

2010 SAE WORLD CONGRESS

Action	Due Date	Responsible Party		
		SAE	Organizer	Author
Distribute call for papers on-site	April 2009	X		
Send organizer confirmation and information	By May 30	X		
Abstract submittal deadline	June 1			X
Send author confirmation and link to author kit on website	June 30 – July 15	X		
Provide working session description in MyTechZone	August 29		X	
Upload review ready manuscript to MyTechZone <i>incomplete papers will not be accepted</i>	September 30			X
Update paper/presentation title and author(s) in MyTechZone	September 30			X
Assign reviewers in MyTechZone	October 2		X	
Update session line-up in MyTechZone (inform SAE how many sessions are needed)	October 16		X	
Lay out session matrix and obtain approval from activity chairs	End of October	X		
Release review results to authors (MyTechZone)	By November 11		X	
Post draft technical sessions to the website	November 16	X		
Send any program changes to SAE	November 16 - Ongoing		X	X
Upload revised manuscript to MyTechZone for organizer's approval	By December 9			X
Approve papers for publication	by January 4, 2010		X	
Confirm paper title and complete author listing (MyTechZone)	by January 18, 2010			X
Final approved papers due to SAE	January 18			X
Send copyright transfer form to SAE	January 18			X
Provide final session line-ups (presentation order) - MyTechZone	January 25		X	
Technical Program Frozen	February 8	X	X	X
Make hotel/travel arrangements	After February 8		X	X
Send AV requirements to SAE	March 20			X
Prepare oral/visual presentation and upload to MyTechZone for session organizer approval	March 20			X
Upload speaker biography to MyTechZone for session organizer	March 20			X
2010 SAE World Congress	April 12-15		Revised: April 7, 2008	
Send appreciation letters to participants	April 30		X	