














# SAE 2012 Aerospace Manufacturing and Automated Fastening Conference & Exhibition

 = Action completed in MyTechZone

Web = Action completed at www.sae.org

|    | Action   | Due Date                | Responsible Party |           |          |
|---|--|-------------------------|-------------------|-----------|----------|
|   |  |                         | SAE               | Organizer | Author   |
|   | Distribute call for papers on-site   | One year                | X                 |           |          |
| <a href="#">Web</a>   | Send organizer confirmation and information  | 9 January, 2012         | X                 |           |          |
| <a href="#">Web</a>   | Abstracts due!   | 13 February             |                   |           | X        |
|    | Accept abstracts/invite manuscripts.   | 13 February and ongoing |                   | X         |          |
|    | Session description, tentative session line-up.                                    | 12 March                |                   | X         |          |
|    | Upload review-ready manuscript<br><i>Incomplete papers will not be accepted!</i>   | 26 March                |                   |           | X        |
|    | Update paper/presentation title/author(s)  | 9 April                 |                   |           | X        |
|    | Assign technical paper reviewers   | 9 April                 |                   | X         |          |
|    | Update session line-up; inform SAE if additional sessions are needed               | 16 April                |                   | X         |          |
|   | Lay out technical session matrix; obtain approval from Activity Chairs             | 16 April – 28 April     | X                 |           |          |
| <a href="#">Web</a>   | Post draft technical sessions to the website                                       | 23 April                | X                 |           |          |
|    | Release review results to author   | 7 May                   |                   | X         |          |
| <a href="#">Web</a>   | Send general program copy to website for posting                                   | 28 May and ongoing      | X                 |           |          |
|   | Send any program changes to SAE  | 11 June and ongoing     |                   | X         |          |
| <a href="#">Web</a>   | Make hotel/travel arrangements   | 25 June                 |                   | X         | X        |
|  | Upload revised manuscript to MyTechZone  | 25 June – 13 July       |                   |           | X        |
|  | Approve technical papers for publication.  | 9 July                  |                   | X         |          |
|  | Confirm paper title and complete author listing.                                   | 9 July                  |                   |           | X        |
|  | Assign copyright assignment<br>Upload final manuscript                             | 23 July                 |                   |           | X        |
|  | Provide final session line-ups / “batting order”                                   | 6 August                |                   | X         |          |
|   | Final technical session corrections due to SAE for printing on on-site Event Guide | 6 August                | X                 | X         | X        |
|   | Send program copy to Graphics for printing   | 6 August                |                   |           |          |
| <a href="#">Web</a>   | Send A/V requirements to SAE   | 27 August               |                   |           | X        |
| <a href="#">Web</a>   | Prepare oral/visual presentation and send to session organizer for approval        | 27 August               |                   |           | X        |
| <a href="#">Web</a>   | Complete and return speaker biography to session organizer                         | 27 August               |                   |           | X        |
|   | <b>AMAF – 18-20 September</b>  | <b>EVENT DATE</b>       | <b>X</b>          | <b>X</b>  | <b>X</b> |
|   | Send appreciation letters to participants  | 1 October               | X                 | X         |          |