

SETC Organizer Key Dates

Action	Due Date	Responsible Party		
		SAE	Organizer	Author
Distribute call for papers on-site	One year before event	X		
Send organizer confirmation and information	36 weeks (M)	X		
Abstract deadline	2/14/2008			X
Send abstracts to organizers {Web forum link if applicable}	2/14/2008	X		
Send author confirmation and link to author kit on website	2/14/2007	X		
Send organizer report forms (ORF) to SAE including organizers, chairs, asst. chairs, brief description of session and presentation order	3/3/2008		X	
Send draft manuscripts to session organizers	3/21/2008			X
Update paper/presentation title and author(s) on the SAE website	3/31/2008			X
Send draft manuscript to reviewers	3/21/2008		X	
Updated ORF due to SAE (including # of sessions needed)	4/23/2008		X	
Lay out session matrix and obtain approval from vice chairs	4/21/2008	X		
SAE to post tentative session schedule to the website (authors & organizers send any corrections to SAE)	4/21/2008	X	X	X
Send reviewed manuscripts to authors	5/9/2008		X	
Send general program copy to website for posting	5/13/2008-ongoing	X		
Make hotel/travel arrangements	6/13/2008		X	X
Post organizer approval to Website to Publish Papers	6/27/2008		X	
Update Participant Record Form Information on the SAE Website	6/27/2008			X
Send PDF and electronic (i.e. MS Word) version of paper and 1 camera-ready hard copy laser-printed originals to SAE + one copy to organizer	7/14/2008			X
Send copyright transfer form to SAE	7/14/2008			X
Final technical session corrections due to SAE for printing of on-site program	7/28/2008		X	X
Send all program copy to graphics for printing	7/28/2008	X		
Send AV requirements to SAE	8/18/2008			X
Prepare oral/visual presentation and send to organizer	8/18/2008			X
Send completed Biography Sheet to Organizer/Session Chair	8/18/2008			X