












2009 VTMS

 = 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	September 08	X		
Web	Send organizer confirmation and information	September 08	X		
Web	Abstracts due!	February 9			X
	Accept abstracts/invite manuscripts.	Start February 16		X	
	Session description, tentative session line-up.	March 16		X	
	Upload review-ready manuscript <i>Incomplete papers will not be accepted!</i>	April 6			X
	Update paper/presentation title/author(s)	April 20			X
	Assign technical paper reviewers	April 12		X	
	Update session line-up; inform SAE if additional sessions are needed	April 27		X	
	Lay out technical session matrix; obtain approval from Activity Chairs	April 27	X		
	Release review results to author	May 18		X	
Web	Post draft technical sessions to the website	April 27	X		
	Send any program changes to SAE	May 1 →		X	
	Approve technical papers for publication.	July 13		X	
	Upload final manuscript	July 27			X
	Confirm paper title and complete author listing.	July 27			X
Web	Send hard-copy manuscript, plus hard-copy copyright assignment form, to SAE	July 27			X
	Provide final session line-ups / "batting order"	August 3		X	
	Final technical session corrections due to SAE for printing on on-site Event Guide	August 3	X	X	X
Web	Make hotel/travel arrangements	July 3		X	X
Web	Send A/V requirements to SAE	September 1			X
Web	Prepare oral/visual presentation and send to session organizer for approval	September 1			X
Web	Complete and return speaker biography to session organizer	September 1			X
	2009 VTMS	September 29-October 1, 2009	X	X	X
				X	

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