

GATC, August 29-31 2006, Wichita KS

Action	Due Date	Responsible Party		
		SAE	Organizer	Author
Distribute call for papers on-site	August 2005	X		
Abstract deadline	December 16, 2005	X		
Place abstracts in sessions	December 19 , 2005	X		
Send Abstracts to session organizers	December 23, 2005	X		
Send author confirmation and link to author kit on website	January 3, 2006	X		
Send organizer report forms (ORF) to SAE including organizers, chairs, asst. chairs, brief description of session and presentation order	February 24, 2006		X	
Send Author's acceptance or reject letters	February 27,2006	X		
Lay out Session Matrix	March 3, 2006	X		
Return participant record form to SAE	March 17, 2006			X
Post technical sessions to web site	April 3, 2006	X		
Send Draft Manuscript to Session Organizers	April 21, 2006			X
Send Draft Manuscripts to Reviewers for grading	April 24, 2006		X	
Send draft manuscripts comments to Authors	May 12 , 2006		X	
Send Revised Manuscripts to Organizers for Final approval	June 16, 2006			
Send PDF and electronic (i.e. MS Word) version of paper and 2 camera-ready hard copy laser-printed originals to SAE + one copy to organizer	June 23, 2006			
Send copyright transfer form to SAE	June 23, 2006			X
GATC	August 29-31, 2006			X