














[SAE 2012 Power Systems Conference]

 = 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	10/30/2011	X		
Web	Send organizer confirmation and information	2/21/2012	X		
Web	Abstracts due!	3/27/2012			X
	Accept abstracts/invite manuscripts.	3/27/2012 →		X	
	Session description, tentative session line-up.	4/24/2012		X	
	Upload review-ready manuscript <i>Incomplete papers will not be accepted!</i>	5/8/2012			X
	Update paper/presentation title/author(s)	5/22/2012			X
	Assign technical paper reviewers	5/22/2012		X	
	Update session line-up; inform SAE if additional sessions are needed	5/29/2012		X	
	Lay out technical session matrix; obtain approval from Activity Chairs	5/6/2012	X		
Web	Post draft technical sessions to the website	5/6/2012	X		
	Release review results to author	6/19/2012		X	
Web	Send general program copy to website for posting	7/10/2012→	X		
	Send any program changes to SAE	7/24/2012→		X	
Web	Make hotel/travel arrangements	8/7/2012		X	X
	Upload revised manuscript to MyTechZone	8/14/2012			X
	Approve technical papers for publication.	8/21/2012		X	
	Confirm paper title and complete author listing.	8/21/2012			X
	Assign copyright assignment Upload final manuscript	9/4/2012			X
	Provide final session line-ups / "batting order"	9/18/2012		X	
	Final technical session corrections due to SAE for printing on on-site Event Guide	9/18/2012	X	X	X
	Send program copy to Graphics for printing	9/18/2012			
Web	Send A/V requirements to SAE	10/9/2012			X
Web	Prepare oral/visual presentation and send to session organizer for approval	10/9/2012			X
Web	Complete and return speaker biography to session organizer	10/9/2012			X
	Conference – 0 weeks	10/30/2012	X	X	X
	Send appreciation letters to participants	11/13/2012	X	X	