

**2003 SAE International Truck & Bus Meeting & Exhibition
November 10-12, 2003 - Ft Worth Convention Center, Fort Worth, Texas USA**

Action	Due Date	Responsible Party		
		SAE	Organizer	Author
Distribute call for papers on-site / Website	December, 02	X		
Send organizer kits	February 13, 03	X		
Abstract deadline	March 7, 03			X
Send organizer report forms (ORF) to SAE	April 18, 03		X	
Sent author kits	April 25, 03	X		
Send draft manuscripts to session organizers	May 16, 03			X
Send draft manuscript to screeners	May 23, 03		X	
Lay out session matrix and obtain approval from vice chairs	May 30, 03	X		
Return participant record form to SAE	May 30, 03			X
Updated ORF due to SAE	June 6, 03		X	
Send draft program copy to authors & organizers	June 13, 03	X		
Send reviewed manuscripts to authors	June 27, 03		X	
Send corrected draft program copy to organizers	June 27, 03			X
Send corrected draft program copy to SAE	July 3, 03		X	
Send program copy to typesetter	July 18, 03	X		
Make hotel/travel arrangements	August 15, 03		X	X
Send organizer approval forms (OAF) to SAE to print papers	August 22, 03		X	
Mail final program	August 29, 03	X		
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	Sept. 12, 03			X
Send copyright transfer form to SAE	Sept. 12, 03			X
Send AV requirements to SAE	Sept. 12, 03			X
Prepare oral/visual presentation and Bio sheets and send to organizer	October 10, 03			X
Truck & Bus Meeting & Exhibition	Nov. 10-12, 03			
Send appreciation letters to participants	Nov 28, 03		X	