

77-3



**DETROIT METROPOLITAN CHAPTER**  
**SOCIETY OF AMERICAN VALUE ENGINEERS, INC.**  
29551 Greenfield Rd. Suite 210  
Southfield, MI 48076

Please Reply To:

David G. Reeve  
Chrysler Corporation  
P.O. Box 1118  
Detroit, MI 48288

March 16, 1977

Mr. Larry Miles, CVS  
Rt 5, Box 840  
Sedgefield  
Easton, MD 21601

Dear Larry,

Re - 1977 SAVE International Conference,  
Function & FAST Workshop

On behalf of the organizers of the 1977 SAVE International Conference, to be held at the Hyatt Regency Hotel, Dearborn, Michigan on May 22-25, 1977, I wish to extend to you an invitation to be a Speaker/Leader at the Function & FAST Workshop.

The Workshop will be conducted on Tuesday, May 24, 1977 (1:45 p.m. to 5:30 p.m.). It is anticipated that approximately one hundred persons will be participating in this segment of the conference program.

Yours sincerely,

David G. Reeve  
Workshop Chairman

/lb

cc: D. A. Johnson



# SAVE

**DETROIT METROPOLITAN CHAPTER**  
**SOCIETY OF AMERICAN VALUE ENGINEERS, INC.**  
29551 Greenfield Rd. Suite 210 Southfield, MI 48076

Please Reply To:

David G. Reeve  
Chrysler Corporation  
P.O. Box 1118  
Detroit, MI 48288

March 15, 1977

Mr. Larry Miles, CVS  
Rt 5, Box 840  
Sedgefield  
Easton, MD 21601

Dear Larry,

Re - 1977 SAVE International Conference  
Function & FAST Workshop

Enclosed is preliminary information on the workshop leaders, the agenda and schedule, and the project hardware. A complete information package is currently being prepared and will be ready for mailing by the end of March.

Also, enclosed is a set of instructions for technical papers for publication together with several sheets of SAVE manuscript paper. In order that an outline of the text of your lecture and any visual aids to be utilized can be included in the Conference Proceedings, please ensure that the material is typed in accordance with the instructions.

Provide only your name, title, company name and the text outline, etc., as I will be writing the abstract and preparing a composite of all material to be presented at the workshop for submission to the Proceedings Editor, Dick Park.

The completed manuscript sheets should be mailed to me no later than March 28, 1977.

Yours sincerely,

David G. Reeve  
Workshop Organizer

/lb

Enclosures

cc: P. E. Frusti  
D. A. Johnson  
R. J. Park

## INSTRUCTIONS FOR TECHNICAL PAPERS FOR PUBLICATION

(Name)

(Title)

(Company)

### Abstract

Instructions and guidelines for preparation of a technical paper for Focus 77 - Expand Horizons, SAVE 1977 International Conference Proceedings. Included are guidelines for form and appearance and details for typing, abstract and biography preparation as well as guidelines for visual aids.

### Introduction

These instructions have been prepared in accordance with the correct style and type for proceedings papers. The oversized sheets provided you will be photographically reduced to 77% of their original size before printing. To insure that papers will be reproduced clearly and in proper size and format, authors should observe the following instructions.

### Title

Center the title on the page so as to run across the upper portions of both columns at the designated position. Use all capital letters in the title. The name of the author, his business affiliation, city, and state should follow single spaced on separate lines in upper and lower case letters. Refer to title of this instruction.

### Abstract

The abstract should be separated from the body of the paper by four lines. Examples of abstracts are as follows:

- o Value Engineering Coastal Jetties  
Abstract-The application of Value Engineering to the construction of the Tillamouk South Jetty by The U.S. Army Corps of Engineers.
- o Probable Changes to VE ASPR  
Abstract-The operation of the ASPR Committee, reasons prompting the VE revisions, and major changes that are anticipated.

Abstracts from papers submitted will be forwarded to the National Business Office for incorporation in the SAVE Encyclopedia of Value Engineering. All properly prepared abstracts will be included in the 1977 Encyclopedia to be available at the 1977 International Conference, Focus 77 - Expand Horizons.

### Major Headings

Major headings are underlined and centered in the column.

### Subheadings

Subheadings are underlined and placed flush on the left-hand margin of the column and on a separate line as in this paragraph.

### Sub-subheadings

Sub-subheadings are underlined, indented 4 spaces and run in at the beginning of the paragraph.

Unheaded paragraphs are indented 4 spaces and have a blank line preceding and following.

### References

List and number all bibliographical references at the end of the paper. When referring to them in the text, type the corresponding reference number superscript form as shown at the end of this sentence.<sup>1</sup>

### Equation Numbers

Equations should be centered in columns. Number equations, enclose numbers in parentheses, and place flush with right-hand margin of the applicable column as follows:

$$\frac{(X+Y)^3}{4} = Z \quad (1)$$

### Page Numbers

Do not type page numbers on sheets, but pencil in page numbers on the top right side of the model paper, well outside the blue margin.

## Illustrations

### Drawings and Photographs

1. Supply black and white inked drawings or clear photographic prints of line artwork and glossy prints of all photographs carefully affixed to the oversized sheets exactly where the figures are to appear.
2. All lines and lettering should be such that they remain legible after reduction to 77
3. Drawings, tables, and photographs may, if necessary, extend across the full two-column width.

### Captions

All drawings and photographs must be inserted complete with captions double spaced below the figure. Table captions must be double spaced above tables.

### Typing

1. It is preferred that manuscripts be typed in IBM Executive Mid-Century (PF) type. However, any Sanserif type similar to this page may be used if necessary. If the manuscript is typeset, use Sanserif type. Type two columns to a page on the special oversized sheets provided. Note: Do not type on the back.
2. An electric typewriter with black carbon typewriter ribbon must be used. This will eliminate major reproduction problems.
3. To prevent smearing 1st column when typing 2nd column, cover 1st column with clean sheet of paper.
4. Light-blue guide lines outline the typing area. Fill the area completely leaving no left margins within the blue lines.
5. If the oversized sheets do not fit in your typewriter, type one column at a time on regular bond paper and paste in place on the oversize paper.
6. Manuscripts must be typed single-spaced. A double space must occur before and after every paragraph, before major headings, before and after illustrations/tables and before and after captions.
7. Clean typewriter keys before starting to assure clean cut letters and to avoid smears and erasure marks.
8. In case of an error, new text may be carefully pasted over old text, if the length is the same. Snopake or Whiteout may be used for minor corrections only.

## Summary

The manuscript must be submitted in its entirety, complete and photo-ready for printing. The committee will be responsible for numbering of the pages and reduction. Good luck!

### Biography

Each paper must be accompanied by a biographical sketch (about 100 words) separate from the manuscript, and two 4" x 5" glossy photographs of the author.

### Visual Aids

One of the most frequently heard comments regarding conference presentations is that the speaker used poor visual aids. Poor visual aids can detract appreciably from an otherwise excellent presentation.

Visual aids should be used to emphasize or clarify important points. They should be prepared carefully to reinforce your presentation.

A few simple rules can help your visual aids.

- o Keep them simple - Too much data is confusing
- o Make letters large enough so that the smallest can be read from the back of the room.
- o Use only sanserif type if you must use typing. Sanserif type is like this type.
- o Use only capitals. A speech typewriter with larger size letters is better.
- o Never use script
- o Round off numbers
- o If you use colors, use complimentary colors. Be sure they project satisfactorily in anticipated light conditions.

Useful information on visual aids can be found in the book Moving Mountains by Henry M. Boettinger, Collier Books, Chapter 6, How to Use - and Abuse - Visual Aids, pgs. 159-191.

SOCIETY OF AMERICAN VALUE ENGINEERS  
INTERNATIONAL CONFERENCE  
1977

FUNCTION & FAST WORKSHOP

1977 SAVE INTERNATIONAL CONFERENCE  
FUNCTION & FAST WORKSHOP  
TUESDAY, MAY 24, 1977

Organizer: David Reeve - Chrysler Corporation

Leaders: Chas. Bytheway, CVS - Sperry Univac  
John Groothuis, CVS - Value Analysis Inc.  
Jerry Kaufman, CVS - Honeywell  
Larry Miles, CVS - General Electric (retired)  
Frank Wojciechowski, CVS - Lloral Electronic Systems

Co-Leaders: Russ Bartholomew, CVS - Ranco Corporation  
Tom Cook, CVS - Thomas Cook Assoc.  
Glen Hart, CVS - Arthur Beard Engineers Inc.  
Ed Heussner - Jackson Products Inc.  
Don Lenef - Stephens, Adamson Co.  
Horton Matthews - Multi Fastner Corporation  
Tom McDonnell - Rockwell International  
Scott Pell - Joy Manufacturing Co.  
Ron Schliebe - Chev. General Motors

Students: Terry Beard - Michigan State University  
Dave Fortney - " " "  
Sue Nye - " " "  
Tim Prass - " " "

1977 SAVE INTERNATIONAL CONFERENCE  
 FUNCTION & FAST WORKSHOP  
AGENDA & SCHEDULE

	<u>TIME</u>	<u>MINS.</u>	
1. INTRODUCTIONS	1:45 p.m.	5	David Reeve
2. OPENING REMARKS			
2.1 PHILOSOPHY & IMPORTANCE OF FUNCTION	1:50 p.m.	5	Larry Miles
2.2 CREATION OF FAST	1:55 p.m.	5	Chas. Bytheway
3. BASIC PRINCIPLES			
3.1 BACKGROUND/PRINCIPLES	2:00 p.m.	35	Jerry Kaufman
3.2 PROJECT ASSIGNMENT	2:35 p.m.	5	Frank Wojciechowski
WORKSHOP: FUNCTION DEFINITION	2:40 p.m.	15	-
3.3 FAST DIAGRAMS	2:55 p.m.	5	Frank Wojciechowski
WORKSHOP: FAST DIAGRAM CONST.	3:00 p.m.	30	-
COFFEE BREAK	3:30 p.m.	15	-
4. USE OF FAST			
4.1 COST-FUNCTION ANALYSIS	3:45 p.m.	15	John Groothuis
WORKSHOP: COST DISTRIBUTION	4:00 p.m.	20	-
4.2 FUNCTION EVALUATION	4:20 p.m.	10	John Groothuis
WORKSHOP: FUNCTION EVALUATION	4:30 p.m.	20	-
4.3 COST-FUNCTION WORKSHEET EVALUATION - AREAS FOR APPLYING CREATIVITY	4:50 p.m.	15	John Groothuis
5. CONCLUSION			
5.1 ACTUAL AND POTENTIAL APPLICATIONS	5:05 p.m.	10	Frank Wojciechowski
5.2 QUESTIONS AND ANSWERS	5:15 p.m.	15	David Reeve
6. CLOSE	5:30 p.m.		

1977 SAVE INTERNATIONAL CONFERENCE  
FUNCTION & FAST WORKSHOP  
PROJECT DETAILS

PROJECT:

METAL PINCH COCK

- FISHER SCIENTIFIC

MANUFACTURING ASSUMPTIONS:

QUANTITY - 100,000 UNITS/YEAR

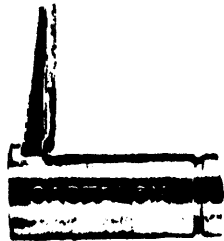
- PARTS
- EXTERNAL DIE CASTING - NICKEL PLATED
  - INTERNAL DIE CASTING - NICKEL PLATED
  - COILED METAL SPRING
  - SCREW MACHINED WASHER - ALUMINUM
  - ALUMINUM STAMPING

- MANUFACTURING
- DIE CAST PARTS
  - BARREL PLATE DIE CASTINGS
  - ASSEMBLE DIE CAST PARTS & SPRING
  - CRIMP STAMPING TO EXTERNAL CASTING
  - COLD HEAD WASHER TO INTERNAL CASTING

1977 SAVE INTERNATIONAL CONFERENCE  
FUNCTION & FAST WORKSHOP  
METAL PINCH COCK  
EXPLODED VIEW OF COMPONENTS



Machined  
Washer



External  
Die Casting



Coiled Metal  
Spring



Internal  
Die Casting



Stamped  
End Cap