










SAE 2010 Engine Icing International Conference

 = Action completed in MyTechZone

Web = Action completed at www.sae.org

	Action	Due Date	Responsible Party		
			SAE	Organizer	Author
	Distribute call for papers on-site	7/11/2010	X		
Web	Send organizer confirmation and information	10/4/2010	X		
Web	Extended Abstracts due!	10/8/2010			X
	Accept abstracts/invite manuscripts.	11/19/2010 →		X	
	Session description, tentative session line-up.	12/6/2010		X	
	Update paper/presentation title/author(s)	1/3/2011			X
	Assign technical paper reviewers	1/3/2011		X	
	Update session line-up; inform SAE if additional sessions are needed	1/10/2011		X	
	Lay out technical session matrix; obtain approval from Activity Chairs	1/10/2011	X		
Web	Post draft technical sessions to the website	1/17/2011	X		
Web	Send general program copy to website for posting	2/22/2011 →	X		
	Send any program changes to SAE	3/7/2011 →		X	
Web	Make hotel/travel arrangements	3/21/2011		X	X
	Approve technical papers for publication.	4/4/2011		X	
	Confirm paper title and complete author listing.	4/4/2011			X
Web	Upload final manuscript .PDF and Word version	4/8/2011			X
	Provide final session line-ups / "batting order"	4/18/2011		X	
	Final technical session corrections due to SAE for printing on on-site Event Guide	5/2/2011	X	X	X
	Send program copy to Graphics for printing	5/2/2011			
Web	Send A/V requirements to SAE	5/23/2011			X
Web	Prepare oral/visual presentation and send to session organizer for approval	5/23/2011			X
Web	Complete and return speaker biography to session organizer	5/23/2011			X
	Conference – 0 weeks	6/13/2011 – 6/17/2011	X	X	X
	Send appreciation letters to participants	7/5/2011	X	X	