

Society for Experimental Mechanics, Inc., 7 School Street, Bethel, CT 06801, USA,
(203) 790-6373; meetings@sem1.com

IMPORTANT INFORMATION

Deadline Dates to Remember

Hotel Reservation: January 9, 2010

Chair/Speaker Briefing Reservation: Jan. 5, 2010

Conference Registration: January 14, 2010

December 15, 2009

MEMORANDUM TO: Speakers' and Session Chairs'
IMAC-XXVIII

Hyatt Regency Jacksonville Riverfront, Jacksonville, Florida
February 1 - 4, 2010

SUBJECTS: IMAC-XXVIII Chairs'/Speakers' Briefing

As a chair/speaker you are requested to attend a briefing to be held on the morning of the day(s) you are scheduled to present your paper(s) or chair a session. The briefing will be held at the conference hotel each morning at 8:00 am, Monday, Tuesday, Wednesday and Thursday, February 1, 2, 3 and 4, on the 3rd Fl. in River Terrace I. It is extremely important that **ALL CHAIRS AND SPEAKERS ATTEND** this briefing to meet each other and learn any last minute instructions relating to the oral presentations. A light continental breakfast will be served. We look forward to seeing you there.

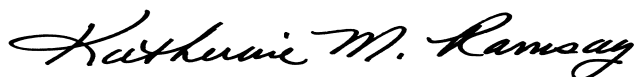
We urge you to make every effort to attend your briefing(s). If this is not possible, please notify me. We must guarantee, in advance, to the hotel the number of people who will attend these food functions. We would appreciate your cooperation by completing and returning the attached reservation form. If I do not receive your **reply by JANUARY 5, 2010 - NO RESERVATION WILL BE MADE FOR YOU.**

Please FAX: (203) 790-4472 or email your **Chair/Speaker Briefing form by JANUARY 5, 2010.** The advance registration form for the conference must be received **by JANUARY 14, 2010** in order for you to take advantage of the advance registration savings. After that date, please register on-site. Please use the registration form in the advance program or on SEM's web page, sem.org. Please note that we accept MasterCard, VISA or American Express.

Please make your hotel reservations directly with the Hyatt Regency Jacksonville Riverfront no later than **JANUARY 9, 2010.** Reservation information can be found in the advance program.

Thank you for your cooperation. In the meantime, please do not hesitate to contact me.

Sincerely,



Katherine M. Ramsay
Conference Manager
meetings@sem1.com

SPEAKERS'/CHAIRS' BRIEFING RESERVATION FORM

IMAC-XXVIII: A Conference on Structural Dynamics
February 1 - 4, 2010
Hyatt Regency Jacksonville Riverfront, Jacksonville, Florida

8:00 AM

Monday, Tuesday, Wednesday & Thursday, February 1, 2, 3 and 4, 3rd Fl. River Terrace I

I Plan to attend _____

I do not plan to attend _____

PAPER No. _____

SESSION #(s): _____

Please indicate if you are a Speaker _____

Chair(s) _____

Please print

NAME: _____

Substituting for: _____

PAPER TITLE(s): _____

PLEASE EMAIL or FAX THIS FORM BY JANUARY 5, 2010 TO:

Kathy Ramsay, SEM/IMAC
7 School Street, Bethel, CT 06801 USA

Email: meetings@sem1.com

FAX: (203) 790-4472