

2012 SAE WORLD CONGRESS

Action	Due Date	Responsible Party		
		SAE	Organizer	Author
Distribute call for papers on-site	April 2011	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	September 1		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 1		X	
Inform SAE how many sessions are needed / provide paper/presentation breakdowns	October 17		X	
Lay out session matrix and obtain approval from activity chairs	End of October/ Early November	X		
Release review results to authors (MyTechZone)	By November 11		X	
Post draft technical sessions to the website	Week of Nov. 14	X		
Send any program changes to SAE	Nov 15 - Ongoing		X	X
Upload revised manuscript to MyTechZone for organizer's approval	By December 9			X
Approve papers for publication	by January 4, 2012		X	
Confirm paper title and complete author listing (MyTechZone)	by January 18, 2012			X
Sign off copyright in MyTechZone	January 18			X
Final approved papers due to SAE / <i>be sure author info is correct on the participant tab in mytechzone and not included in final paper</i>	January 18			X
Provide final session line-ups (presentation order) - MyTechZone	January 31		X	
Technical Program Frozen	February 1	X	X	X
Make hotel/travel arrangements	After February 1		X	X
Send AV requirements to SAE	April 3			X
Prepare oral/visual presentation and upload to MyTechZone for session organizer approval / <i>bring final ppt on-site on jump drive</i>	April 3			X
Upload speaker biography to MyTechZone for session organizer / <i>bring hard copy on-site</i>	April 3			X
2012 SAE World Congress	April 24-26		Revised: May 10, 2012	
Send appreciation letters to participants	April 30		X	