

**SAE In-Flight Icing/ Ground De-icing Conference**  
**Aug. 29 – Sept. 1, 2005**

Action	Due Date	Responsible Party			
		SAE	Program Chair	Organizer	Author
Distribute call for papers	One Year	X			
Send organizer confirmation and information	January 10, 2005	X			
Abstract deadline	January 31, 2005				X
Send Author Confirmation of Abstract (if not submitted on-line)	February 4, 2005	X			
Place abstracts in sessions	February 4, 2005	X	X		
Send abstracts to organizers	February 4, 2005	X			
Send organizer report forms (ORF) to SAE	March 11, 2005			X	
Send author kits	March 18, 2005	X			
Return participant record form to SAE	April 1, 2005				X
Lay out session matrix	April 1, 2005	X	X		
Send draft manuscript to session organizers	April 25, 2005				X
Send draft manuscript to reviewers	May 2, 2005			X	
Send reviewed manuscript to author	May 23, 2005			X	
Send notice regarding dynamic web to authors & organizers	May 30, 2005	X			
Make hotel/travel arrangements	June 6, 2005			X	X
Send revised manuscript to organizer, as required	June 13, 2005				X
Give author final approval of reviewed manuscript	June 20, 2005			X	
Send organizer approval forms (OAF) to SAE to print papers	June 27, 2005			X	
All copy due for final program	June 27, 2005		X	X	X
Send corrected draft program copy to SAE & Organizers	June 27, 2005			X	
Send PDF and electronic (i.e. MS Word) version of paper and 1 camera-ready hard copy laser-printed originals to SAE + one copy to organizer	June 27, 2005				X
Send copyright transfer form to SAE	June 27, 2005				X
Send AV requirements to SAE	June 27, 2005				X
Send program copy to Graphics	July 11, 2005	X			
Prepare oral/visual presentation and send to organizer	July 25, 2005				X
Send final program to print	July 25, 2005	X			
Send completed Biography Sheet to Organizer/Session Chair	August 1, 2005				X
Ship final program	August 8, 2005	X			
Send appreciation letters to participants	(After Mtg)			X	