



**DEPARTMENT OF THE ARMY**  
**US ARMY RESEARCH, DEVELOPMENT AND ENGINEERING COMMAND**  
**ARMAMENT RESEARCH, DEVELOPMENT AND ENGINEERING CENTER**  
**PICATINNY, NEW JERSEY 07806-5000**

15 September 2004

SUBJECT: 13<sup>TH</sup> JOCG CONTINUOUS MIXER & EXTRUDER USERS GROUP  
MEETING INFORMATION

1. The next meeting of the Joint Ordnance Commanders Group (JOCG) Continuous Mixer & Extruder Users Group (CMEUG) will be hosted by Stevens Institute of Technology, Highly Filled Materials Institute in Hoboken, New Jersey in the Wesley J. Howe Center, and is scheduled for 13-14 October 2004. The meeting agenda, registration information, directions, hotel and parking information are attached.
2. We have a full agenda of informative presentations that should lead to a valuable meeting. The meeting will include a tour of Highly Filled Materials Institute processing and laboratory facilities. Meeting participation is limited to research and manufacturing individuals, equipment vendors will not be permitted. Therefore, if feel there are other individuals who could contribute to this meeting, please contact Kristin Jasinkiewicz at 973-724-3906 (commercial) or DSN 880-3906 or via email at {  
HYPERLINK "mailto:kjasink@pica.army.mil" }.
3. Meeting registration will be held on mornings of the meetings beginning at 8:00 during the continental breakfast at the Wesley J. Howe Center. The registration fee for the meeting is \$120.00 and must be paid in cash or by check. Credit cards will not be accepted. Please make all checks payable to JOCG Mixer & Extruder Users Group. During the meeting, a continental breakfast and lunch will be offered on each day, while a dinner will be hosted at Wesley J. Howe Center on the evening of Wednesday, 13 October 2004.
4. All presentations must be approved for public release. Each presenter is responsible for ensuring that their presentations are approved for public release. We plan to release the meeting proceedings on a CD after the meeting. We request that you prepare your presentations in Powerpoint from MS Office 2000 or newer; and submit them electronically by 7 October 2004. Presentations shall be submitted to Kristin Jasinkiewicz, the Army Chair of the

JOCG Continuous Mixer & Extruder Users Group, at {  
HYPERLINK "mailto:kjasink@pica.army.mil" }. Presentations  
may be given either from a laptop that will be loaded with  
all of the presentations (that are received on or before 7  
October 2004) or an overhead projector, if preferred. If  
you are not able to submit your presentation electronically  
by 7 October, please bring it to the meeting on a USB  
memory stick, zip disk, or CD to facilitate the release of  
the meeting proceedings.

5. To facilitate conference attendees, guest rooms have been reserved at the Days Inn (see attached flyer) located in North Bergen, New Jersey at a reduced rate of \$89.95/night. (The government lodging per diem for Hudson County is \$125/night). Please contact the hotel directly at 201-348-3600 to reserve your room by **27 September 2004** and ask for the Group/Market Code STEV/GORG. If you would prefer alternative lodging arrangements a list of hotels in the near vicinity is attached.
6. Directions from the Days Inn to the Wesley J. Howe Center are attached. Please allow 1-hour of travel time from the hotel to the meeting location. Parking for the meeting will be via public parking lots and garages in Hoboken; therefore the use of carpools or public transportation from the hotel is highly encouraged. A list of parking locations, rates and directions to the Wesley J. Howe Center is attached. Parking at Stevens Institute of Technology is unavailable.
7. All participants are requested to notify Ms. Kristin Jasinkiewicz of their intention to attend the meeting via email at { HYPERLINK "mailto:kjasink@pica.army.mil" } by 5 October 2004. All US citizens need to include the following information in the email: name, organization, dates attending the meeting, whether they plan to attend the dinner on Wednesday evening (13 October 2004) and whether they will attend the processing and laboratory facilities tour. All non-US citizens need to include the following information: name, organization, citizenship, place of birth, date of birth, dates attending the meeting, whether they plan to attend the dinner on Wednesday evening (13 October 2004) and whether they will attend the processing and laboratory facilities tour.

8. All participants from outside the US are required to submit a Request for Visit Authorization (RVA) through their respective embassies to HQDA. In the RVA please include the follow details:

Purpose:

Attendance to the 13th Joint Ordnance Commanders Group (JOCG) Continuous Mixer & Extruder Users Group (CMEUG)

Meeting Location & Date:

Stevens Institute of Technology, Hoboken, New Jersey held on 13-14 October 2004.

Meeting Point of Contact:

Ms. Kristin Jasinkiewicz

US Army, RDECOM-ARDEC

Environmental Technology Division

Ph: 973-724-3906

Fax: 973-724-6759

Email: { HYPERLINK "mailto:kjasink@pica.army.mil" }

9. Questions regarding the meeting may be directed the meeting chair, Ms. Kristin Jasinkiewicz, at 973-724-3906 (Commercial) or DSN 880-3906 or via email at { HYPERLINK "mailto:kjasink@pica.army.mil" }; or to the meeting coordinator, Mr. Mehmet Deliceoglu, at 201-216-5030 or via email at { HYPERLINK "mailto:mdeliceo@stevens.edu" }. We anticipate the meeting will be very successful and look forward to providing additional assistance as needed.

Kristin Jasinkiewicz  
Army Chair, JOCG CMEUG