














2009 Powertrains, Fuels & Lubricants Meeting San Antonio, Texas November 2-4, 2009

 = 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	September 30, 2008	X		
Web	Send organizer confirmation and information	February 23	X		
Web	Abstracts due!	March 30			X
	Accept abstracts/invite manuscripts.	March 30 – April 20		X	
	Session description, tentative session line-up.	April 27		X	
	Upload review-ready manuscript <i>Incomplete papers will not be accepted!</i>	May 11			X
	Update paper/presentation title/author(s)	May 25			X
	Assign technical paper reviewers	May 25		X	
	Update session line-up; inform SAE if additional sessions are needed	June 1		X	
	Lay out technical session matrix; obtain approval from Activity Chairs	June 1 - 8	X		
Web	Post draft technical sessions to the website	June 8	X		
	Release review results to author	June 22		X	
Web	Send general program copy to website for posting	July 13 →	X		
	Send any program changes to SAE	July 27 →		X	
Web	Make hotel/travel arrangements	August 10		X	X
	Upload final manuscript	August 24			X
Web	Send hard-copy manuscript, plus hard-copy copyright assignment form, to SAE				
	Approve technical papers for publication.	August 24		X	
	Confirm paper title and complete author listing.	August 24			X
	Provide final session line-ups / "batting order"	September 21		X	
	Final technical session corrections due to SAE for printing on on-site Event Guide	September 21	X	X	X
	Send program copy to Graphics for printing	September 21			
Web	Send A/V requirements to SAE	October 12			X
Web	Prepare oral/visual presentation and send to session organizer for approval	October 12			X
Web	Complete and return speaker biography to session organizer	October 12			X
	Conference – November 2-4, 2009	EVENT DATE	X	X	X
	Send appreciation letters to participants	November 23	X	X	