

SAE 2009 Noise and Vibration Conference and Exhibition

Action	Due Date	Responsible Party		
		SAE	Organizer	Author
Distribute call for papers on-site	May 2008	X		
Send organizer confirmation and information	September 8	X		
Abstract deadline - Submit to SAE using MyTechZone	September 15			X
Send abstracts to organizers using MyTechZone	September 15	X		
Send author confirmation and link to author kit on website	September 15 ongoing	X		
Update session description using MyTechZone	October 27		X	
Upload review-ready manuscripts to SAE using MyTechZone	November 14			X
Update paper/presentation title and author(s) on the SAE website	November 24			X
Invite invite to reviewers	November 17		X	
Updated ORF due to SAE (including # of sessions needed)	December 3		X	
Lay out session matrix	December 1-15	X		
SAE to post tentative session schedule to the website (authors & organizers send any corrections to SAE)	December 8	X	X	X
Release comments to authors using MyTechZone	January 9, 2009		X	
Send general program copy to website for posting	January 27	X		
Make hotel/travel arrangements	February 27		X	X
Enter Organizer Approvals to publish using MyTechZone	March 9		X	
Update Participant Record Form Information on the SAE Website	March 9			X
Submit final manuscript to SAE using MyTechZone	March 23			X
Send copyright transfer form to SAE	March 23			X
Final technical session corrections due to SAE for printing of on-site program	April 6		X	X
Send all program copy to graphics for printing	April 6	X		
Send AV requirements to SAE	April 27			X
Prepare oral/visual presentation and send to organizer	April 27			X
Send completed Biography Sheet to Organizer/Session Chair	April 27			X
Send appreciation letters to participants	June 5		X	
SAE 2009 Noise and Vibration Conference and Exhibition	May 19-21, 2009			