











COMVEC 2010

 = 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	36 weeks	X		
Web	Abstracts due!	2/27/10			X
	Accept abstracts/invite manuscripts.	2/28/10		X	
	Session description, tentative session line-up.	3/19/10		X	
	Upload review-ready manuscript <i>Incomplete papers will not be accepted!</i>	4/3/10			X
	Update paper/presentation title/author(s)	4/16/10			X
	Assign technical paper reviewers	4/16/10		X	
	Update session line-up; inform SAE if additional sessions are needed	5/7/10		X	
	Lay out technical session matrix; obtain approval from Activity Chairs	5/21/10	X		
Web	Post draft technical sessions to the website	6/15/10	X		
	Release review results to author	6/26/10		X	
Web	Send general program copy to website for posting	6/25/10	X		
	Upload revised manuscript to MyTechZone	7/8/10			X
	Send any program changes to SAE	7/10/10 →		X	
Web	Make hotel/travel arrangements	7/30/10		X	X
	Upload final manuscript	7/30/10			X
Web	Send hard-copy manuscript, plus hard-copy copyright assignment form, to SAE	7/30/10			X
	Approve technical papers for publication.	7/30/10		X	
	Confirm paper title and complete author listing.	8/7/10			X
	Provide final session line-ups / "batting order"	8/10/10		X	
	Final technical session corrections due to SAE for printing on on-site Event Guide	8/14/10	X	X	X
	Send program copy to Graphics for printing	8/20/10			
Web	Send A/V requirements to SAE	9/15/10			X
Web	Prepare oral/visual presentation and send to session organizer for approval	9/16/10			X
Web	Complete and return speaker biography to session organizer	9/20/10			X
	Conference – 0 weeks	EVENT DATE	X	X	X
	Send appreciation letters to participants	-2 weeks	X	X	