



# ASME® 2021 TURBO EXPO

Turbomachinery Technical  
Conference & Exposition

CONFERENCE  
June 7–11, 2021

Online, Virtual



May 21, 2021

Dear TE21 Authors and Session Chairs:

This email is to invite you to attend a TE21 session participant orientation session.

While Showcare is Turbo Expo virtual event platform company, Zoom is the backend technology being used for the sessions. Host controls will be the same as what you have used in any previous Zoom meetings you have hosted. The technical paper sessions will be set up in a meeting format.

I would like to invite you to participate in an orientation session to review a few important details on how the sessions will be held. During this preparation session, we will review the following:

- How to sign into your session via Zoom.
- Run of event based on the type of session you are part of.
- How Zoom works, its functionalities, and some key features for your particular session setting.
- Messages you may receive from your technical producer (e.g., standby, live, wrap up).
- Contingency plan for missing Zoom links and any technical issues.
- General video do's and don'ts (e.g. lighting, clothing, background, device placement).
- General reminders for your scheduled session.
- Quick tour of the platform and how attendees will access your session.
- And any questions that you may have.
- Sign up for a session by clicking on one of the following links:
  - **Dates and times**
    - May 27 11:00 am - 12:00 pm eastern time
    - May 28 11:00 am - 12:00 pm eastern time
    - June 1 9:30 – 10:30 am eastern time
    - June 2 9:30 10:30 am eastern time
  - <https://calendly.com/showcare/asme-turbo-2021-virtual-meeting-session-prep-chairs>
  - <https://calendly.com/showcare/asme-turbo-2021-virtual-meeting-session-prep-author>

#### Other important session information:

- Review the author and session [guidelines](#).
- Use the TE21 [virtual background](#).
- [Announce](#) you are an author or session chair at TE21 on social media.

I am so excited to be presenting at ASME's Turbo Expo. Don't miss my paper presentation, **(Paper Title)** on June **(Date)**. I hope to see you virtually! Learn more & register at [event.asme.org/Turbo-Expo](https://event.asme.org/Turbo-Expo). #TurboExpo2021

Thanks and best regards,  
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