

2018 PF&L - Germany		EVENT DATE: 9/17/2018			Responsible Party	
	Action	Schedule	Due Date	SAE	Organizer	Author
	Distribute Call for papers on-site	1 Year	9/17/2017	x		
Web	Send organizer confirmation letter and deadlines / schedule MyTechZone Training Sessions	36 weeks	1/8/2018	x		
Web	Abstracts due	31 weeks	2/12/2018			x
MyTechZone	Accept abstracts/invite manuscripts	31 weeks - ongoing	2/12/2018		x	
MyTechZone	Session description, tentative session line-up	27 weeks	3/12/2018		x	
MyTechZone	Upload review ready manuscript (<i>Incomplete papers will not be accepted</i>)	25 weeks	3/26/2018			x
MyTechZone	Update paper/presentation title and author listing	25 weeks	3/26/2018			x
MyTechZone	Assign technical paper reviewers	25 weeks-ongoing	3/26/2018		x	
	Lay out technical session matrix, obtain approval from Activity Chairs	22-21 weeks	4/16/2018	x		
Web	Post draft technical sessions to the website	21 weeks	4/23/2018	x		
MyTechZone	Release review results to author	18 weeks	5/14/2018		x	
Web	Send general program copy to website for posting	16 weeks - ongoing	5/28/2018	x		
Web	Make hotel/travel arrangements	12 weeks	6/25/2018		x	x
MyTechZone	Upload revised manuscript to MyTechZone	14 weeks	6/11/2018			x
MyTechZone	Approval technical papers for publication	10 weeks	7/9/2018		x	
MyTechZone	Confirm paper title and complete author listing	10 weeks	7/9/2018			x
MyTechZone	Complete copyright assignment and electronically sign Upload final manuscript	9 weeks	7/16/2018			x
MyTechZone	Provide final session line-ups / "batting order"	9 weeks	7/16/2018		x	
Web	Register for the event to confirm participation	9 weeks	7/16/2018			x
MyTechZone	Upload PowerPoint presentation to MyTechZone for organizer approval (for Oral Only Presentations)	6-8 weeks	7/23/2018			
	Final technical session corrections due to SAE for printing of on-site event guide	6 weeks	8/6/2018	x	x	x
	Send program copy to Graphics for printing	6 weeks	8/6/2018	x		
Web	Send AV requirements to SAE	3 weeks	8/27/2018			x
MyTechZone	Upload PowerPoint presentation to MyTechZone for organizer approval	3 weeks	8/27/2018			x
MyTechZone	Complete and upload speaker biography to MyTechZone	3 weeks	8/27/2018			x
	Conference - 0 - weeks	Event Date	9/17/2018	x	x	x
	Send appreciation letters to participants		10/1/2018	x	x	