

2008 Wichita Aviation Technology Conference

Action	Due Date	Responsible Party		
		SAE	Organizer	Author
Distribute call for papers on-site	August, 2007	X		
Send organizer confirmation and information	December 10, 2007	X		
Abstract deadline	January 18, 2008			X
Send abstracts to organizers	January 14, 2008	X		
Send author confirmation and link to author kit on website	January 14, 2008	X		
Send organizer report forms (ORF) to SAE including organizers, chairs, asst. chairs, brief description of session and presentation order	February 11, 2008		X	
Send draft manuscripts to session organizers	February 25, 2008			X
Update paper/presentation title and author(s) on the SAE website	March 3, 2008			X
Send draft manuscript to reviewers	February 25, 2008		X	
Updated ORF due to SAE (including # of sessions needed)	March 10, 2008		X	
Lay out session matrix and obtain approval from vice chairs	March 10, 2008	X		
SAE to post tentative session schedule to the website (authors & organizers send any corrections to SAE)	March 17, 2008	X	X	X
Send reviewed manuscripts to authors	April 7, 2008		X	
Send general program copy to website for posting	April 29, 2008	X		
Make hotel/travel arrangements	May 27, 2008		X	X
Post organizer approval to Website to Publish Papers	June 9, 2008		X	
Update Participant Record Form Information on the SAE Website	June 9, 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	June 23, 2008			X
Send copyright transfer form to SAE	June 23, 2008			X
Final technical session corrections due to SAE for printing of on-site program	July 7, 2008		X	X
Send all program copy to graphics for printing	July 7, 2008	X		
Send AV requirements to SAE	July 28, 2008			X
Prepare oral/visual presentation and send to organizer	July 28, 2008			X
Send completed Biography Sheet to Organizer/Session Chair	July 28, 2008			X
Send appreciation letters to participants	September 5, 2008		X	
WATC	August 19-21, 2008	X	X	X