

**2004 International Continuously Variable and Hybrid Transmission  
Conference  
Timeline & Responsibilities**

Activity	Deadline	CVT		SAE			Others
		Committee	Organizers	Tech Program Adm (Eng Mtg)	Promotion (Mktg)	Tech Paper Production (eDoc)	Authors
Distribute CFP	2/9/04	X	X		X		
Organizers & Sessions Identified	2/16/04	X					
Organizer Training	2/16/04						
Abstract deadline	3/1/04						X
Abstracts posted	3/1-4/1/04			X			
Organizers invite draft manuscripts	3/1-4/1/04		X				
Draft Manuscripts Due to Organizers	4/19/04						X
Session matrix, room, days, etc submitted to SAE	?	X					
Session copy sent to authors & organizers for accuracy review	4/26/04			X			
Corrected sessions returned to SAE	5/10/04		X				X
Initial paper order submitted to SAE	5/24/04		X				
Post Technical Sessions to Web	6/1/04			X			
Approvals for publication due to SAE	7/12/04		X				
Final Manuscripts due to SAE PDF, MS Word and laser printed original	7/26/04						X
Copyright Transfer due to SAE	7/26/04						X
Powerpoint presentations due to SAE	7/26/04						X
CD, BOA, Presentations, & Program Shipment	9/13/04					X	
Event	9/23-25/04						