














27th Annual Brake Colloquium

 = 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		
Web	Send organizer confirmation and information	March 2	X		
Web	Abstracts due!	March 2			X
	Accept abstracts/invite manuscripts.	March 9 →		X	
	Session description	March 13		X	
	Upload review-ready manuscript <i>Incomplete papers will not be accepted!</i>	May 1			X
	Update paper/presentation title/author(s)	May 1			X
	Assign technical paper reviewers	May 1		X	
	Update session line-up; inform SAE if additional sessions are needed	May 8		X	
	Lay out technical session matrix; obtain approval from Activity Chairs	Week of May 11	X		
Web	Post draft technical sessions to the website	May 18	X		
	Release review results to author	June 12		X	
Web	Send general program copy to website for posting	June 15 →	X		
	Send any program changes to SAE	June 22 →		X	
Web	Make hotel/travel arrangements	June 22		X	X
	Upload revised manuscript to MyTechZone	June 29			X
	Approve technical papers for publication.	July 20		X	
	Upload final manuscript & copyright assignment form	August 3			X
Web	Send hard-copy manuscript, to SAE				
	Confirm paper title and complete author listing.	August 3			X
	Provide final session line-ups / “batting order”	August 30		X	
	Final technical session corrections due to SAE for printing on on-site Event Guide	August 30	X	X	X
	Send program copy to Graphics for printing	August 30			
Web	Prepare oral/visual presentation and upload to mytechzone for organizer approval	August 30			X
Web	Send A/V requirements to SAE	Sept. 21			X
Web	Complete and upload speaker biography to mytechzone for organizer	Sept. 21			X
	Brake Colloquium & Exhibition	Oct 11-14	X	X	X
	Send appreciation letters to participants	Oct. 30	X	X	