



**JAMS 4th Annual Technical Review Meeting
June 17–19, 2008
Future of Flight Aviation Center**

Send by **JUNE 2** and **JUNE 11**, respectively to:
Ellen Barker at nelle@u.washington.edu, 206-543-0299.

RESEARCH SUMMARY INSTRUCTIONS:

DUE: June 2, 2008

As in previous years, we are preparing a summary of all projects for review by attendees prior to the meeting that will bring everyone up to speed. This will be distributed via email prior to the workshop so that your presentations can focus on the technical side of the project rather than background information.

The summary should focus on the background/purpose of the project and include any additional deliverables that have been added since last year.

Please send a 2- to 3-page summary of your project that describes the following:

- problem statement
- project background and motivation
- approach to solve the problem
- include supporting graphics

INSTRUCTIONS FOR USE OF RESEARCH POWERPOINT TEMPLATE:

DUE: June 11, 2008

Presentation slots are 30 minutes (20 minutes plus 10 minutes Q&A and critiques)

Step #

1. [Open template PowerPoint file \(.pot\)](#).
2. You will find the two master slides.
3. Go to the second slide master (title slide) and paste in your school logo where it says "Paste School Logo Here". Please do not make the logo bigger than allotted area on the master title slide.
4. Then go to the body slide and enter your school name at the bottom center where it says "Enter School Name Here." Again please do not increase the size of the allotted area.
5. Next click on the slide button "Normal View" on the lower left of the PowerPoint window.

6. Procedures in step 6 will bring you to the slide manager. Please add the following information to slides 1 to 3, 4 (Blank for your research) and 5;
 - 6.1 Slide 1**
 - 6.1.1 In the Title Box give the name of the project.
 - 6.1.2 In the Subtitle Box add the presenter(s) (slide three gives opportunity to identify all researches and others involved in the research.
 - 6.2 Slide 2** (this can be expanded to two slides max.)
 - 6.2.1 Provide synopsis of the motivation and key issues; objective; and approach.
 - 6.3 Slide 3**
 - 6.3.1 Provide all school researchers.
 - 6.3.2 Identify the FAA Technical Monitor.
 - 6.3.3 If other FAA personnel are involved identify them.
 - 6.3.4 Identify the industry partners by company and key individuals.
 - 6.4 Slide 4** (to ?)
 - 6.4.1 This will start your research presentation.
 - 6.4.2 This should immediately get into your findings, results and analysis of your research. Everyone will be provided an overview of the planned research before the meeting. Do not spend time going over the plan or details contained in your proposal for the research.
 - 6.5 Slide 5** (Will become your final slide)
 - 6.5.1 Provide details of the benefit to aviation industry.
 - 6.5.2 This is your opportunity to tie the research to the needs of the aviation industry and the FAA.
 - 6.5.3 Provide brief thoughts on what the research has uncovered that will not be resolved by the current effort.