

WCX™: SAE World Congress Experience April 10-12, 2018			Responsible Party		
<u>Action</u>	Schedule	Due Date	SAE	Organizer	Author
Distribute Call for papers on-site	1 Year	4/10/2017	x		
Call for Papers Opens	10 months	6/1/2017	x		
Send organizer confirmation letter and deadlines / schedule MyTechZone Training Sessions	36 weeks	8/1/2017	x		
Abstracts due	31 weeks	9/1/2017			x
Accept abstracts/invite manuscripts	31 weeks - ongoing	9/1/2017		x	
Session description, tentative session line-up	27 weeks	10/3/2017		x	
Upload review ready manuscript (<i>Incomplete papers will not be accepted</i>)	25 weeks	10/17/2017			x
Update paper/presentation title and author listing	25 weeks	10/17/2017			x
Assign technical paper reviewers	25 weeks-ongoing	10/17/2017		x	
Lay out technical session matrix, obtain approval from Activity Chairs	22-21 weeks	11/7/2017	x		
Post draft technical sessions to the website	21 weeks	11/14/2017	x		
Release review results to author	18 weeks	12/5/2017		x	
Send general program copy to website for posting	16 weeks - ongoing	12/19/2017	x		
Upload revised manuscript to MyTechZone	14 weeks	1/02/2018			x
Approval technical papers for publication	12 weeks	1/23/2018		x	
Make hotel/travel arrangements	12 weeks	1/23/2018		x	x
Confirm paper title and complete author listing	10 weeks	1/30/2018			x
Complete copyright assignment and upload final manuscript	10 weeks	1/30/2018			x
Provide final session line-ups / "batting order"	10 weeks	1/30/2018		x	
Upload PowerPoint presentation to MyTechZone for organizer approval (for Oral Only Presentations)	6-8 weeks	2/27/2018			
Final technical session corrections due to SAE for printing of on-site event guide	6 weeks	2/27/2018	x	x	x
Send program copy to Graphics for printing	6 weeks	2/27/2018	x		
Send AV requirements to SAE	3 weeks	3/20/2018			x
Upload PowerPoint presentation to MyTechZone for organizer approval	3 weeks	3/20/2018			x
Complete and upload speaker biography to MyTechZone	3 weeks	3/20/2018			x
Conference - 0 - weeks	Event Date	4/10-12/2018	x	x	x
Send appreciation letters to participants	2 weeks post event	4/24/2018	x	x	