












# 2009 ICES



= Action completed in MyTechZone

Web = Action completed at www.sae.org

	Action	Due Date	Responsible Party					
			SAE	Chair	V. Chair	Prog Chair	Org	Auth
	Supply names/address of session organizers to SAE	August 18				X		
<a href="#">Web</a>	Post call for papers online	September 3	X					
<a href="#">Web</a>	Send organizer confirmation and information	September 3	X					
<a href="#">Web</a>	Abstracts due	<b>November 14</b>						X
	Contact SAE is abstract submittal confirmation not received	November 21						X
	Prepare preliminary layout of conference session matrix	December 8			X			
	Conduct/attend Steering Committee Meeting	Dec 15-16	X	X	X	X		
	Inform Session organizer of abstract and session format approval	December 19				X		
	Inform authors of rejection	December 19	X					
	Accept abstracts/invite manuscripts.	December 19	X					
	Invite plenary and banquet speakers	Dec/Jan		X				
	Provide information for preliminary program	February		X	X	X		
	Upload review-ready manuscript <i>Incomplete papers will not be accepted! All internal clearances should be complete by this date</i>	<b>March 20</b>						X
	Update paper/presentation title/author(s)	March 20						X
	Assign technical paper reviewers	March 23					X	
	Update session line-up; inform SAE if additional sessions are needed	March 25					X	
	Preliminary program release	April	X					
	Release review results to author	by April 6					X	
	Approve technical papers for publication (Final Organizer Approval)	April 30					X	
	Upload final manuscript to MyTechZone	<b>May 15</b>						X
	Confirm paper title and complete author listing.	May 15						X
<a href="#">Web</a>	Send hard-copy manuscript, plus hard-copy copyright assignment form, to SAE	May 15						X
	Provide final session line-ups / "batting order"	May 25					X	
<a href="#">Web</a>	Make hotel/travel arrangements	by June 1					X	X
<a href="#">Web</a>	Send A/V requirements to SAE	June 19						X
<a href="#">Web</a>	Prepare oral/visual presentation and send to session organizer for approval	June 19						X
<a href="#">Web</a>	Complete and return speaker biography to session organizer	June 19						X

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<a href="#">Web</a>	Event pre-registration deadline	June 23						
	<b>2009 ICES</b>	<b>July 12-16, 2009</b>						