courier.

Instructions for imbedding *other* fonts in your PowerPoint™ presentation:

Office XP: 1. Click **File**, and then **Save As**. 2. From the Tools drop down menu, select **Save Options**. 3. At the bottom of the menu you will see an Embed TrueType Fonts check box. **Check** the box.

Office 2000: 1. Click **File**, and then **Save As**. 2. From the Tools drop down menu, select Embed TrueType Fonts.

Apple Computers: If you are using PowerPoint™ 2001, install Microsoft Office 2001 Service Release 1 *before* creating your presentation. You can find this at <http://www.microsoft.com/mac/download/office2001/sr1.asp>.

Movies: PowerPoint™ supports QuickTime movies up to version 2.5. It is best to create movies as AVI files; for compression, use Cinepak instead of Sorenson. Movies can be converted to mpeg format in QuickTime Pro. (QuickTime is not native to Windows computers.) Please test your movies and presentation on a Windows machine before finalizing your show.

Suggestions for simple entry Animations: fly in/out, appear, and dissolve.

Poster Presentations

- √ Pushpins will be provided at the poster presentation site (*Memorial Union Ballroom*)
- √ Poster boards are 4 ft. by 8 ft. (horizontal display).
- √ Include: Title and author/s (top of page), brief introduction, experimental detail, results, and conclusion
- √ Posters should be readable at a maximum distance of 12 feet.
- √ Use sans serif font in a legible point size (minimum of 72 for title, 36 for authors, 18 for text).
- √ Text should be double-spaced.
- √ *Limit* text and graphics per page for enhanced readability

**Viewgraphs/Slides
Readability**

- √ Minimum letter height: 3/16" (18 point) or 1/15 of horizontal slide dimension.
- √ Headings: 1/4" (24 point) or larger.

TRAVEL SECURITY MEASURES

Visitors to the United States are strongly encouraged to visit the following web sites for current travel information:

www.CBP.gov/esta **NEW** requirement for Visa Waiver Program countries

Requires biographical information to be submitted electronically at least 72 hours **prior** to your flight departure.

www.dhs.gov/us-visit

www.travel.state.gov

www.dhs.gov/xtrvlsec/programs/content_multi_image_0021.shtm

VISA AND PASSPORT GUIDELINES FOR TRAVEL TO THE UNITED STATES

The **2009 QNDE Conference – Kingston, Rhode Island** is registered with the National Academies' International Visitors' Office and the U.S. State Department to assist conference attendees with both the visa application process and the passport updating process.

To be sure your travel documents are in compliance; please visit your own government-sponsored web site which will provide updated passport information with specific regard for traveling to the U.S.

Current passport and visa requirements, even for visitors from visa waiver program countries, may take many months to process. It is important to note the expiration date of your current passport, as a renewal may require additional passport features that may take extra time to process. On or after October 26, 2006, any passport issued by a Visa Waiver Program (VWP) country must be an **e-passport** in order for VWP travelers to be eligible to enter the United States without a visa.

A **NEW** (as of January 16, 2009) requirement called the Electronic System for Travel Authorization (ESTA) is in effect. It requires travelers from Visa Waiver Program (VWP) countries to submit biographical information electronically before boarding a U.S.-bound airplane or ship. The information must be submitted electronically at least 72 hours in advance of travel. QNDE recommends that you complete an ESTA application **as soon as possible**. ESTA authorization will be valid for two years. For more information about ESTA, visit www.CBP.gov/esta.

Conference attendees **requiring a visa** must make an interview appointment with the nearest U.S. embassy or consulate in her/his own country. The in-person interview may sometimes require travel to another city. The process may take a long while and will require paying a fee and undergoing a background check. Please research the documents that are required to support your application.

Applying for a Visa www.unitedstatesvisas.gov

US-VISIT COMPLIANCE

The US-VISIT program includes visitors traveling under the Visa Waiver Program (VWP). The US-VISIT requirements do **not** replace visa requirements for entering the U.S. Please begin the US-VISIT process at the consular office where visas are issued.

www.dhs.gov/xtrvlsec/programs/content_multi_image_0006.shtm,

www.globalsecurity.org/security/systems/usvisit.htm

WORLD FEDERATION OF NDE CENTERS

The World Federation of NDE Centers is pleased to announce a two day comprehensive **Short Course on QNDE for Life Extension in Power Plants: Saturday-Sunday, July 25-26**. The short course precedes the 2009 QNDE Conference. Short course details can be found at www.wfndec.org/.