

As of November 15, 2017

WCX™ SAE World Congress Experience EVENT DATE: 4/10-12/2018			Responsible Party			
Action	Schedule	Due Date	SAE	Organizer	Author	Presenter
Distribute Call for papers on-site	1 Year	4/10/2017	x			
Send organizer confirmation letter and deadlines / schedule MyTechZone Training Sessions	36 weeks	8/1/2017	x			
Abstracts due	31 weeks	9/5/2017 extended to 9/15/2017			x	
Accept abstracts/invite manuscripts	31 weeks - ongoing	9/5/2017		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	19 weeks	12/1/2017	x			
Upload draft PowerPoint presentation/outline to MyTechZone for organizer approval (for Oral Only Presentations)	18 weeks	12/5/2017				x
Interview oral only presenters	18 weeks	12/5/2017		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	1/2/2018			x	
Make hotel/travel arrangements	12 weeks	1/16/2018		x	x	
Approval technical papers for publication	12 weeks	1/23/2018		x		
Submit Final PowerPoint to MyTechZone for organizer approval (for Oral Only Presentations)	12 weeks	1/23/2018				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		
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 (paper authors)	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		4/24/2018	x	x		