

















SAE 2010 PF&L Meeting, San Diego

 = 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	Feb. 15	X		
Web	Abstracts submittal deadline	Mar. 22			X
	Accept abstracts/invite manuscripts	Mar. 22 →		X	
	Session description, tentative session line-up	Apr. 19		X	
	Upload review-ready manuscript <i>Incomplete papers will not be accepted!</i>	May 3			X
	Update paper/presentation title/author(s)	May 17			X
	Assign technical paper reviewers	May 17		X	
	Update session line-up; inform SAE if additional sessions are needed	May 24		X	
	Lay out technical session matrix; obtain approval from Activity Chairs	May 24 - 31	X		
Web	Post draft technical sessions to the website	May 31	X		
	Release review results to author	Jun. 14		X	
Web	Send general program copy to website for posting	Jul. 5 →	X		
	Send any program changes to SAE	Jul. 19 →		X	
Web	Make hotel/travel arrangements	Aug. 2		X	X
	Upload revised manuscript to MyTechZone	Aug. 2 - 16			X
	Approve technical papers for publication	Aug. 16		X	
	Confirm paper title and complete author listing.	Aug. 16			X
	Assign copyright assignment	Aug. 30			X
	Upload final manuscript				
	Provide final session line-ups / "batting order"	Sept. 13		X	
	Final technical session corrections due to SAE for printing on on-site Event Guide	Sept. 13	X	X	X
	Send program copy to Graphics for printing	Sept. 13	X		
Web	Send A/V requirements to SAE	Oct. 4			X
	Prepare oral/visual presentation and upload in MyTechZone	Oct. 4			X
	Complete speaker biography in MyTechZone	Oct. 4			X
	Conference – 0 weeks	Oct. 25 - 27	X	X	X
	Send appreciation letters to participants	Nov. 8	X	X	