

2008 Commercial Vehicle Engineering Congress and Exhibition

Action	Due Date	Responsible Party		
		SAE	Organizer	Author
Distribute call for papers on-site	One year before event	X		
Send organizer confirmation and information	By February 1	X		
Abstract deadline	February 25			X
Send abstracts to organizers	February 25 - ongoing	X		
Send author confirmation and link to author kit on website	March 10 – ongoing	X		
Send organizer report forms (ORF) to SAE including organizers, chairs, asst. chairs, brief description of session and tentative presentation order	March 31		X	
Upload ready review manuscript to SAE Web site (My Tech Zone)	April 4			X
Update paper/presentation title and authors on SAE website	April 28			X
Send draft manuscript to reviewers	April 7		X	
Updated ORF due to SAE (including # of sessions needed)	May 7		X	
Lay out session matrix and obtain approval from vice chairs	Week of May 12	X		
SAE to post tentative session schedule to the website (authors & organizers send any corrections to SAE)	May 23	X	X	X
Send reviewed manuscripts to authors	By May 30		X	
Send general program copy to website for posting	June 16 – ongoing	X		
Make hotel/travel arrangements	July 11		X	X
Post Organizer Approvals to Website to Publish Papers	July 14		X	
Update paper/presentation title and authors on SAE website	By July 28			X
Upload PDF and electronic (i.e. MS Word) version of paper and mail 1 camera-ready hard copy laser-printed originals to SAE + one copy to organizer	July 28			X
Send copyright transfer form to SAE	July 28			X
Final technical session corrections due to SAE for printing of on-site program	August 25		X	X
Send all program copy to graphics for printing	August 25	X		
Send AV requirements to SAE	September 15			X
Prepare oral/visual presentation and send to organizer	September 15			X
Send completed Biography Sheet to Organizer/Session Chair	September 15			X
Send appreciation letters to participants	October 24		X	
Commercial Vehicle Engineering Congress and Exhibition	October 7 - 9			

