



The Society for Experimental Mechanics, Inc.  
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June 25, 2009

**To: Abstract Review Chairs** for IMAC XXVIII,  
**Feb 1 (Mon.) – 4 (Thurs.), 2010**, Hyatt Regency Jacksonville, Jacksonville,  
Florida USA

**From:** Katherine M. Ramsay, Conference Manager

**RE: Review of Call-for-Papers Abstracts**

In preparation for IMAC XXVIII, we are requesting that you look at these abstracts closely, reject those abstracts that don't meet our standards and rank the remainder by quality and timeliness of the topic. Please give critical comments on ALL abstracts (if warranted) not just the rejected abstracts.

Please fill out the Abstract Review and Session Organization Forms in Excel files (available on the website at <http://sem.org/CONF-IMAC-TOP.asp>) and either email ([meetings@sem1.com](mailto:meetings@sem1.com)) or FAX to Kathy Ramsay at (203) 790-4472 by the **DEADLINE DATE of July 10, 2009**.

For review of the call-for-papers abstracts, only the Review Committee Chair will be sent the abstracts on a weekly basis. It will be your option to forward the abstracts to an additional reviewer. All abstracts will be sent via e-mail.

**ALL ABSTRACT REVIEW CHAIRS:**

1. Abstract Review Form: ACCEPT or REJECT the abstract as to whether the technical content is suitable for the 2010 IMAC-XXVIII. All accepted abstracts should be scored on a scale of 1 to 10 with 10 being the highest. If you are rejecting the abstract please give one to two sentences why.
2. Write the score of the abstracts on the Abstract Review Form and either email ([meetings@sem1.com](mailto:meetings@sem1.com)) or FAX (with the Session Organization Form to Kathy Ramsay by **July 10, 2009**. Be sure to include the reasons in one or two sentences for rejecting a paper.
3. Session Organization Form: Arrange the accepted papers in complete paper session(s) including chair and co-chair to be invited, and email or FAX it with the final abstract review list.

**IT IS CRITICAL WE HAVE BOTH FORMS BY July 10, 2009.** We prepare a preliminary program based on your responses as a starting point for the advance program.

If I can answer any questions for you, please give me a call 203-790-6373.

Thank you for your help and cooperation.