















2010 Future ATM Technology Symposium

 = 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	9/30/2009	X		
Web	Send organizer confirmation and information	1/21/2010	X		
Web	Abstracts due!	2/25/2010			X
	Accept abstracts/invite manuscripts.	2/25/2010→		X	
	Session description, tentative session line-up.	3/25/2010		X	
	Upload review-ready manuscript <i>Incomplete papers will not be accepted!</i>	4/8/2010			X
	Update paper/presentation title/author(s)	4/22/2010			X
	Assign technical paper reviewers	4/22/2010		X	
	Update session line-up; inform SAE if additional sessions are needed	4/29/2010		X	
	Lay out technical session matrix; obtain approval from Activity Chairs	4/29/2010	X		
Web	Post draft technical sessions to the website	5/6/2010	X		
	Release review results to author	5/20/2010		X	
Web	Send general program copy to website for posting	6/10/2010 →	X		
	Send any program changes to SAE	6/10/2010 →		X	
Web	Make hotel/travel arrangements	6/24/2010		X	X
	Upload revised manuscript to MyTechZone	6/24/2010			X
	Approve technical papers for publication.	7/8/2010		X	
	Confirm paper title and complete author listing.	7/8/2010			X
	Assign copyright assignment Upload final manuscript	7/22/2010			X
	Provide final session line-ups / "batting order"	8/12/2010		X	
	Final technical session corrections due to SAE for printing on on-site Event Guide	8/12/2010	X	X	X
	Send program copy to Graphics for printing	8/12/2010			
Web	Send A/V requirements to SAE	9/9/2010			X
Web	Prepare oral/visual presentation and send to session organizer for approval	9/9/2010			X
Web	Complete and return speaker biography to session organizer	9/9/2010			X
	Conference – 0 weeks	Sept. 30 – Oct. 1st	X	X	X
	Send appreciation letters to participants	-2 weeks	X	X	