

| WCX SAE World Congress<br>Experience - Critical Deadlines                                  | EVENT DATE:        |            | April 13, 2021    |           |        |           |
|--|--------------------|------------|-------------------|-----------|--------|-----------|
|  | Schedule           | Due Date   | Responsible Party |           |        |           |
|  |                    |            | SAE               | Organizer | Author | Presenter |
| Distribute Call for papers on-site   | 1 Year             | 4/13/2020  | x                 |           |        |           |
| Send organizer confirmation letter and deadlines / schedule MyTechZone Training Sessions   | 36 weeks           | 8/4/2020   | x                 |           |        |           |
| Abstracts due  | 31 weeks           | 9/18/2020  |                   |           | x      |           |
| Accept abstracts/invite manuscripts  | 31 weeks - ongoing | 9/18/2020  |                   | x         |        |           |
| Session description, tentative session line-up   | 27 weeks           | 10/6/2020  |                   | x         |        |           |
| Upload review ready manuscript<br><i>(Incomplete papers will not be accepted)</i>          | 25 weeks           | 10/30/2020 |                   |           | x      |           |
| Update paper/presentation title and author listing   | 25 weeks           | 10/30/2020 |                   |           | x      |           |
| Assign technical paper reviewers   | 25 weeks-ongoing   | 10/30/2020 |                   | x         |        |           |
| Lay out technical session matrix, obtain approval from Activity Chairs                     | 22-21 weeks        | 11/10/2020 | x                 |           |        |           |
| Post draft technical sessions to the website   | 21 weeks           | 11/17/2020 | x                 |           |        |           |
| Release review results to author   | 18 weeks           | 12/8/2020  |                   | x         |        |           |
| Upload revised manuscript to MyTechZone  | 14 weeks           | 1/5/2021   |                   |           | x      |           |
| Approve technical papers for publication   | 13 weeks           | 1/12/2021  |                   | x         |        |           |
| Confirm paper title and complete author listing  | 12 weeks           | 1/19/2021  |                   |           | x      |           |
| Complete copyright assignment and upload final manuscript files                            | 12 weeks           | 1/19/2021  |                   |           | x      |           |
| Provide final session line-ups / "batting order"   | 12 weeks           | 1/19/2021  |                   | x         |        |           |
| Make hotel/travel arrangements   | 12 weeks           | 1/19/2021  |                   | x         | x      | x         |
| Provide instructions to pre-record presentation  | 11 weeks           | 1/26/2021  | x                 |           |        |           |
| Register for the event to confirm participation  | 10 weeks           | 2/2/2021   |                   | x         |        | x         |
| Upload draft PowerPoint presentation to MyTechZone for organizer approval (all presenters) | 8 weeks            | 2/16/2021  |                   | x         |        | x         |
| Submit pre-recorded presentation (in .mp4 format only)                                     | 6 weeks            | 3/1/2021   |                   |           | x      | x         |
| Submit final PowerPoint presentation into MyTechZone                                       | 5 weeks            | 3/9/2021   |                   |           | x      | x         |
| Complete and upload speaker biography to MyTechZone  | 3 weeks            | 3/23/2021  |                   |           | x      | x         |
| Conference - 0 - weeks   | Event Date         | 4/13/2020  | x                 | x         | x      | x         |
| Send appreciation letters to participants  |                    | 4/27/2021  | x                 | x         |        |           |