

# HYPERVELOCITY IMPACT SOCIETY

## **Guidelines for Society Officers and Committee Chairs**

June 2002

## *Preface*

*The Hypervelocity Society is devoted to the advancement of the science and technology of hypervelocity impact and related technical areas required to facilitate and understand hypervelocity impact phenomena. Topics of interest include experimental methods, theoretical techniques, analytical studies, phenomenological studies, dynamic material response as related to material properties (e.g., equation of state), penetration mechanics, dynamic failure of materials, planetary physics and other related phenomena.*

*The objectives of the Society are to foster the development and exchange of technical information in the discipline of impact phenomena by promoting technical excellence, encouraging peer review publications, and holding meetings on a regular basis.*

*These objectives are accomplished through a governing Board of Directors, the officers of the Society and several standing committees. Hypervelocity Impact Symposia are held on a regular basis to provide the opportunities for members of the Society to exchange technical information of interest. All officers of the Society serve as volunteers and are not compensated for time or expenses.*

*The Constitution and Bylaws of the Hypervelocity Impact Society define the roles and responsibilities of the Society Officers and the different standing committees. The purpose of this document is to supplement the Bylaws by providing reminders and hints in carrying out the responsibilities of the various Society, Committee, and Symposium functions. These notes are based on the experiences of past officers and Chairs and are meant to be a “living document”.*

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# **HYPERVELOCITY IMPACT SOCIETY**

## **BOARD OF DIRECTORS**

*The Board of Directors is the governing body of the Hypervelocity Impact Society. Membership consists of the President, Past-President, Secretary-Treasurer and elected members at large.*

The Board of Directors is elected by the general membership of the Hypervelocity Impact Society and shall be the governing body of the Society. The board will be composed of the President, Past President, Chairs of the last symposium, Secretary-Treasurer and elected members at large. Members of the Board of Directors must be members of the Society.

The powers and responsibilities of the Board of Directors shall include:

- To maintain and administer the property and funds of the Society.
- To appoint the Chair and other members of the Nominations Committee, the Membership Committee and the Symposium Committee.
- To appoint and supervise other committees to aid the Society in the discharge of its responsibilities, and to terminate such committees, as appropriate.
- To determine the privileges of, and the dues and fees to be paid by, individual and corporate members of the Society.
- To select the administrative officers of the Society.
- To adopt an annual budget for the Society and to arrange for an annual review of its accounts.
- To conduct the publication program of the Society.
- To determine the time and place for meetings of, or meetings sponsored by, the Society, and to have general responsibility for the program and arrangements for those meetings.

The terms of office for the Board of Directors are three terms. A term is the period between general elections, which is generally the period between Hypervelocity Impact Society Symposia. At no case shall the period between general elections exceed four years. The date of the general election shall be set by majority vote of the Board of Directors.

New directors and officers of the Society will assume office at the adjournment of the last day of the Symposium held in conjunction with the general election, or on the date of the general election if there is no conjunctive symposium. For a period of six months following a general election, immediate past members of the Board of Directors shall serve as ex officio advisors, without vote, to the Board of Directors.

Upon resignation of any Director, the President shall nominate one or more candidates as successor and a successor will be elected by majority vote of the Board of Directors and shall serve until the next general election.

As governing body for the Society, the Board of Directors will appoint standing committees consisting of a Nominations Committee, a Membership Committee and a Symposium

Committee. There is no fixed number of members on the committees; typically, committee members will serve for one term.

The Board of Directors may establish other committees to assist in the governing of the Society, or carrying out the objectives of the Society. The Board will appoint the Chair and members of each committee. These committees will have a finite lifetime, as designated by the Board. Upon formation of a committee, the Board will specify the objectives of the committee, as well as the date whereby the committee's responsibilities are fulfilled.

The Board of Directors has the power to establish the dues of individual and corporate members of the Society. The Board will also establish the frequency and amount of the dues. The Board will also establish the date that dues must be paid. The Board will approve an annual operating budget and other expenses as the need arises to achieve the objectives of the Society.

Meetings of the Board of Directors will be held at such times and places as determined by the President to be necessary for the discharge of Society duties. Meetings will be held at least once a year. More than two-thirds of the members of the Board of Directors shall constitute a quorum at these meetings. Robert's Rules of Order will govern the meetings of the Board of Directors.

The Board of Directors may authorize publications of the Society. The manner in which these special publications are issued shall be determined at the time of their authorization. The Board will also determine distribution of the publications of the Society.

# HYPERVELOCITY IMPACT SOCIETY

## PRESIDENT

*The President of the Society is the executive officer and has responsibility for implementing the policies and directives of the Board of Directors. He presides for one term, which is the time between Symposia.*

As executive officer for the Society, the President assumes responsibility for implementing the policies and directives of the Board of Directors. He will preside over Board of Director meetings and over other business meetings of the Society as required.

The President will recommend to the Board of Directors candidates for Chair of the Hypervelocity Impact Symposium. Upon resignation of a member of the Board of Directors, the President shall nominate one or more candidates as successor to the Board of Directors.

The term of office for the President will be the time between general elections. These generally coincide with hypervelocity Impact Symposium, which are typically held every two to three years, and no later than every four years. Following one term, the President becomes Past President. The Past President will, in the event of absence or disability of the President, carry out the duties of the President.

The President has the responsibility for organizing all meetings of the Board and other business meetings. A typical meeting schedule is as follows:

- A meeting of the Board of Directors is held during the Hypervelocity Impact Symposium, as well as a business meeting. The President should organize the agenda for these two meetings.
- If Symposia are held every two years, an organizational meeting is usually held in the winter following the Symposia. The purpose of this meeting is to start the planning process in conjunction with the Symposium Committee for the next Symposium. A Board of Directors meeting is also held during this meeting to identify members of the Standing and other committees as necessary to carry out the various duties of the Society and Symposium.
- A combined Board of Directors and Conference Committee meeting is the usually held in the summer – to finalize details of the Symposium, including selection of Session Chairs and preparation of the Call for Abstracts.
- An abstract review and selection meeting is typically held in the January prior to the Symposium and also in conjunction with a Board of Directors meeting.

- A 2-3 day meeting is then scheduled in the June or July period preceding the Symposium to review papers for presentation at the Symposium.

Other actions the President should take during his term include:

- The President should actively participate in submitting to the Society Newsletter information of general interest to the membership.
- The president should prepare a letter to the Society membership at least once each year, giving his vision for the Society and keeping the membership informed of developments in the Society.
- The President should write letters to the Committee Chairs and members thanking them for agreeing to serve on Society committees.
- After the Session Chairs are selected, the President should send invitation letters to them.
- The President should write invitation letters to keynote and plenary speakers.
- The President should write thank you letters to the Symposium Committee following the Symposium.
- The President should ensure that key activities, such as the selection of Distinguished Scientist and nomination of new officers, are properly and timely carried out.
- The current President and the Secretary-Treasurer are solely authorized to make financial commitments for the Society. The President should ensure, with the Secretary-Treasurer, that bank accounts for the Society are properly maintained.

# **HYPERVELOCITY IMPACT SOCIETY**

## **SECRETARY/TREASURER**

*The Secretary-Treasurer is responsible for the general administration and correspondence of the Society, as directed by the President. The time of office is the time between general elections.*

The Secretary-Treasurer is responsible for the general administration of the Society, including preparation of correspondence as directed by the President. The Secretary-Treasurer should prepare the template for Society transactions that contain the Society logo and should use this format in Society transactions. This template should contain the names of the current Board of Directors.

He or she is responsible for receiving and disbursing all funds relative to business of the Society and for maintaining a financial account of all Society transactions. The current President of the Society and the Secretary-Treasurer are solely authorized to make financial commitments for the Society. The Secretary-Treasurer should ensure that responsibilities for signature authority are transferred from the outgoing officers to the current officers and that the bank account is properly established. Usually, the bank account is established in the home location of the Secretary-Treasurer.

The Secretary-Treasurer is also responsible for taking and maintaining the minutes of business meetings and for meetings for the Board of Directors. Minutes of the Board of Director meetings should be made available to the Board in a timely manner after each meeting. Minutes of business meetings should be sent to the general membership. This can be done in a letter from the President to the membership or through publication in the Society Newsletter.

The Secretary-Treasurer should maintain a current list of Society Officers and Committees and distribute this information at least once per year to the Board of Directors. This information should contain names, addresses, phone numbers, fax numbers and email addresses. He or she should make this information available to the Publisher of the Society Newsletter for periodic publication.



## HYPERVERLOCITY IMPACT SYMPOSIA

*The Hypervelocity Impact Symposia (HVIS) are held every two to three years for the interchange of technical information and ideas in order to foster an understanding of hypervelocity impact phenomena.*

The organizing committee for the Hypervelocity Impact Symposia (HVIS) consists of the Board of Directors and a Symposium Committee appointed by the President, in concurrence with the Board. The Symposium Committee usually consists of a Chair (or Co-Chairs), Technical Program Chair, Symposium Coordinators, a Treasurer and Commercial Exhibits Chair (or Co-Chairs). The responsibilities of each are described below:

**Symposium Chair** – has overall responsibility for coordinating all activities of the Symposium, including setting the budget, setting the registration fees, organizing local activities, implementing recommendations of the Technical Chair and Board of Directors, organizing meetings, working with Publications Chair to organize papers for publication, and other Symposium responsibilities, as required. He will direct the Treasurer to pay approved financial commitments for the Symposium. He will also ensure that Awards and other recognition presented by the Society at Symposium functions are taken care of. He will also work with the Society Board of Directors to solicit external support for the Symposium in order to minimize registration costs to the membership.

**Technical Program Chair** – has responsibility for developing the technical program for the Symposium. He will develop a list of Technical Session Chairs, in consultation with the Board of Directors, and identify featured topics and plenary presentations at the Symposium. He should ensure technical breadth and depth in the selection of Technical Session Chairs, as well as ensuring an organizational balance throughout the community, both nationally and internationally.

**Symposium Coordinator** – has responsibility for all local arrangements, including coordinating the Symposium location and services, audio visual support, refreshments, registration responsibilities, maintenance of databases, publication of announcements and programs and other arrangements as directed by the Symposium Chair.

**Symposium Treasurer** – has responsibility for tracking all expenses and income for the Symposium and issuing a final report that is auditable if required. A Symposium bank account should be maintained separately from the Society bank account in order to clearly identify costs associated with the Symposium. The Treasurer should issue checks on behalf of the Symposium only as directed by the Symposium Chair.

**Commercial Exhibits Chair** – the Commercial Exhibits Chair (or Co-Chairs) will be responsible for organizing the commercial exhibits at the Symposium. He will be responsible for developing a list of potential exhibitors, organizing the Symposium space, setting exhibit expense in concurrence with the Symposium Chair and Board of Directors, providing all necessary supplies for the exhibitors and collecting fees for the

exhibits. A more detailed description of responsibilities and schedules is presented in the attachments to these Guidelines.

The overall goal of the Symposium Committee should be to maintain reasonable registration fees and to provide a meeting of high technical excellence and social qualities. Timely technical issues, such as the featured discussion on the impact of the Shoemaker-Levy 9 comet on Jupiter during the 1994 HVIS are encouraged.

The Symposium Committee should actively solicit participation, both nationally and internationally, in all segments of the community.

The recommended schedule for major events is summarized below:

*Symposium minus two years*

Tentatively identify a Symposium location and start negotiations with hotels to obtain block room rates.

*Symposium minus twenty one months*

A Board meeting should be held to review overall plans. The Call for Abstracts should be discussed. Potential social events should also be discussed because they set the tone for the number of technical sessions that can be accommodated based on the layout of the Symposium Center.

A newsletter article should also be sent to the membership.

*Symposium minus eighteen months*

The Symposium Committee and Board should meet and select Technical Chairs.

A first Call for Abstracts should be issued with a due date of about twelve months before the Symposium (an example call is attached). The purpose of the first mailing is to provide information of HVIS, location, dates, including a tentative abstract deadline.

Abstracts are typically extended and sufficient to determine if the submitted paper will meet the requirements for presentation at the Symposium and subsequent publication in an archival journal.

The Symposium location and schedule should also be announced in the HVIS Newsletter.

*Symposium minus nine months*

The Symposium Committee, Board of Directors and Technical Chairs should meet (typically two days) and review extended abstracts submitted for presentation at the

symposium. Both classified, if appropriate, and unclassified abstracts should be reviewed.

Abstracts are organized by topics and reviewed by the Technical Committee. Based on their recommendation, they are either accepted, combined with other abstracts, or rejected. Authors are notified of the outcome of the Abstract review within one month after the review.

The organizing committee should also decide on the due date for draft manuscripts of papers, submitted for peer review by the committee. Typically the manuscript review is held about six months before the Symposium. Authors should be notified directly of due dates; additionally, these dates should be announced in the Newsletter.

#### *Symposium minus six months*

Symposium Committee, Board of Directors and Technical Chairs should meet (typically two to three days) to review manuscripts submitted for presentation.

Manuscripts are reviewed and organized by topic by the Technical Committee. Recommendations by the Committee are (a) accept as is; (b) accept with minor revisions; (c) tentative acceptance based on major revisions and resubmittal of a revised draft manuscript; and (d) outright rejection. (These recommendations are made based on the quality and originality of the work, completeness, etc.) Authors are notified of their outcome within one month after the review.

At this meeting, Oral and Poster Sessions are also organized. Based on the recommendations made by the Technical Review Committee, the technical program is finalized and organized into poster or oral sessions by the end of the manuscript review meeting. Papers not presented at the Symposium will not be published in the proceedings except for special cases involving extenuating circumstances.

A final announcement for the meeting should be issued. A Newsletter article should also be issued.

#### *Symposium minus two months*

Reminders on hotel information should be sent to people who indicated interest in the Symposium. Information about the Technical Program, hotel registration, meeting registration, cost, social events, and Companion Program should be included.

The Symposium Committee will also prepare a Technical Program and have it printed for distribution during registration.

The Symposium Coordinator will ensure the preparation of registration packages (including nametags, portfolios, program outline, abstract booklet), catering arrangements for social functions and an appreciation dinner for the Organizing Committee members.

## BUDGET PROJECTIONS

The Symposium Chair should prepare an estimate of Symposium expenses, including minimum and maximum expenses, and use it to set the registration fee, in consultation with the Board of Directors. A typical budget includes such items as proceedings, social functions, printing for fliers and the Technical Program, portfolios and registration packages. In addition, it includes subsidies for invited speakers, students, and the Companion program.

### Society/Host Organization Responsibilities

As further guidance, the following specific items are noted as being the responsibility of either the Society or the Host Organization.

#### *Society Responsibilities*

- Awards (monetary and plaques)
- Abstract Review Dinner
- Paper Review Dinner

#### *Host Organization Responsibilities*

- Set registration fee in order to “break even”; Note: students are to be charged a half-price registration fee but are to receive full participation benefits (other fees collected must cover remaining student expenses)
- Collect membership fees for all attendees and forward all membership fees to Society
- Symposium Appreciation Dinner

The Board of Directors for the 1992 general election recommended that the Symposia be held every two years in order to maintain a high level of interest in this technology. Past and project Symposia are indicated below:

1986 HVIS	San Antonio, Texas, Charles Anderson, Jr., Chair
1989 HVIS	San Antonio, Texas, Charles Anderson, Jr., Chair
1992 HVIS	Austin, Texas, Harry Fair/Tom Kiehne, Co-Chairs
1994 HVIS	Santa Fe, New Mexico, Lalit Chhabildas/Bill Hogan, Co-Chairs
1996 HVIS	Freiburg, Germany, Alois Stilp, Chair
1998 HVIS	University of Alabama, Huntsville, Alabama, William Schonberg, Chair
2000 HVIS	Galveston, Texas, Harry Fair/Eric Christiansen, Co-Chairs

# **HYPERVELOCITY IMPACT SOCIETY**

## **MEMBERSHIP COMMITTEE**

*A standing Membership Committee shall be established by the HVIS Board of Directors to promote membership in the Society and to maintain an current list of active members of the Society.*

The Membership Committee has the responsibility for promoting membership in the Society and to collect the annual dues of the Society. The Chair of the Nominating Committee is selected by the Society President. Members of the Committee are recommended to the Chair by the Board and are selected jointly by the Chair and the Board. The number members on the Committee is five (5). Usually, the Past Chair of the Committee serves on the Committee for continuity. In addition, the Secretary-Treasurer shall be a member of this Committee.

The Committee has responsibility for ensuring that membership dues are collected each year and for keeping the Secretary-Treasurer informed of the current membership of the Society. Dues for individual membership and for corporate membership are set by the Board of Directors. Typically, dues for periods between Symposia are collected as part of the registration fee for the Symposia. Dues other than those collected at symposia should also be collected by the Membership Chair and transferred to the Secretary-Treasurer.

The Membership Committee should actively promote membership in the Society through membership campaigns at institutions involved in hypervelocity research and through the Society newsletter.

# HYPERVELOCITY IMPACT SOCIETY

## NOMINATIONS COMMITTEE

*The President of Society will appoint a Nominations Committee Chair in concurrence with the Board of Directors. The Board of Directors shall appoint the members of the Committee. The Nominations Committee will develop a slate of candidates for the election to the Board of Directors for the Hypervelocity Impact Society.*

The Nominating Committee is responsible for nominating candidates for election to the Board of Directors of the Society. Diversity on the Board of Directors is encouraged with respect to such criteria as country of origin, organization or employment, gender, race or ethnicity, and area of specialization in the general area of hypervelocity impact (i.e., space shielding, high pressure equation of state measurements, launcher technology, etc.). It is desired that the Board of Directors reflect and represent the membership and interests of the Society to as great a degree as possible with a limited number of members.

The Chair of the Nominating Committee is selected by the Society President. Members of the Committee are recommended to the Chair by the Board and are selected jointly by the Chair and the Board. The number members on the Committee is five (5). Usually, the Past Chair of the Committee serves on the Committee for continuity.

Specific duties of the Nominating Committee are:

- Preparing a slate of candidates for election to the Board of Directors; nominees must be members of the Society
- Proposing this slate to the current board of Directors for approval
- Upon approval, contacting the proposed nominees and obtaining their agreement to stand for election to the Board of Directors
- Obtaining from each nominee a short biographical sketch for use on the official ballot
- Editing these short biographies for uniformity and length appropriate for inclusion in the ballot; included on the ballot should be a listing of continuing Board members and those leaving office
- Preparing, printing and mailing ballots to all members of the Society (address labels and envelopes are provided by the Society)
- Receiving executed ballots and tabulating the votes
- Informing the Board of Directors of the results of the election

Normally, there are two seats on the Board to be filled in each election (this number could be greater if there is a vacancy on the Board as a result of resignation or death, for example). It has been the practice to nominate six people for election to two seats on the Board. This allows for a broad choice of candidates to the membership. Also, nomination for election to the Board is an honor and this practice allows the Society to so honor six members each election.

Preparing a slate of candidates for election to the Board of Directors is the primary responsibility of the Committee. First, nominations are solicited from the membership at large through the Newsletter, a special letter, or both. Past experience is that these general requests for nominations from the membership result in few responses. Therefore, in addition to inviting nominations from the membership at large, the Committee itself must prepare a slate of nominees. This may be done in several ways.

One way that has been successful in the past is for the Chair to take the initiative and make a preliminary “strawman” list of possible candidates. This initial list is intentionally broad, usually 20-25 people, with the objective of being sure to consider as many members as practical. The Chair then requests the other Committee members to add to this list. After responses are received from the Committee members, a composite list of potential candidates is made, including all suggestions from the Committee members and nominations received from the membership at large. The Committee members are then asked to vote for a fraction, say half, of the total number of names on the list.

All names receiving votes from Committee members in this first round constitute the “revised” list and the process is then repeated once or twice until a list of ten or twelve is achieved. Then a vote of the Committee members is taken and those receiving votes are ranked in order of the number of votes received. The six members receiving the most votes from the Committee constitute a slate of nominees and are proposed to the Board of Directors for approval.

Assuming approval, these six candidates are contacted in order of the number of votes received from the Committee members and asked whether they would be willing to be nominated and stand for election. If any one of these six declines, the seventh candidate on the list is proposed and contacted, etc.

In the past, this entire process has been handled by FAX and email and no meetings of the Committee were required. Thus, serving on the Committee has not required any commitment to travel or travel expenses – just time, thought and effort.

Traditionally, two other tasks have been performed by the Nominations Committee Chair and should be performed in the future. First, the Chair is called upon to formally present the results of the general election to the society members attending the Symposium during the business meeting of the Society. Second, the Chair sends appropriate letters to all candidates and Committee members, thanking them for their willingness to serve the Society.

## **PROCEDURE FOR BREAKING A TIE VOTE IN A BOARD OF DIRECTORS ELECTION**

The Board of Directors' election is for the purpose of electing two new members to the Board for a period of three terms. The two new members are the two candidates who received the most votes from the membership. If there is a two-way tie for first place, the tied candidates are the new board members.

If there is a three-way tie for first place or a tie for second place, the members of the Board of Directors in place at the time of the election are responsible for breaking the tie by an anonymous vote of their membership using the following procedure:

- (1) The Nominations Committee Chair will notify the President of the possibility of a tie vote two weeks before the close of the election and give him the names of the candidates involved in the potential tie.
- (2) The President will notify the other Board members that the possibility of a tie exists, give them the names of the tied candidates, and ask them to vote for one or two of the candidates, depending on the nature of the tie. When there is an even number of board members, the retired Past President will be asked to participate in the vote. The tie-breaking votes are to be cast before the close of the general election.
- (3) To keep the voting "anonymous," the Board members will be asked to send their choice(s) to the Nominations Committee Chair. The Nominations Committee Chair will tally the ballots of the board members and use the results of their vote, if necessary, to break the tie. This will be done after the close of the general election by adding one vote to the total of the candidate(s) selected by the Board.

The Nominations Committee Chair is expected to keep the fact that the general election ended with a tie vote to him/herself when presenting the results of the election at the Society business meeting. The Chair will simply report the results of the election after the tie-breaking vote was cast. When the tie-breaking procedure is used to resolve a tie vote, the Nominations Committee Chair will prepare a brief report that simply states that the tie-breaking procedures were invoked in the election just held. Details of the tie do not need to be given. The report will be presented for inclusion in the minutes of the first meeting of the Board in place after the election, thereby documenting the fact that the tie-breaking procedure was used for the election just concluded.

### **Suggested Timetable for the Nominations Committee**

Minus 8-12 months    Notify membership through the Newsletter of makeup of the Nominations Committee and solicit their input by suggesting the names of potential candidates to Committee members. At the same time, make them aware of their ability to nominate by petition (i.e., nominations "may be made by submittal of written petition of at least ten (10) percent or twenty (20) names, whichever is the lesser number, of the members of the Society to the Board of Directors no later than 100 days prior to the date of the general election".



- Minus 4-8 months      Select Candidates. Allow three to four months for potential candidates to accept nomination, for providing biographical information, and for editing this information (biographical information will be received in different formats, styles, and lengths). The Nominations Committee should edit this information to about the same length and format, for each candidate, for inclusion in the ballot. An allowance of time must also be made for review of the edited information by the candidates.
- Minus 100 days      This is the cut-off date for nominations submitted by petition. The Chair should present names of the candidates and biographical information to the Board of Directors for their consideration. This can usually be done by mail, FAX, e-mail, or telephone by submitting the list to the President and asking that it be circulated to other Board members.
- Minus 75-100 days      Prepare and print ballots.
- Minus 60-75 days      Mail out ballots.
- Minus 0-7 days      Count ballots and notify the candidates of the results of the election. Prepare the official tally sheets to be incorporated into Society records.

# HYPERVELOCITY IMPACT SOCIETY

## AWARDS COMMITTEE

*The Board of Directors may establish an Awards Committee to administer awards and recognition for service to the field of hypervelocity impact. In general, an award for best paper and the Distinguished Scientist Award are presented every two to three years at an HVIS meeting.*

### **Awards Committee**

The President of the Society, in concurrence with the Board of Directors, typically appoints a committee to administer awards for outstanding service to the field of hypervelocity impact science. The Awards Committee will consist of a Chair and four to five other members. Past recipients shall also be included as *ex officio* members of the Committee.

### **Distinguished Scientist Award**

This award is given to a single individual or to a research team of two or more individuals for significant and lasting contributions to the field of hypervelocity science. The award consists of a plaque citing the accomplishments of the award winner and a monetary remuneration set by the Board of Directors. The recipient also receives free registration at future meetings of the HVIS.

The process for selection is based on a list of candidates that has been generated by members of the Board of Directors and from the previous Awards Committee. The Chair should also solicit input from the HVIS membership at large. This can be done through a formal mailing or through the HVIS Newsletter and should be accomplished at least a year before the award is made. Each nomination must consist of a formal letter of nomination with supporting information about the candidate.

Once a complete set of candidates is identified, the Committee should go through several rounds of voting to identify the winner. Past committees have used different approaches, but generally the criteria for selection include:

- Technical recognition
- Importance of work
- Scope of work
- Current work and level of activity
- Service to the Society

The selection of the Distinguished Science Award should be completed at least three months prior to the HVIS meeting in order to give the recipient sufficient time to prepare an acceptance keynote speech at the Symposium. Once a selection has been made, the Chair should notify the President of the Society. The President will obtain concurrence of the Board and then notify the recipient formally in writing.

### **Best Paper Award**

An award for the best paper submitted for presentation at the Hypervelocity Impact Symposium is also given at the meeting. The selection criteria for this award are:

- originality;
- difficulty of research;
- importance of research; and,
- excellence of the written paper

Candidates for Best Paper are nominated by each of the Chairs for the technical sessions held at the meeting. This is done at the manuscript review, which is typically held approximately four months before the Symposium. The nominations are presented to the Awards Committee for final selection. The Committee members rank order each of the nominees and identify a final selection for Best Paper. Once a selection has been made, the President will be notified for concurrence, but the authors will not be notified until the Award is announced at the Symposium.

### **Plaques and Monetary Awards**

The Award Committee Chair is responsible for preparing plaques for both the Best Scientist Award and the Best Paper Award. This should be done no later than one month before the meeting. The expenses for preparing these plaques should be presented to the Secretary-Treasurer before the HVIS meeting.

Monetary awards are \$4,000 for Distinguished Scientist and \$1,000 for Best Paper unless the Board of Directors has made special arrangement otherwise. At the 1992 HVIS, the Distinguished Scientist Award was given to a team of two researchers. The Board of Directors elected to increase the monetary award to \$4,000 in order to present each awardee with \$2,000. Similarly, monetary amounts for team awards for Best Paper should be adjusted according to the number of authors. A guideline is that each author should receive no less than \$200.

The Secretary-Treasurer will prepare the appropriate checks and give them to the Awards Committee Chair for presentation at the Symposium.

### **Presentation at the HVIS**

The Awards Committee Chair will present the Distinguished Scientist and Best Paper Awards at the HVIS meeting. Typically, the Committee Chair will prepare a narrative of biographical data on the recipient of the Distinguished Scientist Award and present the candidates for Best Paper for discussion prior to giving out the awards. The Committee Chair will present both the Distinguished Scientist and Best Paper Awards, each of which consists of a plaque and monetary award.

# HYPERVELOCITY IMPACT SOCIETY

## EDUCATIONAL OUTREACH COMMITTEE

*The Board of Directors for the Hypervelocity Impact Society has established an Educational Outreach Committee whose purpose is to promote awareness of hypervelocity impact activities, assist in the development of hypervelocity research in Universities, provide education opportunities for students.*

The Educational Outreach Committee typically consists of five to ten members, including the Committee Chair. The Chair and Committee members are recommended by the HVIS Board of Directors.

### **Alex Charters Student Scholars Program**

The Educational Outreach Committee administers the HVIS Alex Charters Student Scholar Program, whose purpose is to provide travel reimbursement support for students to attend the Hypervelocity Impact Symposia. Reimbursement is provided for transportation and lodging during attendance at Symposia up to a limit specified by the Board of Directors (typically \$1000). Alex Charters Student Scholars are provided complimentary registration and a copy of the proceedings, and are scheduled for a short introductory meeting with the HVIS Board of Directors and the Educational Outreach Committee members at the Symposium.

Information regarding the Alex Charters Student Scholars Program is made available through the HVIS Newsletter, advertisements associated with the HVIS Symposia, and through personal announcements at various universities involved in hypervelocity impact phenomena.

The Alex Charters Student Scholars Program is designed to support students interested in hypervelocity impact phenomena and who are enrolled in an academic institution at the time of the conference. This program is aimed primarily at graduate students, although undergraduate students may also apply. The nomination consists of a letter of recommendation, on University letterhead, from the student's academic advisor. The letter is limited to a maximum of three pages, and must include the following:

- names, address and telephone numbers of both the student and the advisor;
- a brief overview of the student's academic background and record;
- a description of future academic work to be pursued by the student; and,
- a discussion of why the symposium would be helpful to the student.

Alex Charters Student Scholars will be selected by a vote of the HVIS Educational Outreach Committee based on a review of nominations received by a specified deadline (typically at least 6 months prior to a symposium). The number of student scholars is determined by the Board of Directors, but typically up to ten students are selected for each HVIS Symposium.

The Hypervelocity Impact Society also administers a Student Intern Program that can provide hypervelocity work experience and funding support for undergraduate students who are in their junior and senior years.

### **Student Intern Program**

The Student Intern Program provides for 50% of a student's salary for a maximum duration of six (6) months and/or maximum of \$3,000 from HVIS. The host organization must provide the remainder of the student's salary. It will generally be the student's and/or the host organization's responsibility to find one another and establish a working agreement. The host organization could be a university, a government laboratory, a research institute, or an industrial organization. The host organization must make a commitment to provide interesting and challenging work related to hypervelocity impact. The student will be paid by the host organization under the employment and salary policies of the host organization. HVIS will pay 50% of the student's salary to the host organization (subject to the maximum duration and payment limitations) after completion of the term.

The application for assistance must come from the host organization. It is limited to three (3) pages and contains the following information:

- names, addresses, and telephone numbers of both the student and a contact person at the host organization;
- a brief summary of the student's academic record and background;
- a brief description of the work that will be performed by the student;
- the host organization's source of funding for the student; and,
- the start date and completion date of the work.

The number of interns and the frequency of the program are determined by the Board of Directors. Selection of applications is made by the HVIS Educational Outreach Committee.

# HYPERVELOCITY IMPACT SOCIETY

## PUBLICATIONS COMMITTEE

*The Hypervelocity Impact Society sponsors several functions involving publication of materials for the benefit of the Society. To aid in these publications, the President of the Society can appoint a Publications Chair, as appropriate and with the concurrence of the Board of Directors, to serve during his tenure. The Publications Chair will have the following responsibilities and perform the following functions:*

### **Responsibilities of the Publications Chair**

- Printing or maintaining stationery for the Society
- Serving as editor and publisher the HVIS Newsletter
- Compiling the Proceedings of the Symposia

### **Stationary**

HVIS stationary consists of printed letterhead writing materials and envelopes with the HVIS logo. The letterhead has the Society logo and lists the Board of Directors and Society Officers. The logo is two-color (blue and red), and runs across the top of the page. On the right-hand side, placed below the logo, the names of the Board of Directors are listed, including the current officers. Letter envelopes with logo are also printed.

### **Newsletter**

The Publications Chair typically serves as editor for the HVIS Newsletter, which is published two to four times a year. The first page of the Newsletter is published on Society letterhead. The volume number, issue number, and month and year are printed on the top left-hand side of the first page, immediately below the Society logo. The Newsletter is printed (for the most part) in a two-column format.

The content of the Newsletter is the responsibility of the Newsletter Editor. Typical features include: society news, a calendar of events, a discussion of developments in experimental facilities or modeling techniques, “Letters to the Editor”, editorials, relevant information and facts pertinent to hypervelocity impact

### **Proceedings**

#### ***Prior to the Abstract Selection***

Establish via correspondence (with copies to Professor Norman Jones), the page count, number of copies, and cost of the “special” volume of *International Journal of Impact Engineering*. This should be done as early as possible.

#### ***After Abstract Selection and Prior to Receipt of Draft Manuscripts for Review***

Estimate the number of articles and provide an approximate page count guidance to authors, taking into account that draft manuscripts are double-spaced, and the figures and tables are not yet incorporated into a finished manuscript. Provide this information to authors along with guidelines for submittal of a draft manuscript.

Elsevier no longer provides mats; the guidelines supplied are minimal and not very explicit. A guideline for authors typed in the format expected for a completed manuscript is to be provided to authors. A copy of these instructions is attached as an Appendix to this section. Based on the number of pages and the number of papers, establish the maximum page count per article.

### ***Return of Draft Manuscripts to Authors***

Assuming the acceptance of a manuscript, the following are mailed to the author:

- style guide/formatting instructions
- copyright release form
- keyword form for subject index
- reprint order form

### ***Assembling the Entire Manuscript***

Ensure that each article conforms to the style guide (make changes as required, or contact the author for changes). For example, titles, authors, and affiliations may be retyped to ensure uniformity of typeface, etc. Activities involved in assembling the manuscript include:

- Arrange the articles alphabetically by the last name of the first author.
- Number the pages.
- All articles begin on an odd-numbered page; therefore, insert blank pages as required.
- List authors on even-numbered pages.
- Provide a running title for odd-numbered pages.
- Provide an appropriate preface.
- Prepare a subject index based on the keyword sheets.
- Prepare an author index.
- Prepare a list of attendees.

### ***Mailing of Manuscript and Payment to Elsevier Science/Pergamon Press***

Send the completed manuscript to the Editor-in-Chief of the *International Journal of Impact Engineering*. With the manuscript, provide a list of any issues such as difficult photographs, X-ray images, color figures, etc.

Although one entire copy of the manuscript may be kept, pray that nothing happens to the original manuscript since original figures are with the original manuscript. One of the airborne carriers, such as Federal Express, provides the best service. It is recommended to send by the Postal System since mail is seldom handled gently. The tracking system of the airborne carriers is quite good if the package needs to be traced. It is not the speed of delivery, but the way the package is handled that is important. Send the copyright release form with the manuscripts, but in a separate "package".

Prepare one set of mailing labels. These will be used by Elsevier to mail the proceedings to recipients. Have the Secretary/Treasurer issue a check for the correct amount. Mail the check and mailing labels to the Publishing Editor for Engineering & Technology of Elsevier Science.

Note: The reprint order form is handled directly by authors with Elsevier Science.

## Appendix

*The following manuscript instructions are given as an example of the procedures to follow in preparing manuscripts for publication in the Journal of Impact Engineering. These are meant as example only. Current instructions should be obtained from the Publications Chair before preparing manuscripts.*

### CHARLES E. ANDERSON, JR\*, ALOIS J. STILP\*\* AND SUZANNE DESCHOUX

\*Southwest Research Institute, Materials and Structures Division, San Antonio, TX 78228-0510, U.S.A. and \*\*Ernst-Mach-Institute, Fraunhofer-Institut fuer Kurzzeitdynamik, Impact Physics Division, D-9104 Freiburg i. Br., Germany

**Summary-** All papers must begin with a summary (abstract) commencing 5cm below the *first line* of the title. The Summary is indented and centered on the page with a width of 13.5cm (the Summary is indented, both left and right margins, 1.5cm from the rest of the manuscript). The Summary should provide a brief synopsis of the paper, all contained in one paragraph; it should not be excessively long. The font size for the summary is 10 pt.

### INTRODUCTION

This document provides information on the preparation of our manuscript. *These instructions have been typed according to the formatting instructions contained herein to provide you with a visual example of the format.* Manuscripts should be typed single spaced using a laser printer on good quality white paper. There are no mat pages. In today's world of desktop publishing and PC word processors, margins, tabs, font type, etc., can easily be set. So it is up to the authors to furnish a camera-ready copy of their manuscript for publishing. The typist should ensure a clean, clear impression of the letters. Dot matrix printers should not be used. Any good quality paper may be used, provided the actual typing area fills the space as given below. *Two copies of your manuscript should accompany your "camera-ready" original.*

As you are preparing your manuscripts, questions still may arise. Address any questions concerning the preparation of your manuscript to Charles Anderson. The phone number is 210-522-2313, the fax number is 210-522-3042, and the e-mail address is [canderson@swri.edu](mailto:canderson@swri.edu). Janet Banda, at 210-522-2386, fax at 210-522-3042, or e-mail: [jbanda@swri.edu](mailto:jbanda@swri.edu), can also help with most questions.

Completed manuscripts should be returned to Ms. Suzanne Deschoux at EMI. *Completed manuscripts must not exceed 12 pages in length.*

### GENERAL INSTRUCTIONS

The style guide follows as close as possible the style of *International Journal of Impact Engineering*. You can refer to recent issues for further examples. Section headings should be typed in capital bold letters and centered. The font size, except where noted below, is 12 point. The preferable font should Times New Roman or Times Roman, The finished pages will be reduced to 90% before printing.

The typing area of all pages covers an area 16.5cm wide by 26cm deep (which will fit on A4 or 8 1/2" x 11" paper). Paragraphs are indented 0.50cm. even justification should be used to provide a pleasing and aesthetic appearance. After a period, double space before beginning the next sentence. The text is typed single spaced except where noted.

All major headings (e.g., **INTRODUCTION, CONCLUSIONS, REFERENCES**) should be typed in bold, capital letters and centered. Headings and subsections are numbered only if required to avoid



confusion. Major headings are separated from the previous section by two blank lines (two carriage returns); a single blank line is used to separate the major heading and its section.

### First Level **Subheadings**

First level subheadings should be bold, capitalizing the first letter of all main words; the subheading is positioned against the left margin. A single blank line is used to separate the first level subheading and the preceding and subsequent text. If a second level subheading is required, it should begin on the next line similar to the start of a new paragraph, as in the following example.

*Second Level Subheadings.* The second level subheadings, in italics, should be indented similar to the start of a new paragraph, followed by a period. The text then begins immediately. Subsection headings are italicized, capitalizing the first letter of all main words.

## **FIRST PAGE**

*Title, Authors, Affiliations:* The title should be in bold capital letters (14-point), centered on the width of the page. The first line of the title is spaced 3 cm below the top of the typing area. Therefore, the typing area of page 1, including the title, is 16.5 cm wide by 23 cm deep. After one blank line, the authors' names appear in all caps, 12-point, bold. Space one blank line. On the next lines, affiliations and addresses should be provided (10-point, regular font), capitalizing the first letter of all main words. Commas are used to separate the various parts of the address. See the example at the top of the first page. If there is more than one affiliation, a semi-colon is used to separate the organizations.

*Summary (Abstract):* Papers must begin with a summary, commencing typing 5 cm below the first line of the title. The word **Summary** is followed by Em-dash (not two hyphens), immediately followed by the first word of the Summary. The Summary is indented 1.50 cm from the left and right margins of the main document, and is typed at 10-point.

## **SUBSEQUENT PAGES**

The typing area of all other pages should be extended to cover an area 16.5cm wide by 26cm deep (which will fit on A4 or 8 1/2" x 11" paper).

Page numbering will be done at final editing. However, please write your name and number your pages consecutively in blue pencil on the *back* of each page.

## **ADDITIONAL INFORMATION**

### **Abbreviations**

Within the text, except when the first word of a sentence, the following abbreviations are acceptable: Fig. for Figure; Eqn. (#) for Equation (#); Ref. [#] for Reference [#]. If the first word of a sentence, then the entire word should be spelled out. For other abbreviations or acronyms, authors are cautioned to provide the definition the first time the abbreviation is used. For example, rolled homogeneous armor (RHA) was the target material. After providing the definition of RHA, the abbreviation can then be used throughout the rest of the paper.

### **References**

References will be numbered sequentially within brackets [ ] within the text, and listed numerically in the order they first appear in the manuscript in the final section of the article, entitled **REFERENCES**. Appropriate abbreviations should be used for journals, symposia, etc., which are typed in Italics. Article titles are given in lower case letters except for the leading word (exceptions would be code name like

CTH, EPIC, AUTODYN, etc.). The volume number is typed in bold, with the issue number in parentheses immediately following the volume number. Proceedings are handled in a similar manner, but the locations of the symposium or conference, along with the dates, also must be given. The year of publication is the last item in the list and is enclosed within a set of parenthesis. Examples of references [1-6] are provided at the end of the instructions. References are typed in 10-point font. The tab setting from the reference number is 0.75cm. note that a “hanging indent” is used in the bibliographic citation.

With respect to citations within the text, it is typical to provide the authors’ names when there are one or two authors who wrote the paper, e.g., Silling [2], and Walker and Anderson [4] have used wave codes to simulate material response at high rates of loading. When there are more than two authors, then the procedure is to use *et al.*, after the first author’s name, e.g., Ravid, *et al* [1], developed a penetration model that accounts for the shock phase of impact.

## Equations

Equations should be separated from the text, above and below, by approximately one blank line. Equations should be centered, with the equation number justified with the right margin. For example, the modified Bernoulli equation is written as:

$$P_p (v-u)^2 + Y_p = 1/2\rho_t u^2 + R_t \quad (1)$$

$$P_p \frac{dv}{dt} = -Y_p \quad (2)$$

$$v - u = -1 \quad (3)$$

where  $\rho$  is the density,  $Y$ , is the projectile flow stress,  $R$ , is the target resistance, and  $v$  and  $u$  are the tail and penetration velocities. The subscripts  $p$  and  $t$  refer to the projectile and target, respectively. Deceleration of the tail of a projectile of length  $l$  is given by Eqn. (2), and Eqn. (3) gives the erosion rate of the projectile. A dot over the symbol denotes the time derivative. Equations (1–3), collectively, are often called the Tate model [6].

If there are a large number of symbols in the paper, it is recommended that the author place a **NOTATION** section that defines all symbols (and then the symbols do not need to be redefined within the text). The **NOTATION** section is placed prior to the **INTRODUCTION**.

## Illustrations and Tables

To maintain a finished, artistic appearance, authors are asked to use whatever resources are available to them to produce manuscripts of pleasing appearance. Direct reproduction of camera-ready papers requires the author to provide the manuscript in finished artistic format making the best possible use of the space. Manuscripts may be cut and pasted, with illustrations and tables placed appropriately within the manuscript. *Please do not tape overprinted portions of text, figures, or tables since the tape often slightly obscures the text, lines, etc., beneath the tape.*

Lettering should be of a size, which is legible after a reduction to 90%. Black and white photographs may be included provided they are essential for the understanding of the text.

Figures and tables should be centered across the page. An example for a table is given below. In the interest of space limitations, it is acceptable to prepare figures and/or tables in a double column format.

*Color photographs.* It may be desirable, particularly with computational results, to use color to enhance and clarify technical information. Color figures are possible for the *International Journal of Impact Engineering*. However, there is an additional cost requirement that must be met by the author or his/her institution. The cost per color page (there can be more than one color figure per page, but each page is processed separately) is \$576.00 (US), payable to the *Hypervelocity Impact Society* at the time the final manuscripts are turned in. (Prices are set by the Elsevier, and may change; we will notify everyone if there is a price change prior to the conference.)

*Figure and Table Captions.* Figure captions should be centered beneath each figure. The caption should begin with the abbreviation Fig. #. Only the first letter of the caption is capitalized. A period goes at the end of the figure caption. An example is provided below, although we have left out the actual figure.

Fig. 2. This is an example of a figure caption.

Table captions should be centered *above* the table. Tables are numbered using Arabic numbers (not Roman numerals). A period follows the table number, but do not place a period at the end of the table caption. Only the first letter of the caption is capitalized. The headings of the tables are italicized. Horizontal lines delineate the table captions and the last line of the table. This is one of the standard formats for some word processors.

Table 1. Summary of nominal projectile characteristics

<i>Nomenclature</i>	<i>Alloy materials</i>	<i>W content</i> (% by weight)	<i>Density</i> (g/cm <sup>2</sup> )	<i>Strength</i>
X30	W-Ni-Fe	90	*	*
X27	WNi-Fe	9	7.34	895
X27C	W-i-Fe-Co	1	1.38	970
X27X	W-Ni-Co	91	17.45	1030
X21	W-Ni-Fe	93	17.74	920
X21C	W-Ni-Fe-Co	93	17.77	975
X9C	W-Ni-Fe-Co	97	18.61	985

\*Values not known

In general, tables and figures should be positioned as close as possible to where they are first mentioned within the text. It is very permissible to place tables and figures at the top or bottom of a page to facilitate the layout of your manuscript. Additionally, it is quite acceptable to have an entire page of figures. However, placing all figures at the end of a manuscript is discouraged.

### Footnotes

Footnotes should be numbered consecutively, and should appear at the bottom of the page on which they are referenced. Footnotes should be typed in 10-point font, and even justified. The footnote must fit within the allocated margins. However, footnotes should be used only when absolutely necessary, and even then, sparingly.

*Acknowledgment*- This section, if there is one, goes immediately before the **REFERENCES** section, all in 10-point font. The work *Acknowledge* (Italics, not bold) is followed by an Em dash (not hyphens), immediately followed by text. One blank line separates the Acknowledgment from the text above, and it is separated from the heading **REFERENCES** by two blank lines.

## REFERENCES

1. M. Ravid, S.R. Bodner and L. Holcman, Analysis of very high speed impact. *Int. J. Engng. Sci.*, **25** (4), 473-482 (1987).
2. A. Silling, Stability and accuracy of differencing methods for viscoplastic models in wavecodes. *J. Comp. Phys.*, **104**(1), 30-40 (1993).
3. G.F. Silsby, Penetration of semi-infinite steel targets by tungsten long rods at 1.3 to 4.5 km/s. *Proc. 8<sup>th</sup> Int. Symp. Ballistics*, pp. TB/31.35, Orlando, FL, October (1994).
4. J.D. Walker and C.E. Anderson, Jr., A nonsteady-state model for penetration. *Proc. 13<sup>th</sup> Int. Symp. Ballistics*, Vol. 3, pp. TB-1/1-8, June 1-3, Stockholm, Sweden (1992).
5. R.C. Batra, Effect of nose shape and strain hardening on steady state penetration of viscoplastic targets. In *Computational Plasticity, Models, Software and Applications*, (edited by D.R.J. Owen, E. Hinton and E. Onate), pp. 463-475, Pineridge Press, Swansea, U.K. (1987).
6. A. Tate, A theory for the deceleration of long rods after impact. *J. Mech. Phys. Solids*, **15**, 287-399 (1967).

# HYPERVELOCITY IMPACT SOCIETY

## COMMERCIAL EXHIBITS COMMITTEE

*The exhibit of commercial products and processes is organized at HVIS meetings to provide a source of income that helps defray the cost of the meetings and to provide the membership with up-to-date information on advances in hypervelocity testing and analysis capabilities.*

An Exhibits Chair is appointed by the Symposium Chair with the concurrence of the Board of Directors. The Chair serves one term between general elections and may develop a committee to help him execute his responsibilities.

To provide continuity, a database of commercial exhibitors from HVIS, APS and other meetings is maintained and passed on to the current commercial exhibits Chair. The Chair for past meetings were:

2000 HVIS	Justin Kerr/JSC
1998 HVIS	Ray Young & Lanny Bell/AEDC
1996 HVIS	Dick Warnes/LANL
1994 HVIS	Jim Ang/SNL and Dick Warnes/LANL
1992 HVIS	Jim Ang/Sandia National Labs
1989 HVIS	Jim Asay/Sandia National Labs

The following description identifies key activities and times for including commercial exhibits in Symposium functions. Examples of previous letters and agreements are also included for aid in accomplishing these actions.

### Activities Timeline

#### *Conference minus 1 year*

- Locate and update Exhibitor database from previous meetings (APS, HVIS, etc.).
- Select a conference services company that can provide commercial exhibit booths – draped tubing and tables, power, delivery and setup shipping address for exhibitors, and other services.
- Modify the Application/Agreement for Exhibit Space and Exhibitor Regulations Documents (see attached example). The agreement should indicate the dates and times for exhibitor setup and take down, a shipping address for advance shipping of exhibit materials, exactly what will be provided to exhibitors, etc.

#### *Conference minus 9 months*

- Send the first letter soliciting potential exhibitors, which should give details of the “Commercial Exhibit Opportunity”. See the attachments for an example letter.
- A preliminary Application Agreement should be provided to potential exhibitors that have expressed interest, which gives payment details (e.g., one half of the fee to reserve a space by

*Conference minus 3 months*, the remainder due by Conference one month before the Conference). An example of 1994 HVIS Agreement is provided in the attachments.

- Send a copy of the Exhibitor Regulations listing to potential exhibitors, which discusses, among other things, the company that will be handling the convention services. See the attachments for an example set of regulations.

*Conference minus 3 ½ months*

- Send a reminder letter to potential Exhibitors that have not responded, reiterating fees, dates, and Symposium information.
- As payments, or partial payments are received, acknowledge their receipt to the submitters.
- As Application Agreements are received, send their names and addresses to the convention Services Company.
- Update the Exhibitor database to reflect changes in address, new additions, etc.
- Arrange for Guard services
- Arrange for Audio-Visual needs
- The Symposium Chair should send out Oral and Poster Presentation Guidelines to all authors

*Conference minus 2 weeks*

- Provide a friendly phone reminder to Exhibitors that have not sent their payments in full.
- Finalize the floor plan layout for commercial exhibits and Poster Boards
- Arrange for major medical short-term insurance for appropriate attendees. Ensure that liability insurance has been arranged by the Symposium Committee.
- In coordination with the Symposium Chair, finalize floor plan layout for Poster Boards

*During the Symposium*

- Near the end of the meeting, give Exhibitors a list of Conference registrants.

*Conference plus 2-4 weeks*

- Ensure that the convention Services Company is paid.
- Send a thank you letter from the Symposium to the exhibitors.
- It is a good idea to solicit feedback from exhibitors for improvements to the process.

**Attachment: Example Application/Agreement Form**

**1994 Hypervelocity Impact Symposium**

**Sweeney Convention Center  
Santa Fe  
New Mexico, USA**

**October 16 –18, 1994**

**APPLICATION / AGREEMENT  
FOR EXHIBIT SPACE**

1. We, the undersigned company, do hereby make application to participate as an exhibitor at the 1994 Hypervelocity Impact Symposium. We request that the Symposium Committee reserve \_\_\_\_\_ exhibit space(s).
2. We herewith remit one-half (\$500) of the \$1000 fee for each such space requested as a reservation deposit and partial payment. We agree to pay the balance due on the space by September 15, 1994.
3. We understand and agree to the *Exhibitor Regulations* which are attached hereto.

**Attach deposit check payable to:**

**HVIS '94**

**and mail by July 15, 1994 to:**

**HVIS '94 Treasurer  
P.O. Box 968  
Los Alamos, New Mexico 87544**

**For Furthur Information Contact:**

**James A. Ang  
Sandia National Laboratories  
Org. 1404, MS-0821  
Albuquerque, NM 87185-0821  
(505)844-0068 FAX: (505)844-0918**

**Or**

**Richard H. Warnes  
MS P950  
Los Alamos National Laboratory  
Los Alamos, NM 87545  
(505)667-5220 FAX: (505)667-6301**

\_\_\_\_\_  
**Company or Organization**

\_\_\_\_\_  
**Street**

\_\_\_\_\_  
**City, State      Zip Code**

\_\_\_\_\_  
**By,                      Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Telephone**

\_\_\_\_\_  
**FAX**

*Attachment: Example Confirmation Letter*

## **1994 Hypervelocity Impact Symposium**

**October 16-18, 1994**

**Sweeney Convention Center**

**201 W. Marcy**

**Santa Fe, New Mexico, USA**

Frank Kosel  
Hadland Photonics  
20480 Pacifica Dr., Suite D  
Cupertino, CA 95014

Dear Frank,

This is to confirm your initial payment of \$500, representing your intention to take part in the Vendors' Exhibit at the 1994 HVIS Symposium this October.

The Symposium Committee appreciates your participation and support, and we look forward to working with you and your company.

We look forward to seeing you in Santa Fe.

1994 HVIS Exhibits Chairs:

James A. Ang  
Sandia National Laboratories

Richard H. Warnes  
Los Alamos National Laboratory



*Attachment: Example First Letter*

## **COMMERCIAL EXHIBIT OPPORTUNITY**

### **1994 Hypervelocity Impact Symposium**

October 16-18, 1994

Sweeney Convention Center

201 W. Marcy

Santa Fe, New Mexico, USA

Dear Hypervelocity Impact Colleague:

The 1994 HVIS will provide commercial exhibit booths for the display of technical services and products pertaining to high velocity impact studies. Your participation is solicited because we believe you offer services or products that are of interest to the hypervelocity impact community. The Hypervelocity Impact Symposia are a series of meetings held at two-year intervals to promote an understanding of the science and technology of high velocity impact phenomena. Technical areas of interest include

- experimental techniques,
- diagnostic methods and equipment,
- theoretical and analytical studies,
- numerical methods, and
- studies of material response.

The 1994 HVIS will be co-hosted by Sandia National Laboratories and Los Alamos National Laboratory. About 400 scientists and engineers from government organizations, national laboratories, industrial laboratories, and universities in the U.S., Europe, Japan and Russia are expected to attend. Over 175 abstracts have been received; this provides an early indication of another large turnout for the Symposium. Much of this growth is reflected by a large increase in foreign participation.

The 1994 HVIS will be held at the Sweeney Convention Center in Santa Fe, New Mexico. Exhibit booths will be set up at the entrance to the main conference hall to provide easy access to conference participants and presenters.

The exhibitor fee is \$1000 per booth and includes attendance at all technical sessions, refreshments, and two tickets to the social functions. Each draped booth is 10 ft by 10 ft and includes an 8-ft-long draped table and chairs. A limited number of commercial exhibits will be accepted on a first come, first served basis. An application for exhibit space is included with this announcement. To make a reservation for space, the application should be returned to the 1994 HVIS Treasurer with a \$500 deposit by July 15, 1994.

We look forward to seeing you in Santa Fe.

1994 HVIS Exhibits Chairs:

James A. Ang  
Sandia National Laboratories

Richard H. Warnes  
Los Alamos National Laboratory

*Attachment: Example Exhibitor Regulations*

**Exhibitor Regulations**  
**1994 Hypervelocity Impact Symposium**  
Santa Fe, New Mexico  
October 16-18, 1994

**1. Space Assignment**

Exhibitor booths will be assigned to all applicants on a *first come, first served* basis. A limited number of spaces are available, all of essentially the same quality.

**2. Payment and Cancellations**

Remittance of \$500 (one-half of the total cost) must accompany applications for exhibit space. Payment in full shall be due by September 15, 1994, as specified in the Application/Agreement. Exhibitors failing to make the required final payment as scheduled shall forfeit their right to participate as an exhibitor and lose their deposit. Should an exhibitor cancel between time of receipt of application and September 15, 1994, a refund of one-half of the deposit (\$250) shall be made. Cancellations after September 15, 1994 shall be due no refund. No cancellations shall be acknowledged unless received in writing and shall be effective on the date of receipt by the Symposium Exhibit Chairs.

**3. Shipping/Handling and Receipt of Freight**

Shipping Information: Please forward complete shipping information to Vicki Klein at Concept Convention Services, Inc., address below. Concepts is the official company selected for setting up the exhibitor's booths at HVIS '94 and can provide additional services as needed. Include (1) the date of shipment, (2) routing, and (3) the waybill number (and a copy of the waybill, if possible).

Labeling: Exhibitors should mark and consign shipments as follows:

*Your Company Name*  
C/o Vicki Klein, Concept Convention Services, Inc.  
Yellow Freight System  
900 64<sup>th</sup> St., NW, Dock Door #55  
Albuquerque, NM 87121  
"For HVIS '94"  
RUSH: Exhibit Material must arrive prior to October 12, 1994

Please do **not** send shipment(s) directly to the Symposium site. Concept Convention Services, Inc. will provide the following services for a minimal fee payable by the exhibitor:

1. Receive exhibit material, store in warehouse up to 30 days prior to setup time.
2. Deliver all exhibit material to proper exhibit space on installation day.
3. Furnish storage labels, remove empty containers, and hold for duration of exhibition.

4. Return empty containers to proper exhibit space at conclusion of exhibition.
5. Deliver exhibit material from booth to loading area of exhibit hall.
6. Prepare shipping labels, bills of lading, and forward exhibit materials.
7. Other services that may be required.

Exhibitors should contact Concept Convention Services, Inc. themselves to arrange for their services. Concept's phone number is (505)345-6789.

#### **4. Exhibit Space Location and Times**

The technical sessions of the Symposium on October 16-18, 1994 will be held in the Sweeney Convention Center. The commercial exhibits for the Symposium will be set up towards the back of the main auditorium, across from the coffee and refreshments. Exhibit hours are from 5:00 to 9:00PM on Sunday, October 16, during the Registration and Welcoming Reception, and 8:00AM to 6:00PM on Monday and Tuesday, October 17 and 18.

#### **5. Exhibit Standards**

Exhibitors and exhibits shall reflect their company's highest standards of professionalism. All demonstrations and exhibits must be confined to the contracted space. Noise levels must not interfere with other exhibitors or the conference technical presentations. No exhibitor shall assign, sublet, or share the whole or any of this space. The exhibitor upon request shall modify any exhibits found of questionable character by the Symposium Committee

#### **6. Safety**

Fire regulations require that all display material used for decorations shall be flameproof. Any/all electrical equipment, including signs and lights shall be in good operable condition. Each exhibitor agrees to be knowledgeable and responsible regarding ordinances and regulations pertaining to health, fire prevention, and public safety while participating in this Symposium. Exhibitors will receive a copy of the relevant fire regulations with the exhibitor service kit form Concept Convention Services.

#### **7. Securities, Liabilities, and Insurance**

- A. The exhibit hall shall be locked by Sweeney Convention Center Representatives during the closed hours of the Symposium. After exhibit hours, only those exhibitors properly identified and with the permission of the Symposium Committee may enter the exhibit area.
- B. Neither the Hypervelocity Impact Symposium Committee, the Hypervelocity Impact Society, the official services contractors, nor the Sweeney Convention Center, their representatives and/or employees will be responsible for injury, loss, or damage that may occur to the exhibitor, or to the exhibitors' employees or property, from any cause whatsoever prior, during or subsequent to the period of the Symposium.

- C. Neither the Hypervelocity Impact Symposium Committee nor the Hypervelocity Impact Society shall be liable for failure to hold the Symposium as scheduled. Payments for exhibit spaces shall be returned in that event, less any actual expenses incurred in connection with the exhibit portion of the Symposium.
- D. Exhibitors agree to maintain such insurance that will fully protect the Symposium Committee and the Hypervelocity Impact Society from any and all claims that may arise in connection with the installation, operation, or dismantling of the exhibitors display.
- E. Damage to the facility housing the Symposium, caused or done by the exhibitor, shall be replaced or repaired by the exhibitor. In addition, the exhibitor agrees to protect, save, and hold harmless the Symposium Committee, the Hypervelocity Impact Society, and the Sweeney Convention Center from all loss, liability, and./or damage whatsoever caused to the Symposium facility.

## **8. Installation of Exhibits**

The 10 foot by 10 foot draped booths will be provided with chairs and skirted tables as required by the exhibitors. The tables will be in units of 8 foot length. Each booth is also provided with 500 watts of 110 Volt 60 Hz AC electrical power, and a standard identification sign. Other special requirements such as audio-visual equipment, and electrical power needs beyond the above must be ordered a month in advance through the exhibitor service kit provided by Concept Convention Services; these special requirements will be billed at cost.

Exhibitors may have access to the exhibit area at 12:00PM, noon on Sunday, October 16, 1994. All exhibitors must have installation of their display completed and ready by 5:00PM on Sunday, October 16, 1994 for participation as part of the registration social. The exhibits must be manned by a representative of the exhibitor during the hours when the Symposium technical sessions are underway on October 17 and 18, 1994.

Exhibit materials must be removed from 6:00PM to 8:00PM on October 18. Empty shipping containers will be returned to the booths by 6:30PM. Materials left in the booth after 8:00PM on October 18 not packed/crated or covered by a Bill of Lading for shipment will be packed, shipped, or stored by Concepts, and all expenses will be charged to the exhibitor of record. Since the commercial exhibit booths will be in close proximity to the technical sessions, exhibitors may not be taken down before 6:00PM on Tuesday, October 18.

## **9. Registration**

Each exhibitor company will be issued two passes allowing access to the registration social, the "Santa Fe Night" Symposium Social, the exhibit area, the technical sessions, and the coffee break areas. Copies of the Symposium proceedings may be ordered separately. Each exhibitor will also receive a copy of the HVIS '94 attendee mailing list.