

SAE 2007 AUTOMOTIVE DYNAMICS and SAFETY CONFERENCE and EXHIBITION

| Action | Due Date | Responsible Party | | |
|---|------------------------------------|-------------------|-----------|--------|
| | | SAE | Organizer | Author |
| Distribute call for papers on-site | One year before event | X | | |
| Send organizer confirmation and information | March 19, 2007 | X | | |
| Abstract deadline | May 4 | | | X |
| Send abstracts to organizers | May 4 Ongoing | X | | |
| Send author confirmation and link to author kit on website | May 4 Ongoing | X | | |
| Send organizer report forms (ORF) to SAE including organizers, chairs, asst. chairs, brief description of session and presentation order | May 28 | | X | |
| Send draft manuscripts to session organizers | June 8 | | | X |
| Update paper/presentation title and author(s) on the SAE website | June 18 | | | X |
| Send draft manuscript to reviewers | June 11 | | X | |
| Updated ORF due to SAE (including # of sessions needed) | June 27 | | X | |
| Lay out session matrix and obtain approval from vice chairs | June 25 - July 6 (if necessary) | X | | |
| SAE to post tentative session schedule to the website (authors & organizers send any corrections to SAE) | July 2 | X | X | X |
| Send reviewed manuscripts to authors | July 20 | | X | |
| Send general program copy to website for posting | August 7 ongoing | X | | |
| Make hotel/travel arrangements | September 7 | | X | X |
| Post organizer approval to Website to Publish Papers | September 17 | | X | |
| Update Participant Record Form Information on the SAE Website | September 17 | | | X |
| Send PDF and electronic (i.e. MS Word) version of paper and 1 camera-ready hard copy laser-printed originals to SAE + one copy to organizer | October 1 | | | X |
| Send copyright transfer form to SAE | October 1 | | | X |
| Final technical session corrections due to SAE for printing of on-site program | October 15-19 | | X | X |
| Send all program copy to graphics for printing | October 15-19 | X | | |
| Send AV requirements to SAE | November 5 | | | X |
| Prepare oral/visual presentation and send to organizer | November 5 | | | X |
| Send completed Biography Sheet to Organizer/Session Chair | November 5 | | | X |
| Send appreciation letters to participants | December 14 | | X | |
| SAE 2007 Automotive Dynamics and Safety Conference | November 27-29, 2007 | | | |