

AMAF September 16-18, 2008 – Key Dates Timeline

Action	Due Date	SAE	Organizer	Author
Distribute call for papers on-site	9/17/07	X		
Send organizer confirmation and information	1/7/08	X		
Abstract deadline	1/28/08			X
Send abstracts to MyTechZone	1/28/08-ongoing	X		
Send author confirmation and link to author kit on website	1/28/08 - ongoing	X		
Send organizer report forms (ORF) to SAE including organizers, chairs, asst. chairs, description of session and pres. order	2/11/08		X	
Upload Review-Ready manuscripts to SAE using MyTechZone	3/28/08			X
Update paper/presentation title and author(s) on the SAE website	4/7/08		X	
Release comments to authors using MyTechZone	Ongoing			
Lay out session matrix	4/22/08	X		
SAE to post tentative session schedule to the website (authors & organizers send any corrections to SAE)	4/22/08	X	X	X
Send updated organizer report forms (ORF) to SAE with presentation order. Include any changes to organizers, chairs, asst. chairs, description of session. (including # of sessions needed)	4/28/08		X	
Make hotel/travel arrangements	6/27/08		X	X
Enter Organizer Approvals to Publish using MyTechZone	7/10/08		X	
Update Participant Record Form Information on the SAE Website	7/10/08			X
Submit Final Manuscript to SAE using MyTechZone.	7/22/08			X
Send copyright transfer form to SAE	7/22/08			X
Sign Copy and Worksheets (including Committee Requests)	7/29/08	X		
Final technical session corrections due to SAE for printing of on-site program	8/4/08		X	X
Hotel Sleeping Room Cut-off Date	8/22/08	X		X
Send AV requirements to SAE	8/25/08			X
Prepare oral/visual presentation and send to organizer	8/25/08			X
Send completed Biography Sheet to Organizer/Session Chair	8/25/08			X
Send appreciation letters to participants	9/29/08	X	X	