













[2011 AeroTech Congress & 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	10/18/2010	X		
Web	Send organizer confirmation and information	2/8/2011	X		
Web	Abstracts due!	4/15/2011			X
	Accept abstracts/invite manuscripts.	4/15/2011 →		X	
	Session description, tentative session line-up.	5/12/2011		X	
	Update paper/presentation title/author(s)	5/12/2011			X
	Assign technical paper reviewers	5/20/2011		X	
	Update session line-up; inform SAE if additional sessions are needed	5/20/2011		X	
	Lay out technical session matrix; obtain approval from Activity Chairs	5/25/2011	X		
Web	Post draft technical sessions to the website	5/25/2011	X		
	Upload review-ready manuscript <i>Incomplete papers will not be accepted!</i>	5/27/2011			X
	Release review results to author	6/28/2011		X	
Web	Send general program copy to website for posting	6/28/2011 →	X		
	Send any program changes to SAE	7/12/2011 →		X	
Web	Make hotel/travel arrangements	7/26/2011		X	X
	Upload revised manuscript to MyTechZone	7/26/2011			X
	Approve technical papers for publication.	8/9/2011		X	
	Confirm paper title and complete author listing.	8/9/2011			X
	Assign copyright assignment Upload final manuscript	8/9/2011			X
	Provide final session line-ups / "batting order"	9/6/2011		X	
	Final technical session corrections due to SAE for printing on on-site Event Guide	9/6/2011	X	X	X
	Send program copy to Graphics for printing	9/6/2011			
Web	Send A/V requirements to SAE	9/27/2011			X
Web	Prepare oral/visual presentation and send to session organizer for approval	9/27/2011			X
Web	Complete and return speaker biography to session organizer	9/27/2011			X
	Conference – 0 weeks	10/18/2011	X	X	X
	Send appreciation letters to participants	11/1/2011	X	X	