SBC2025
Webtool Training

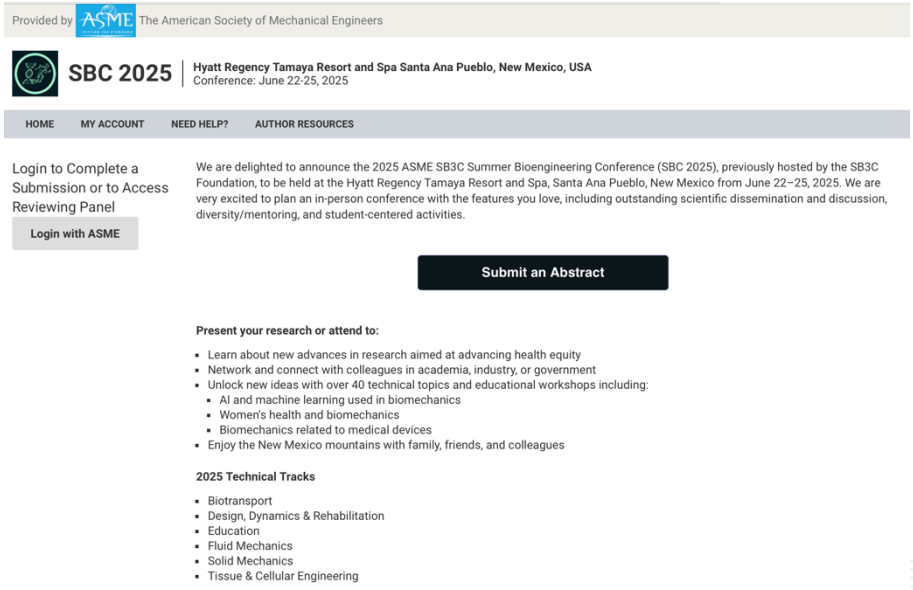
Creating Sessions & Adding Session Organizers

Reviewing Draft Papers

Creating Sessions

Access The Tool Site.

https://sbc.secure-platform.com



Provided by ASME The American Society of Mechanical Engineers

SBC 2025 | Hyatt Regency Tamaya Resort and Spa Santa Ana Pueblo, New Mexico, USA
Conference: June 22-25, 2025

HOME MY ACCOUNT NEED HELP? AUTHOR RESOURCES

Login to Complete a Submission or to Access Reviewing Panel

Login with ASME

We are delighted to announce the 2025 ASME SB3C Summer Bioengineering Conference (SBC 2025), previously hosted by the SB3C Foundation, to be held at the Hyatt Regency Tamaya Resort and Spa, Santa Ana Pueblo, New Mexico from June 22–25, 2025. We are very excited to plan an in-person conference with the features you love, including outstanding scientific dissemination and discussion, diversity/mentoring, and student-centered activities.

Submit an Abstract

Present your research or attend to:

- Learn about new advances in research aimed at advancing health equity
- Network and connect with colleagues in academia, industry, or government
- Unlock new ideas with over 40 technical topics and educational workshops including:
  - AI and machine learning used in biomechanics
  - Women's health and biomechanics
  - Biomechanics related to medical devices
- Enjoy the New Mexico mountains with family, friends, and colleagues

2025 Technical Tracks

- Biotransport
- Design, Dynamics & Rehabilitation
- Education
- Fluid Mechanics
- Solid Mechanics
- Tissue & Cellular Engineering

Any issues logging in please contact us at our Webtool Help Desk Form.

Access the Session Creation Page

- Start building your sessions by clicking on the link:
- https://sbc.secure-platform.com:443/a/organizations/main/solicitations/257/sessions/create
- This link is unique to the SBC 2025 Conference.

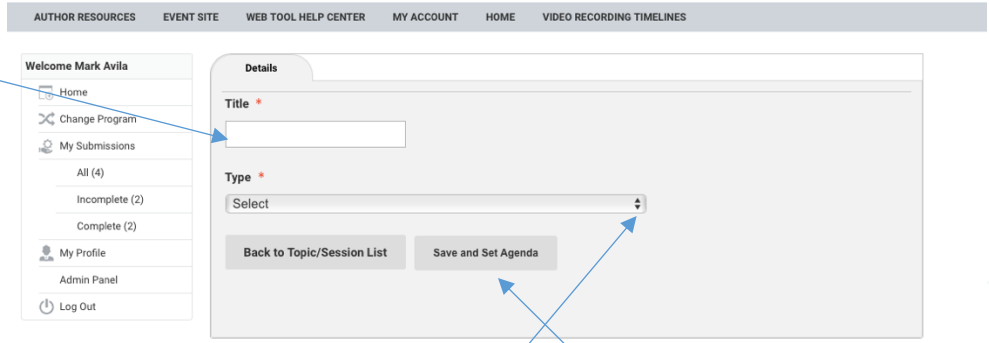
Create your first session.

Enter the session number and session title.

Please use the correct session numbering format,
i.e. **01-01: Advanced Modelling for NDE**
01 = Track Name
01-01 = Session Number

Remember, you need to add a session title after the number.

You may change the title but please keep the numbering format the same.



Select the session type: Technical Session

Click Save and Set Agenda

Assign submissions to your session

Select the paper from the list.

This list will display **ALL** submissions for the conference.

Please wait for list to load to see the track name.

You can also reference the attached spreadsheet for your paper numbers.

Submission Track

Enter the submission number from your spreadsheet

Type: Technical

Details | Agenda | Organizers

Add Item to Topic/Session

- Add Submission to this Topic/Session
- Add Other Time to this Topic/Session
- Show Items in General Pool

Search:

Submission	Paper Type	Action
Track: 15 - Structural Health Monitoring **Paper Number:** 86858 **Corresponding Author:** Mark Avila, *ASME* **Title:** Test Title	Abstract	View | Assign to Topic/Session | Flag
Track: **Paper Number:** 87205 **Corresponding Author:** Barbara Zlatnik, *ASME Houston Office* **Title:**		View | Assign to Topic/Session | Flag
Track: 06 - Machine Learning and Statistical Methods in NDE **Paper Number:** 88176 **Corresponding Author:** Jinhyun Park, *Sungkyunkwan University* **Title:** A Study on Flaw Signal Detection for Phased Array Ultrasonic Testing Using Artificial Intelligence	Poster	View | Assign to Topic/Session | Flag

Assign Submission to the Session

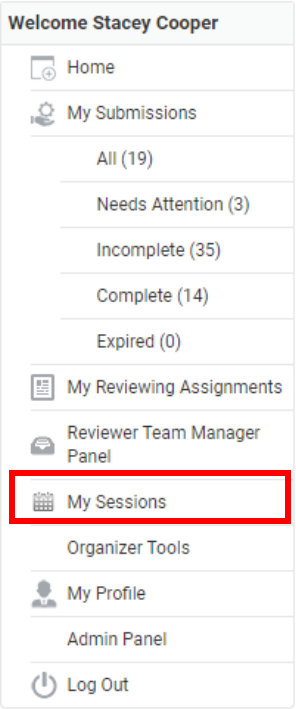
View the content of the Submission

Flag the submission if it's not appropriate

Adding Track Organizers

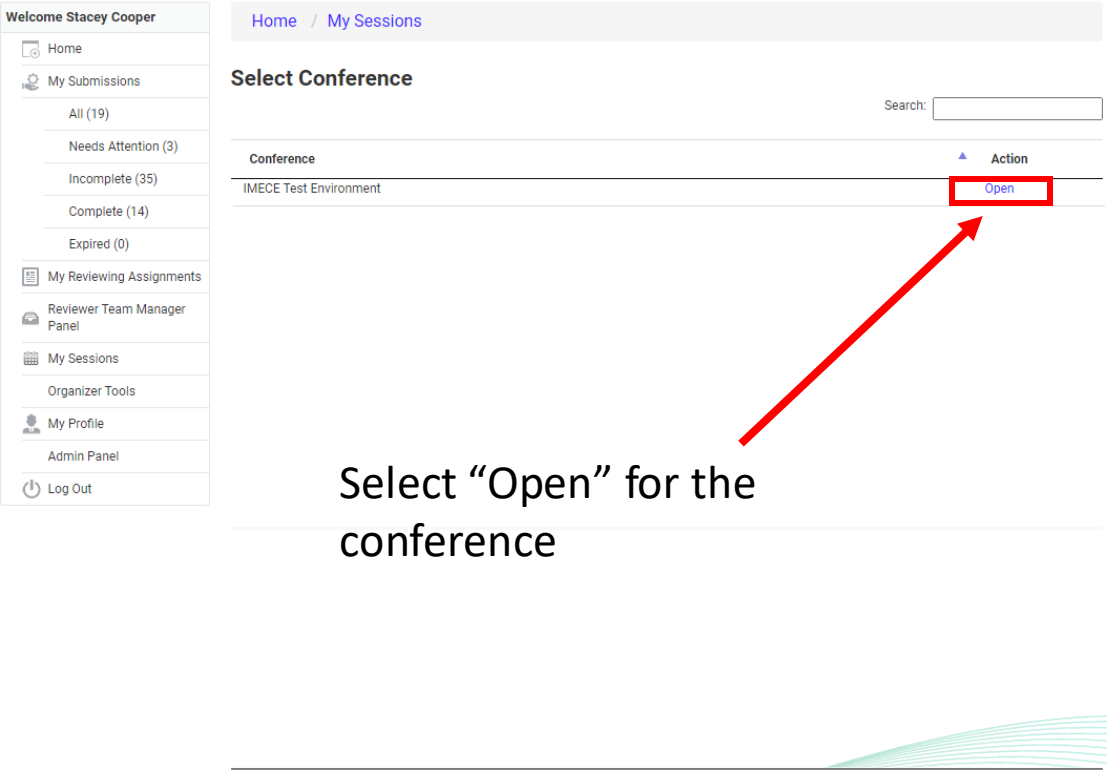
IF NEEDED

Navigate to My Sessions



- Login to your organizer account
- Select My Sessions or My Tracks/Sessions
  (Only Primary Track Organizer has access to do this)

Select the Conference



Select “Open” for the conference

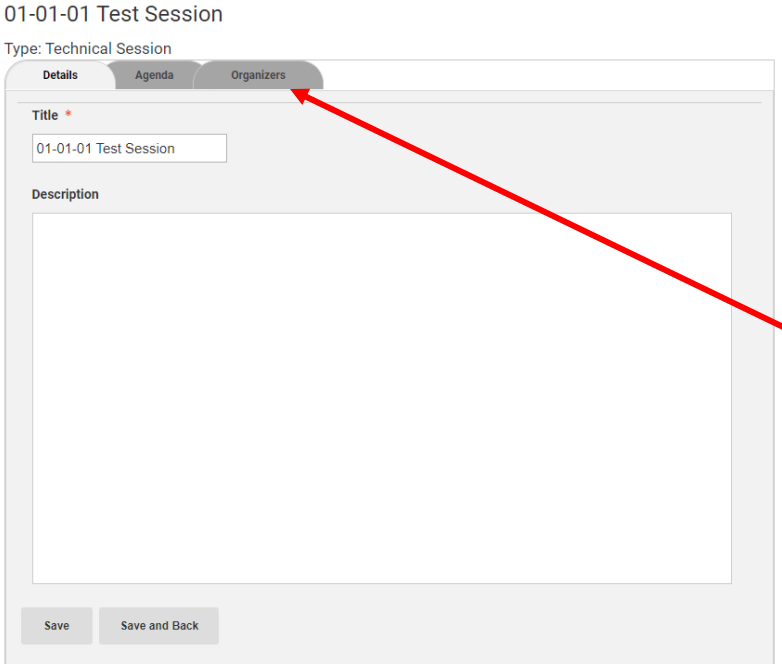
Select the Topic/Session

Name	Type	Primary Contact	Email	# of Minutes	# of Items	Finalized	Action
01-01-01 Test Session	Technical Session	Cooper, Stacey	coopersl@asme.org	0 / 180	0	No	Edit Details
01-01-02	Technical Session	Cooper, Stacey	coopersl@asme.org	0 / 180	0	No	Edit Details
01-01-03	Technical Session	Cooper, Stacey	coopersl@asme.org	0 / 180	0	No	Edit Details
01-01-04 Public Session Test	Technical Session	Cooper, Stacey	coopersl@asme.org	15 / 180	1	No	Edit Details
01-02-05 My Test Session	Technical Session	Cooper, Stacey	coopersl@asme.org	0 / 180	0	No	Edit Details
01-02-06 My New Test Session	Technical Session	Cooper, Stacey	coopersl@asme.org	60 / 180	4	Yes	Edit Details
1-2 Aircraft	Technical Session	Cooper, Stacey	coopersl@asme.org	105 / 180	7	No	Edit Details
jack IE test	Topic	Cooper, Stacey	coopersl@asme.org	65 / 100	13	No	Edit Details
test	Technical Session	Cooper, Stacey	coopersl@asme.org	30 / 180	2	No	Edit Details
testing Session	Topic	Admin, System	noreply@secure-platform.com	90 / 90	6	Yes	View Details

Select Edit Details

(Only the Primary Track Organizer will have this link!)

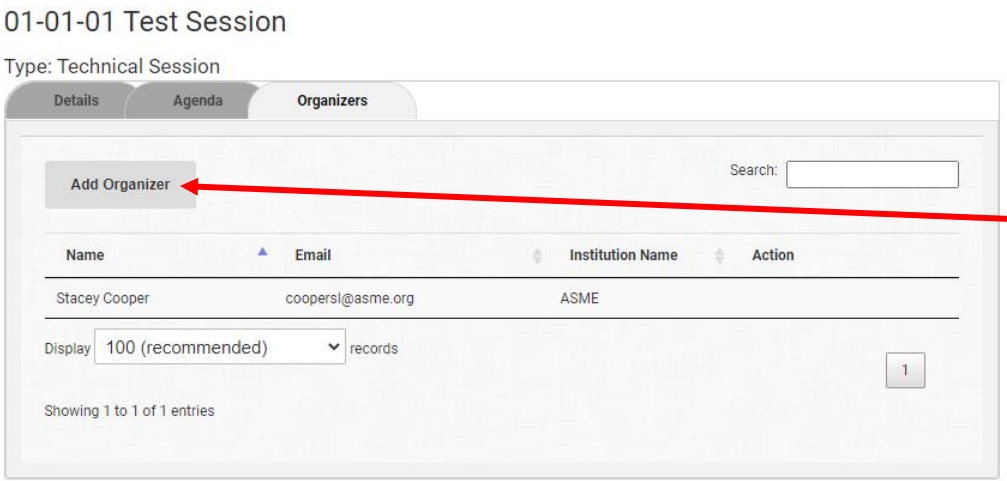
Select the Organizer Tab



Select the Organizers tab

(Only the Primary Track Organizer will have this link!)

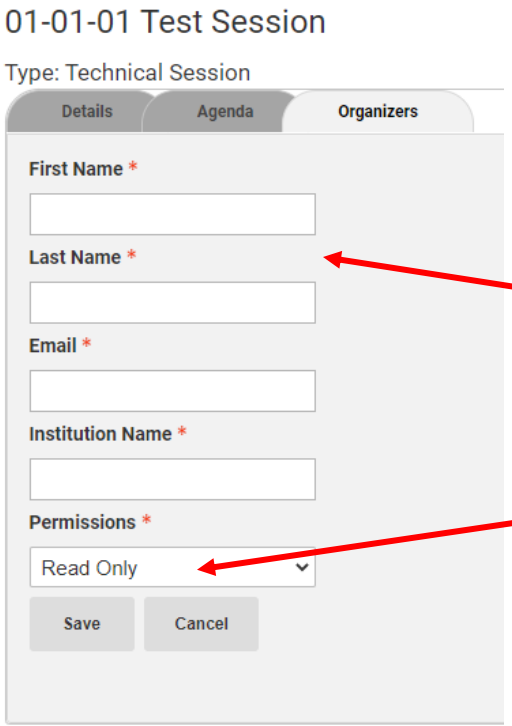
Adding Organizer



Click on the Add Organizer button

(Only the Primary Track Organizer will have this link!)

Complete Organizer Details



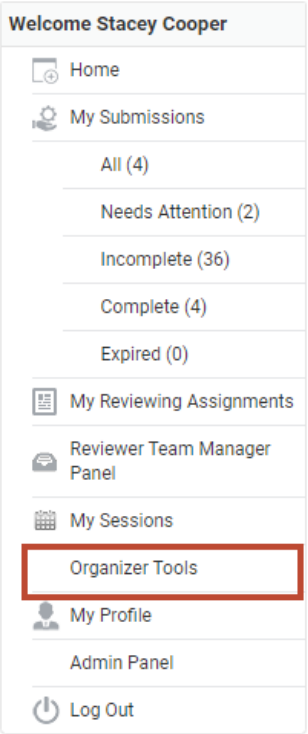
Type in required fields.
(Make sure you have the email the co-organizers uses to login to ASME!)

Set the permissions to Collaborator

Co-Organizer will receive an email about the topic assignment.

Paper Review Process

Paper Review Process



- Login to your account
- Click on “Organizer Tools”

Paper Actions

Program Code	Program Name	Action
GT2021	4-Round (ASME Testing Only - OW DO NOT USE)	Actions ▾
3ROUND2020	3-Round (ASME Testing - OW DO NOT USE)	List Papers ~~Program Statistics~~ Email Reminders
TESTMTG	Test Meeting - June 2020	

- Click on “List Paper” to view the submissions. This will take you to the paper management screen.
- *Ignore Program Statistics, this is not functional*

Paper List Screen

Clear Filters

Tracks

- Track 1 Aircraft Engine
- Track 50 Student Poster
- ASME General Testing

Sessions

Submission Status

Reviewing Status

Show 100 entries Search:

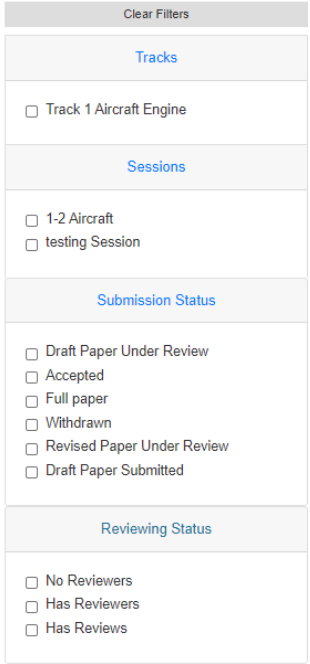
Invite Reviewers | Reviewer Reports

Code	Status	Session Title	Paper Title	Authors	Reviewed	Reviewers	Track	Submission Type	Action
290	Abstract Submitted	01-02-06 My New Test Session	Test Abstract Smith 1005	Natalie Smith	0		Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions
291	Abstract Submitted	01-02-06 My New Test Session	Test Abstract Smith 1006	Natalie Smith	0		Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions
297	Revised Paper Under Review	jack IE test	29-09 Abstract	System Admin, Mohamed Elgohary	0	Stacey Cooper	Track 1 Aircraft Engine	Technical Paper Publication (Iran)	Actions
299	Full paper	01-01 Test Session	Adding Authors	Stacey Cooper	1		Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions
300	Draft Paper Under Review	01-01 Test Session	Another Amazing Test Submission	Stacey Cooper	0		Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions
301	Awaiting Abstract paper	05-031-03: My Session	N/A	Stacey Cooper	0				Actions
302	Full paper	jack IE test	Asme Phase Iv Test	jack clarke	0	Stacey Cooper Harald Schoenenborn	Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions

Search: Users can search by any text that may be displayed on the screen.

Column sorting: Click on the arrows next to the column to sort in ascending or descending order.

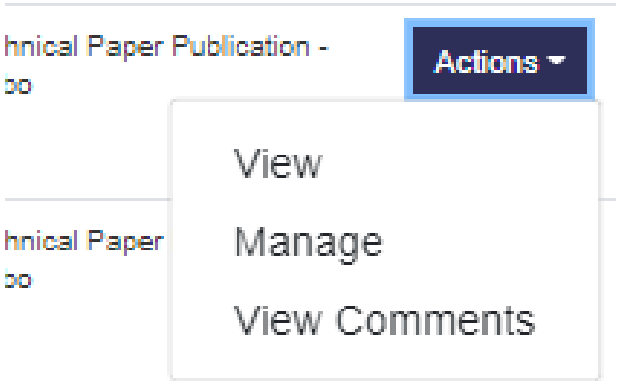
Filtering



- Filter by
  - Track
  - Topics/Session
  - Submission Status
  - Review Status

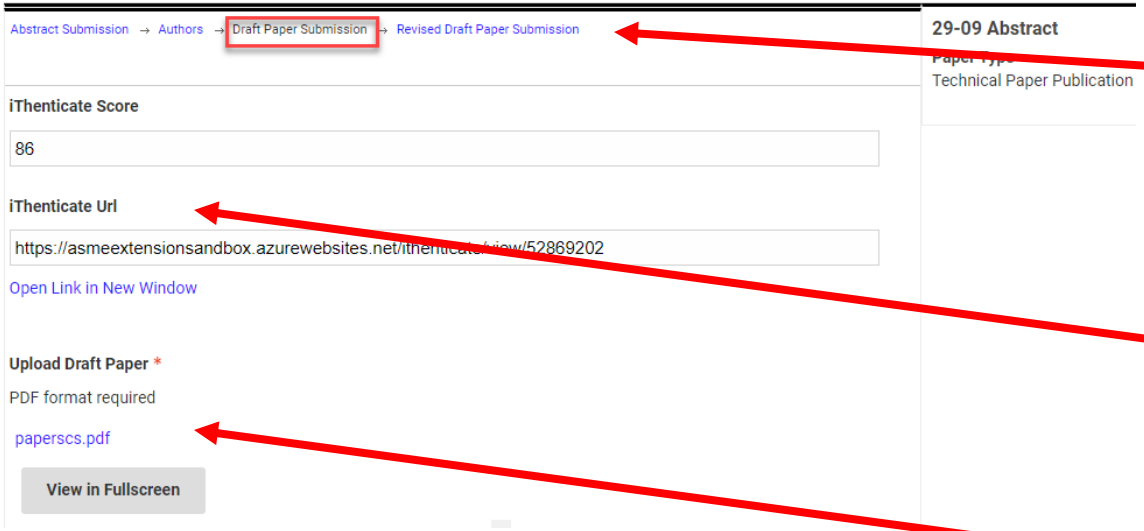
- Filtering will remain in place as you navigate through multiple pages.

Paper Actions



- **View**
  - Opens a new window to view submission details (abstract, authors, draft paper submission, revised draft paper submission).
  - Click on the navigation links to view desired page.
- **Manage**
  - Assign Reviewers
  - Make Decision on Papers
  - Click on Paper Title to view submission details.
- **View Comments**
  - View Reviewer Inputs

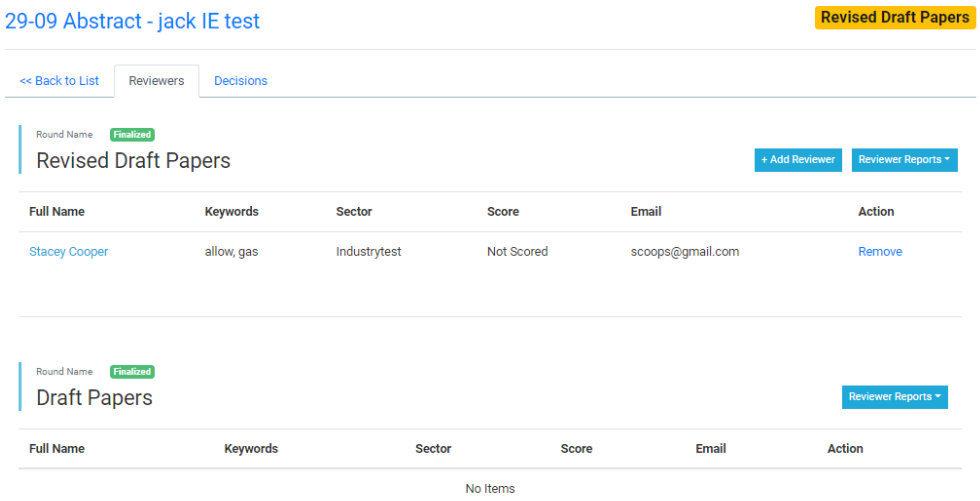
Viewing the Submission



» View

- Follow the breadcrumb navigation at the top of the submission to view each round.
- View the iThenticate score and click on the link to view the report.
- View the draft paper.

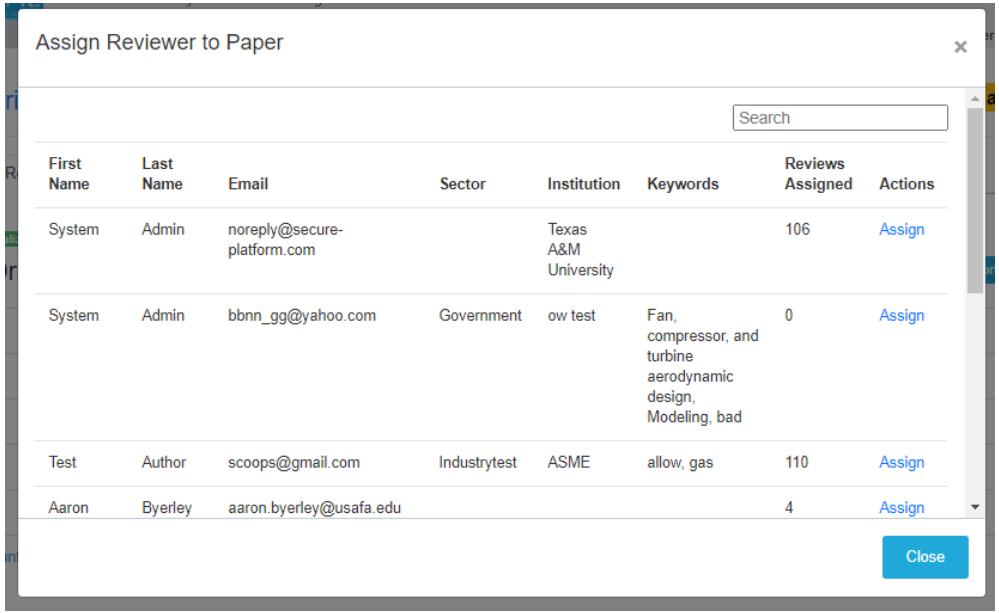
Paper Management Screen



» Manage

- Defaults to Reviewer tab.
  - Add reviewers to the paper
    - Clicking on this button opens the reviewer database.
  - Download review reports
  - View reviewer status

Adding a Reviewer to a Paper

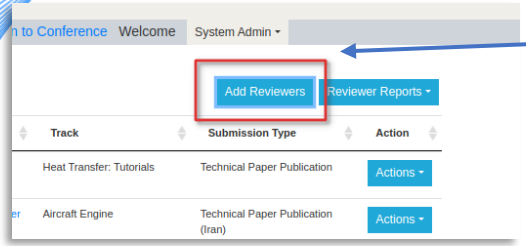


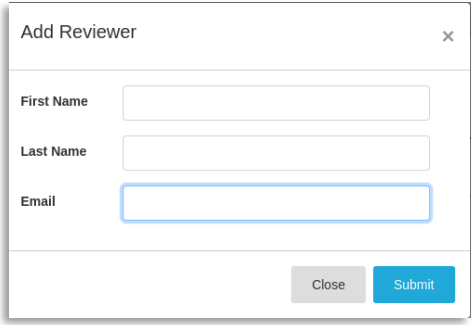
First Name	Last Name	Email	Sector	Institution	Keywords	Reviews Assigned	Actions
System	Admin	noreply@secure-platform.com		Texas A&M University		106	Assign
System	Admin	bbnn_gg@yahoo.com	Government	ow test	Fan, compressor, and turbine aerodynamic design, Modeling, bad	0	Assign
Test	Author	scoops@gmail.com	Industrytest	ASME	allow, gas	110	Assign
Aaron	Byerley	aaron.byerley@usafa.edu				4	Assign

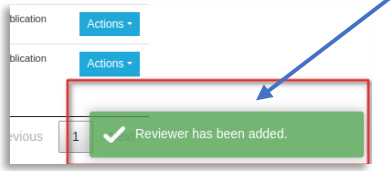
» Assigning Reviewers

- Search by
  - First or last name
  - Email address
  - Company
  - Keywords
- The number of papers assigned to the reviewer is displayed
- Click "assign" to add the reviewer to the paper.
  - Reviewers will receive an email notification for each assignment.

Can’t Find Your Reviewer?



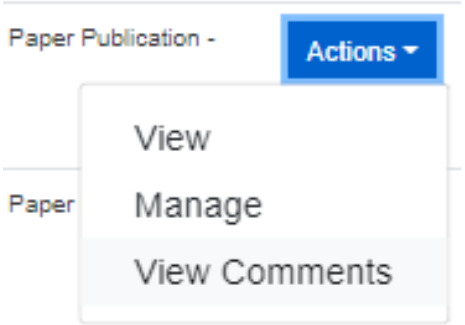




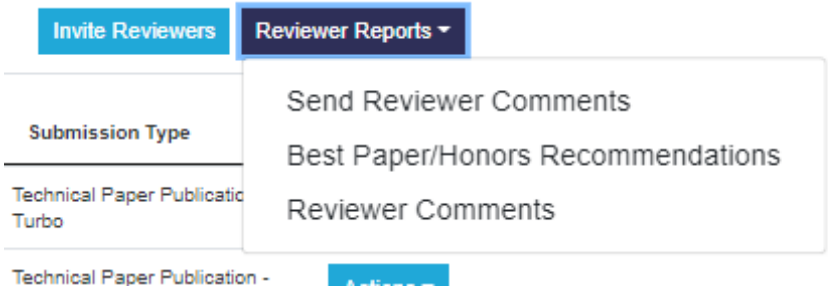
- Go back to the main paper list screen and click on “Add Reviewers”.
- Enter the reviewer’s first name, last name and email address*.
- After clicking on “submit”, a notification window will flash on the bottom right of your screen and an email will be sent to the reviewer.

** Communicate with your reviewer first before entering an email address. Ask if an ASME account already exists and use the correct email address. Entering a wrong email address will delay the review process.*

View Reviewer Comments

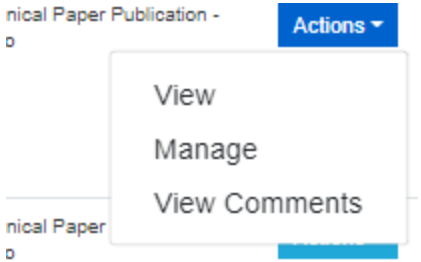


- Go to Actions > View Comments
- A new window will open displaying all reviewer inputs

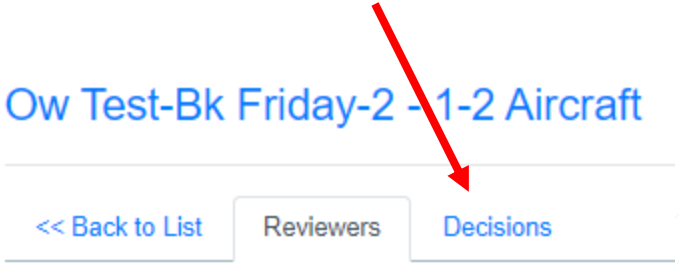


- Go to Reviewer Reports > Reviewer Comments
- This will download a comma separated file (csv) with all reviewer inputs that can be imported into Excel.

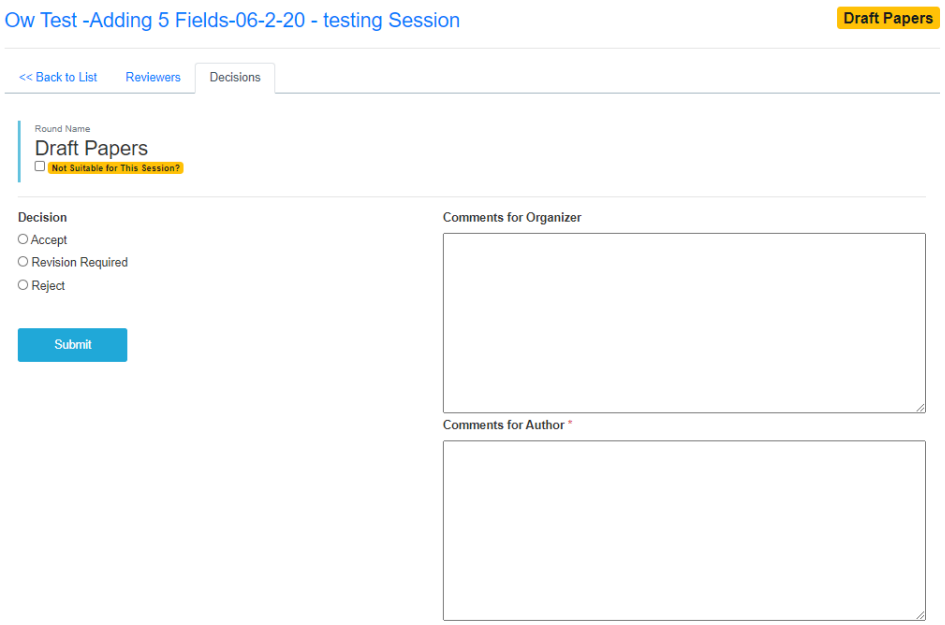
Make a Decision on the Paper



- Go to Actions > Manage
- This will take you to the [paper management screen](#).
- Click on the “Decision” tab.



Submitting Your Decision



- Make your decision selection
  - Selecting “accept” will display the honors and journal recommendation options.
- Organizers can enter optional comments fellow Organizers.
- Fill in the required comments for the authors.

Email Reminders

Program Code	Program Name	Action
GT2021	4-Round (ASME Testing Only - OW DO NOT USE)	Actions
3ROUND2020	3-Round (ASME Testing - OW DO NOT USE)	
TESTMTG	Test Meeting - June 2020	

List Papers
~~Program Statistics~~
Email Reminders

- Click on “Email Reminder” to view a list of emails that you can send out to your organizers and reviewers.

Please ignore the Program Statistics selection.

Email Reminder List

Name	Description	Last sent	Action
Incomplete Reviews	Manually sent to all Reviewers with list of incomplete reviews in Draft Papers	2/18/2021 11:22:45 AM	Send Reminder
Draft Papers Awaiting Review	Manually sent with list of incomplete reviews assigned to their session/track	3/1/2021 9:51:51 AM	Send Reminder
Draft Papers Awaiting Decision	Manually sent with list of Papers that have been reviewed 4 times, yet missing Decision assigned to their session/track	10/13/2021 6:53:56 AM	Send Reminder
Revised Draft Papers Awaiting Review	Manually sent with list of incomplete reviews assigned to their session/track		Send Reminder
Revised Draft Papers Awaiting Decision	Manually sent with list of Papers that have been reviewed 4 times, yet missing Decisions assigned to their session/track	10/13/2021 6:53:52 AM	Send Reminder
~~Abstracts Awaiting Review~~	~~Manually sent to all Reviewers with list of incomplete in Short Abstracts~~		~~Send Reminder~~

These are templated emails that cannot be customized. All have the deadlines posted in the Publication Schedule.

Clicking on Send Reminder will send out the email to the group of reviewers/organizers with incomplete actions and include a report for the user to download.

Resource Materials

iThenticate Guidelines

- Prior to assigning reviewers, organizers will need to analyze any matching results over **15%**
- Two areas of concern: plagiarism (copying someone else's work), and lack of originality (copying your own previous published work)
- When assessing a paper, consider:
  - Is there any source with high degrees of match (>15%), or are there just lots of <1% matches of phrases?
  - 50x <1% = no problem
  - 1x 50% = problem
  - If there is a source with a high match, has that source been properly referenced in the paper?
  - Are the matches limited to the introduction, description of the analysis, experimental setup, etc., or are there high matches in the results and conclusions portions of the paper?

iThenticate Guidelines

If you have concerns, discus it with TPC. For feedback from ASME, please contact us at our Webtool Help Desk Form.

Outcomes can be:

» Reject the paper outright.

» Caution the author about the concerns and request changes. These changes can include properly referencing papers with matches, and/or to reword sections to reduce the degree of outright copying. Organizer should check the final paper to make sure these directions have been followed. Proceed with reviews; reviewers should also comment on matches.

» Let the paper go through with reviews with no special action.

Questions/Help

For any problems, please contact us at our Webtool Help Desk Form or join our twice-weekly (30-minutes) help center calls.

Tuesdays @ 10:00 am New York Time	Thursdays @ 2:00 pm New York Time
Join online Meeting ID: 812 794 064 Password: 708266 **One Tap Mobile:** +19292056099,,812794064# US (New York) +16699006833,,812794064# US (San Jose) **Dial by Your Location** +1 929 205 6099 US (New York) +1 669 900 6833 US (San Jose) 877 853 5247 US Toll-free 888 788 0099 US Toll-free Meeting ID: 812 794 064 Find your local number here.	Join online Meeting ID: 277 957 717 Password: 625347 **One Tap Mobile** +19292056099,,277957717# US (New York) +16699006833,,277957717# US (San Jose) **Dial by your Location** +1 929 205 6099 US (New York) +1 669 900 6833 US (San Jose) 888 788 0099 US Toll-free 877 853 5247 US Toll-free Meeting ID: 277 957 717 Find your local number here.