











2009 AeroTech Congress & Exhibition

Action		Due Date	Responsible Party			
			SAE	Prog. Chair	Org.	Author
	Identify all sessions/organizers	8/20/08	X	X	X	
	Develop call for papers	9/3/08	X	X	X	
	Post call for papers on website	9/10/08	X			
	Send organizer information & link to website resources	9/24/08	X			
	Abstract deadline	4/7/09				X
	Send onsite session line-up reminder to organizers	4/7/09	X			
	Complete onsite session line-up in My Tech Zone	4/21/09			X	
	Send author information & link to website resources	5/5/09	X			
	Enter author and co-author information at My Tech Zone (Click on Participant tab)	5/19/09				X
	Send review instructions to organizers	5/19/09	X			
	Upload your review ready manuscript at My Tech Zone – Must be Uploaded as a PDF All internal clearances should be complete by this date	5/19/09				X
	Assign technical paper reviewers at My Tech Zone					
	Lay out session matrix; obtain approval from activity chair	6/9/09	X			
	Post draft technical sessions to website	6/16/09	X			
	Assign and email reviewers from My Tech Zone	7/5/09			X	
	Approve reviewed manuscripts comments at My Tech Zone for authors to view	7/28/09			X	
	Send notice of program copy on website to authors and organizers (replaces draft program copy)	8/4/09	X			
	Download revised manuscript at My Tech Zone , as required	8/4/09				X
	Email reviewer from My Tech Zone regarding updated manuscripts for re-review, as required	8/4/09			X	
	Make hotel/travel arrangements	8/11/09			X	X
	Give author final approval of reviewed manuscript	8/25/09			X	
	Complete approval page in My Tech Zone	8/25/09			X	
	Send program copy reminder to organizers and authors	9/1/09	X			
	Download final manuscript at My Tech Zone . Also send PDF and electronic (i.e. MS Word) version of paper and 1 camera-ready hard copy laser-printed original to SAE	9/8/09				X
	Send copyright transfer form to SAE	9/8/09				X
	Send AV requirements to SAE	9/8/09				X
	Send corrected draft program copy to SAE and organizers	9/8/09				X
	All final program copy due to SAE	9/15/09				
	Send program copy to Graphics	9/22/09	X			
	Email draft PowerPoint presentation to organizer for review	10/6/09				X
	Email bio to organizer for introduction	10/20/09				X
	Ship final program for onsite distribution	TBD	X			
	Email final PowerPoint presentation to organizer for compilation on single disk or laptop	10/27/09				X
	AeroTech Congress & Exhibition	10-12, Nov 2009				

