














2009 PF&L Spring – Florence, Italy

 = 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	June 8	X		
Web	Send organizer confirmation and information	October 15	X		
Web	Abstracts due!	November 7			X
	Accept abstracts/invite manuscripts.	November 7 – November 28		X	
	Session description, tentative session line-up.	December 5		X	
	Upload review-ready manuscript <i>Incomplete papers will not be accepted!</i>	January 5, 2009			X
	Update paper/presentation title/author(s)	January 5, 2009			X
	Assign technical paper reviewers	January 6		X	
	Update session line-up; inform SAE if additional sessions are needed	January 19		X	
	Lay out technical session matrix; obtain approval from Activity Chairs	January 26	X		
	Release review results to author	February 2		X	
Web	Post draft technical sessions to the website	February 2	X		
	Approve technical papers for publication.	February 23		X	
	Upload final manuscript	March 9			X
	Confirm paper title and complete author listing.	March 9			X
Web	Send hard-copy manuscript, plus hard-copy copyright assignment form, to SAE	March 9			X
	Provide final session line-ups / “batting order”	April 1		X	
	Final technical session corrections due to SAE for printing on on-site Event Guide	April 1	X	X	X
Web	Make hotel/travel arrangements	April 15		X	X
Web	Send A/V requirements to SAE	May 18			X
Web	Prepare oral/visual presentation and send to session organizer for approval	May 18			X
Web	Complete and return speaker biography to session organizer	May 18			X
	Pre-Registration Deadline	By May 29		X	X
	2009 PF&L Meeting	June 15 – 17, 2009	X	X	X