

SAE 2011 Noise and Vibration Conference and Exhibition



= 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	One year	X		
Web	Send organizer confirmation and information	September 10	X		
Web	Abstracts due!	September 15			X
	Accept abstracts/invite manuscripts	September 15 and ongoing		X	
	Session description, tentative session line-up.	November 12		X	
	Upload review-ready manuscript <i>Incomplete papers will not be accepted!</i>	November 15			X
	Update paper/presentation title/author(s)	December 10			X
	Assign technical paper reviewers	December 10		X	
	Update session line-up; inform SAE if additional sessions are needed	December 17		X	
	Lay out technical session matrix; obtain approval from Activity Chairs	December 17-31	X		
Web	Post draft technical sessions to the website	December 31	X		
	Release review results to author	January 7		X	
Web	Send general program copy to website for posting	January 28 and ongoing	X		
	Send any program changes to SAE	February 11 and ongoing		X	
Web	Make hotel/travel arrangements	February 25		X	X
	Upload revised manuscript to MyTechZone	February 21 - 11			X
	Approve technical papers for publication.	March 11		X	
	Confirm paper title and complete author listing, Complete copyright assignment and upload MSWord and PDF final manuscript (hard copies no longer needed)	March 23			X
	Provide final session line-ups / "batting order"	April 11		X	
Email norif@sae.org	Final technical session corrections due to SAE for printing on on-site Event Guide	April 11	X	X	X
	Send program copy to Graphics for printing	April 20	X		
Web	Send A/V requirements to SAE	April 29			X
	Prepare oral/visual presentation and upload for session organizer input & approval	April 29			X
	Complete and return speaker biography to session organizer	April 29			X
	Conference – 0 weeks	EVENT DATE: May 16-19, 2011	X	X	X
	Send appreciation letters to participants	June 1	X	X	

Revised February 18, 2011