

## Important information about Abstract submissions

### Important pieces of information to know before you submit an abstract.

- Before clicking the link to submit an abstract, be sure your abstract is written.
  - o It is important to know that when submitting an abstract you will be required to provide a tentative title, a 250-300 word abstract and the author(s) information
- Once you have selected the most appropriate event for your abstract you will be asked to “click on the submit an abstract” tab
  - o You will then be asked to login to the SAE website with a user id and password in MyTechZone, SAE’s manuscript submission and peer review tool.
    - If you have not been involved with SAE previously, click on the “need a user id and password” to create an SAE account before submitting your abstract.
    - Click here to see if you already have an SAE user id and password: <https://www.sae.org/servlets/login>

### How to Submit an Abstract

1. Find the most appropriate call for papers on the website at <http://www.sae.org/events/calls.htm>.
  - a. Please note that the call for papers document is intended to include all the potential topics that could be covered in the event while the topics in the online submission could be refined and may not match exactly.
2. Click on the “Submit an Abstract” tab.
3. You will be sent to SAE’s MyTechZone System to provide:
  - a. Tentative Paper Title
  - b. Paper Type
  - c. Technology Track
  - d. Session Selection
  - e. Abstract
  - f. Co-Authors
  - g. List whether you are the primary author, presenter or corresponding contact
4. Click “Submit Abstract” Tab
5. If you have any problems during the online submission, please contact the SAE Staff Representative noted on the call for papers.