














# SAE 2010 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	11/2/09	X		
<a href="#">Web</a>	Send organizer confirmation and information	2/2/10	X		
<a href="#">Web</a>	Abstracts due!	3/29/10			X
	Accept abstracts/invite manuscripts.	3/29/10 →		X	
	Session description, tentative session line-up.	4/27/10		X	
	Upload review-ready manuscript <i>Incomplete papers will not be accepted!</i>	5/11/10			X
	Update paper/presentation title/author(s)	5/25/10			X
	Assign technical paper reviewers	5/25/10		X	
	Update session line-up; inform SAE if additional sessions are needed	6/1/10		X	
	Lay out technical session matrix; obtain approval from Activity Chairs	6/1/10	X		
<a href="#">Web</a>	Post draft technical sessions to the website	6/8/10	X		
	Release review results to author	6/22/10		X	
<a href="#">Web</a>	Send general program copy to website for posting	7/13/10 →	X		
	Send any program changes to SAE	7/27/10 →		X	
<a href="#">Web</a>	Make hotel/travel arrangements	8/1/10		X	X
	Upload revised manuscript to MyTechZone	8/1/10			X
	Approve technical papers for publication.	8/7/10		X	
	Upload final manuscript	8/10/10			X
<a href="#">Web</a>	Send hard-copy manuscript, plus hard-copy copyright assignment form, to SAE				
	Confirm paper title and complete author listing.	8/24/10			X
	Provide final session line-ups / "batting order"	9/21/10		X	
	Final technical session corrections due to SAE for printing on on-site Event Guide	9/21/10	X	X	X
	Send program copy to Graphics for printing	9/21/10			
<a href="#">Web</a>	Send A/V requirements to SAE	10/12/10			X
<a href="#">Web</a>	Prepare oral/visual presentation and send to session organizer for approval	10/12/10			X
<a href="#">Web</a>	Complete and return speaker biography to session organizer	10/12/10			X
	<b>Power Systems Conference</b>	<b>Nov. 2 – 4, 2010</b>	<b>X</b>	<b>X</b>	<b>X</b>
	Send appreciation letters to participants	-2 weeks	X	X	