














SETC 2012

 = 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	January 17	X		
Web	Abstracts due!	February 14			X
	Accept abstracts/invite manuscripts.	February 14 →		X	
	Session description, tentative session line-up.	March 13		X	
	Upload review-ready manuscript <i>Incomplete papers will not be accepted!</i>	April 19			X
	Update paper/presentation title/author(s)	April 19			X
	Assign technical paper reviewers	April 19		X	
	Update session line-up; inform SAE if additional sessions are needed	April 26		X	
	Lay out technical session matrix; obtain approval from Activity Chairs	April 30	X		
Web	Post draft technical sessions to the website	June 1	X		
	Release review results to author	June 4		X	
Web	Send general program copy to website for posting	July 2 →	X		
	Send any program changes to SAE	July 16 →		X	
Web	Make hotel/travel arrangements	July 16		X	X
	Upload revised manuscript to MyTechZone	July 23			X
	Approve technical papers for publication.	July 30		X	
	Confirm paper title and complete author listing.	August 3			X
	Assign copyright assignment Upload final manuscript	August 7			X
	Provide final session line-ups / "batting order"	September 4		X	
	Final technical session corrections due to SAE for printing on on-site Event Guide	September 4	X	X	X
	Send program copy to Graphics for printing	September 4			
Web	Send A/V requirements to SAE	September 17			X
Web	Prepare oral/visual presentation and send to session organizer for approval	September 17			X
Web	Complete and return speaker biography to session organizer	September 17			X
	SETC: Madison, WI	October 16-18	X	X	X
	Send appreciation letters to participants	November 2	X	X	