

	SAE 2012 Brake Colloquium	EVENT DATE:	9/23/2012	Responsible Party	
	<u>Action</u>	Due Date	SAE	Organizer	Author
	Distribute Call for papers on-site	9/24/2011	x		
Web	Send organizer confirmation letter and deadlines / schedule MyTechZone Training Sessions	1/15/2012	x		
Web	Abstracts due	2/1/2012			x
MyTechZone	Accept abstracts/invite manuscripts	2/19/2012		x	
MyTechZone	Session description, tentative session line-up	3/18/2012		x	
MyTechZone	Upload review ready manuscript (<i>Incomplete papers will not be accepted</i>)	4/1/2012			x
MyTechZone	Update paper/presentation title and author listing	4/1/2012			x
MyTechZone	Assign technical paper reviewers	4/1/2012		x	
	Chairs	4/22/2012	x		
Web	Post draft technical sessions to the website	4/29/2012	x		
MyTechZone	Release review results to author	5/20/2012		x	
Web	Send general program copy to website for posting	6/3/2012	x		
Web	Make hotel/travel arrangements	6/3/2012		x	x
MyTechZone	Upload revised manuscript to MyTechZone	6/4/2012			x
MyTechZone	Approval technical papers for publication	6/18/2012		x	
MyTechZone	Confirm paper title and complete author listing	7/1/2012			x
MyTechZone	Complete copyright assignment and electronically sign Upload final manuscript	7/1/2012			x
MyTechZone	Provide final session line-ups / "batting order"	8/1/2012		x	
	Final technical session corrections due to SAE for printing of on-site event guide	8/1/2012	x	x	x
	Send program copy to Graphics for printing	8/12/2012	x		
Web	Send AV requirements to SAE	9/2/2012			x
MyTechZone	Prepare oral/visual presentation and upload to MyTechZone for organizer approval	9/2/2012			x
MyTechZone	Complete and upload speaker biography to MyTechZone	9/2/2012			x
	Conference - 0 - weeks	9/23/2012	x	x	x
	Send appreciation letters to participants	10/7/2012	x	x	