

## 2008 SAE WORLD CONGRESS

Action	Due Date	Responsible Party		
		SAE	Organizer	Author
Distribute call for papers on-site	April 2007	X		
Send organizer kits	By June 1	X		
Abstract deadline	<b>June 1</b>			X
E-Mail author kits	June 30 – July 15	X		
Send organizer report forms (ORF) to SAE	August 29		X	
Send manuscripts to session organizers <i>incomplete papers will not be accepted</i>	<b>September 30</b>			X
Update paper/presentation title and author(s) on the SAE website	September 30			X
Send manuscript to reviewers	October 3		X	
Updated ORF due to SAE (including # of sessions needed)	October 15		X	
Lay out session matrix and obtain approval from activity chairs	End of October	X		
Post draft technical sessions to the website	November 15	X		
Send reviewed manuscripts to authors	By November 11		X	
Send any program changes to SAE	November 15 - Ongoing		X	X
Send copy of final manuscript to session organizer for final approval	By December 12			X
Post organizer approvals to SAE website to print papers	<b>December 19</b>		X	
Confirm paper title and complete author listing via the SAE website	By January 10, 2008			X
Send original + electronic files of final manuscript to SAE	<b>January 10</b>			X
Send copyright transfer form to SAE	January 10			X
Provide final session line-ups (presentation order)	January 15		X	
<b>Final technical session corrections due to SAE for printing of on-site program</b>	<b>February 1</b>	<b>X</b>	<b>X</b>	<b>X</b>
Make hotel/travel arrangements	February 1		X	X
Send AV requirements to SAE	March 24			X
Prepare oral/visual presentation and send to organizer	March 24			X
Return speaker biography to organizer	March 24			X
<b>2008 SAE World Congress</b>	<b>April 14-17</b>		Revised: May 1, 2008	
Send appreciation letters to participants	April 30		X	