

## 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