Contents

IDENTIFYING DEADLINES FOR CONFERENCE SUBMISSIONS

The ASME Conferences and Events calendar contains a listing of all currently scheduled conferences by date. Individual sites contain submission and programming schedule information. Conferences also send out Calls for Papers with specific information about technical topics to be covered at the conference. Depending on the conference, submission of initial abstract can start as early as eight months before the conference.

> Submission deadlines are provided on the conference sites very early and are updated on the conference site anytime the deadlines are changed.

We do work with third party vendors that help prepare conference sites. As a result, we generally do not have time in our production schedule deadlines that allow us the luxury of offering authors deadline exceptions and extensions.

LOCATING CONFERENCE SPECIFIC DETAILS

Every conference has a submission website. A complete list of the conferences ASME has planned can be found by going to event.asme.org

Locate the conference you are interested in and then click the purple "conferences" link
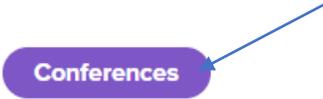
On this screen there are usually a few announcements at the top.

Scroll down slightly and on the left will be a list of notes and the tracks that are available for the conference. On the right side there is a section titled "Important Dates"

Select the "See More Dates"

A list will open that includes any dates that have been determined for the conference.

✓   Submission of Full-Length Paper for Review

✓   Submission of Presentation Only/Posters Abstract

✓   Submission of Copyright Form

✓   Final Paper Submission

✓   Author/Presenter Registration Deadline

✓   Any Other Conference Specific Deadlines

If under these sections, the site says "TBD" then the deadline is still under discussion and has not yet been decided for the conference. If you check back later these dates will change.

WHY SUBMISSION DEADLINES ARE FIRM

While authors are a major part of this process, submission of a paper and presentation is only one part of the work conducted for conferences to happen. Meeting submission deadlines is one way that authors can help ensure everyone has a seamless conference experience.

One of the features of ASME conferences is having access to presentation papers, videos, tutorials, and posters during the conference. This means that staff must fully prepare functioning conference sites for each conference. All submissions are loaded into the conference sites and mapped by paper title, author name and the primary affiliation for each author. Any delay or change with any conference submissions directly impacts our ability to have the conference sites operational prior to the start of the conference.

Should you need a reminder about a deadline for your conference, it is best practice to check the conference website because sometimes deadlines do occasionally change slightly to deal with unforeseen circumstances.

Paper submissions are manually checked then optimized and arranged according to track and topic for the online site that is available during the conference. All the preparation for these sites must happen early enough that we have time to address any technical problems with submissions.

> Final paper submissions are generally due 6-12 weeks before the conference begins.

If we didn't set deadlines for submissions weeks before the conference begins, then any paper that isn't correctly optimized would need to be removed from the conference. The deadlines are in place to provide time for the vendor to identify and address any technical problems.

WHY NO CHANGES TO FINAL .PDF

Our production guidelines, templates and deadlines are all designed to avoid as many problems as possible. Adjusting the layout especially in the header and figure sections often cause issue with the functionality of our online sites.

When issues arise, we do our best to adjust without revising the final .pdf, but at times a revised submission from the authors is necessary to resolve production issues. Staff will communicate with the corresponding author to request any revisions necessary when formatting causes issues with the production sites. The turn around for these requests are typically 1-3 business days due to the production deadlines.

The following details are taken from the system or the final .pdf. If inconsistences arise, author details are based on what is entered in the system. Paper track, topic, author order and title is based on what is listed on the final .pdf.

We don't allow changes to final papers because even minor changes to the material used in a conference site (a final .pdf or author details) often impacts many papers even when only the information on one paper is changed.

✔ Author Names & Affiliations

✔ Author Order

✔ Paper Title

✔ Paper Track Name

✔ Paper Topic Name

We may adjust obvious misspellings in titles in the online site, but the submitted .pdf will not be changed once it is submitted.

We will not adjust equations that cause symbols or other issues to do authors not optimizing the final .pdf submissions. To ensure proper conversion, we recommend using the most current software versions. When using Acrobat, ensure that all fonts are type 1 and embedded in the document.

We can't make submission deadline exceptions because doing so delays the work occurring that develops functioning conference sites that are ready for use at the time the conference begins.

TIPS TO CREATING .PDF'S

ASME requires that authors submit their final, accepted papers in PDF. In submitting a PDF of your paper, you will have the satisfaction of complete control over your output, and can use whatever programs you prefer to create your paper. In order to convert a document to PDF format, you must have the full version of Adobe Acrobat. The free browser plug-in, Adobe Acrobat Reader, permits a user to view and save a PDF file only. Guidelines for converting are as follows.

Set PDF Writer or Distiller to include all fonts, except the standard thirteen.

Ensure all fonts are embedded

NOTE: Acrobat 4.0 and higher automatically embeds fonts. If fonts are not embedded and an earlier version of Acrobat is used, it may cause font substitution and technical errors in your paper.

The resolution for gray and color images should be set to 150 dpi. Compression should be checked and set to automatic. Image quality can be set to medium.

The resolution for monochrome (black and white) images should be set to 300 dpi. Compression should be checked and set to CCITT Group 4.

Check the new PDF document against your original document to ensure a successful conversion. The technical integrity of the document must be intact. We recommend viewing the new PDF on a different machine (preferably with different fonts) to find any errors your PDF may have. In addition, the document settings may show different line and page breaks depending on your printer.

Embedding Fonts

To ensure proper conversion, all fonts must be Type 1 and embedded in the document. We recommend the use of Adobe Acrobat 4.0 +, as the newer version(s) automatically embed all fonts in a document. Using an earlier version may result in flawed conversions of math and special characters if fonts are not embedded properly.

Errors When Viewing Asian Fonts

If an author uses Asian fonts but does not embed them in the document, you will receive an error message. In order to view or print the PDF, you need to obtain access to the correct fonts so the PDF can be viewed on your computer and other non-native systems.

The Adobe website provides free downloads of Asian font packs (two in Chinese, one in Japanese and Korean) to ensure access to PDF documents created on non-native systems.

Acrobat 3.0 + Users

Minor editorial corrections can be made to the PDF document (e.g., revising typos) by using the Touch Up Text tool. New text, missing material, etc, cannot be added in this version.

Microsoft Office 2000 Users

To convert a Word document into a PDF, click the Adobe icon on the toolbar to start PDF Writer. Your Word document will automatically be sent to Acrobat Distiller for conversion to PDF format.

Latex Users

If you're using subsetted fonts in Latex and Acrobat Distiller creates a PDF, the PDF file will contain missing characters. Latex assigns the same name to different font sets of the same basefont in the postscript file. When reading the postscript file, Distiller assumes these fonts are the same, so they are not included in the PDF created. To remedy the situation, configure Latex to cease the subsetting of fonts when a postscript file is being generated. While subsetting refers to Acrobat Distiller, the same rules apply to PDF Writer.

IMPORTANT NOTE:

Please check the new PDF document against your original document to ensure a successful conversion: the technical integrity of the document must be intact. We recommend viewing the new PDF on a different machine from the one that created it, preferably one with different fonts. This way you will be able to spot any font errors.

See Adobe Web site at: http://www.adobe.com/products/acrobat.html

For additional help, you may wish to review the following sites:

The LaTex Help Archive: www.wpi.edu

Using Acrobat on Unix: http://www.phys.ufl.edu/~bernard/acrobat.html

True Type 1 and PDFTeX: http://staff.ttu.ee/~alahe/atruetype.html