














# COMVEC 2011

 = 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		
<a href="#">Web</a>	Send organizer confirmation and information	36 weeks	X		
<a href="#">Web</a>	Abstracts due!	Feb 14			X
	Accept abstracts/invite manuscripts.	Feb 15		X	
	Session description, tentative session line-up.	March 15		X	
	Upload review-ready manuscript <i>Incomplete papers will not be accepted!</i>	March 21			X
	Update paper/presentation title/author(s)	March 21			X
	Assign technical paper reviewers	March 25		X	
	Update session line-up; inform SAE if additional sessions are needed	April 1		X	
	Lay out technical session matrix; obtain approval from Activity Chairs	May 1	X		
<a href="#">Web</a>	Post draft technical sessions to the website	May 15	X		
	Release review results to author	May 1		X	
<a href="#">Web</a>	Send general program copy to website for posting	May 1	X		
	Send any program changes to SAE	On-going		X	
<a href="#">Web</a>	Make hotel/travel arrangements	June 1		X	X
	Upload revised manuscript to MyTechZone	June 1			X
	Approve technical papers for publication.	June 15		X	
	Confirm paper title and complete author listing.	June 15			X
	Assign copyright assignment Upload final manuscript	June 15			X
	Provide final session line-ups / "batting order"	June 17		X	
	Final technical session corrections due to SAE for printing on on-site Event Guide	July 1	X	X	X
	Send program copy to Graphics for printing	July 15			
<a href="#">Web</a>	Send A/V requirements to SAE	Aug 15			X
<a href="#">Web</a>	Prepare oral/visual presentation and send to session organizer for approval	Aug 15			X
<a href="#">Web</a>	Complete and return speaker biography to session organizer	Aug 15			X
	<b>Conference – 0 weeks</b>	<b>EVENT DATE</b>	<b>X</b>	<b>X</b>	<b>X</b>
	Send appreciation letters to participants	-2 weeks	X	X	