

## Motorsports Engineering Conference

Action	Due Date	Responsible Party		
		SAE	Organizer	Author
Distribute call for papers on-site	Jan 28, 2008	X		
<a href="#">Send organizer confirmation and information</a>	Mar. 31, 2008	X		
<a href="#">Abstract deadline</a>	May 5, 2008			X
Send abstracts to organizers {Web forum link if applicable}	May 5, 2008	X		
<a href="#">Send author confirmation and link to author kit on website</a>	May 5, 2008	X		
<a href="#">Send organizer report forms (ORF) to SAE including organizers, chairs, asst. chairs, brief description of session and presentation order</a>	Jun 2, 2008		X	
<a href="#">Send draft manuscripts to session organizers</a>	Jun 23, 2008			X
<a href="#">Update paper/presentation title and author(s) on the SAE website</a>	Jun 30, 2008			X
<a href="#">Send draft manuscript to reviewers</a>	Jun 23, 2008		X	
Updated ORF due to SAE (including # of sessions needed)	Jul 9, 2008		X	
Lay out session matrix and obtain approval from vice chairs	Jul 7, 2008	X		
<a href="#">SAE to post tentative session schedule to the website (authors &amp; organizers send any corrections to SAE)</a>	Jul 14, 2008	X	X	X
Send reviewed manuscripts to authors	Aug 1, 2008		X	
Send general program copy to website for posting	Aug 18, 2008	X		
<a href="#">Make hotel/travel arrangements</a>	Sept 19, 2008		X	X
<a href="#">Post organizer approval to Website to Publish Papers</a>	Sept 29, 2008		X	
<a href="#">Update Participant Record Form Information on the SAE Website</a>	Sept 29, 2008			X
<a href="#">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</a>	Oct 6, 2008			X
<a href="#">Send copyright transfer form to SAE</a>	Oct 6, 2008			X
<b>Final technical session corrections due to SAE for printing of on-site program</b>	<b>Oct 27, 2008</b>		<b>X</b>	<b>X</b>
Send all program copy to graphics for printing	Oct 27, 2008	X		
<a href="#">Send AV requirements to SAE</a>	Nov 17, 2008			X
<a href="#">Prepare oral/visual presentation and send to organizer</a>	Nov 17, 2008			X
<a href="#">Send completed Biography Sheet to Organizer/Session Chair</a>	Nov 17, 2008			X
Send appreciation letters to participants	Dec 19, 2008		X	
Motorsports Engineering Conference	Dec 2-4, 2008			