Organizer’s Checklist

These are the basic responsibilities of all SAE Organizers. For specific deadlines, please see your meeting’s home page.

Please communicate early and often with your Authors!!

☐ Identify all session titles, description, organizers and onsite session chairs (ongoing through process).

☐ Accept, Refer and/or Reject abstracts for your session online

☐ View review-ready manuscripts from authors (submitted online)

☐ Recruit and assign at least three qualified paper reviewers online

☐ Follow paper review results online

☐ Edit review comments online, if necessary, and make available to authors

☐ Facilitate reiteration of technical paper review process as necessary

☐ Approve or disapprove papers online for publication

☐ Put presentations from your session in order online

☐ Receive registration and program information

☐ Make hotel/travel arrangements

☐ Register for Conference

☐ Request and review PowerPoint presentation from each presenter

☐ Receive biography from each speaker

☐ Confirm presenter attendance / notify SAE of status changes

☐ Attend Conference

☐ Give certificate of appreciation to presenter’s onsite

☐ Fill out results of speaker evaluations and session count form