



Training Session for Session Organizers (SO)



Contents

- Roles of Session Organizer (SO)
- Training of the webtool
- This session is primarily for SO only.
- There will be future separate training sessions for reviewers for both their roles/responsibilities and the use of the webtool.

Review Chain – Decisions

The review process is evaluating two publication paths: Conference & Journal

	Conference	Journal
Input	▲ R	▲ R
Recommendation	● SO	● SO
Final Recommendation		▾ RC
Final Decision	▾ RC	◆ JE

possibly in consultation with
RCs, PCs, and VCs

TO/PC/VC

Journal decisions can be appealed to the editors **after** the conference.
Process is posted on the website under Author Resources.

Review Chairs Track Distributions

Sascha Gierlings

- Aircraft Engine (01)
- Fans & Blowers (10)
- MMM (18)
- Steam Turbines (21)
- Structures & Dyn (22-28)

Ben Emerson

- Ceramics (02)
- Coal, Biomass, H₂, & Alt (03)
- Cycle Innovations (06)
- Energy Storage (09)
- Oil & Gas (20)
- Supercritical CO₂ (30)
- Industrial & Cogen (17)
- Microturbines (19)
- Wind Energy (41)

Bronwyn Power

- Turbomachinery (31-35)
- Combustion (04)\Controls, Diag, Instr (05)
- Education (07)
- Electric Power (08)

Shahrokh Shahpar

- Turbomachinery (36-40) (inc. Design Optimisation)
- Heat Transfer (11-16)

Schedule

Draft Round

Submission of Paper for Review

December 8, 2025

Copyright Form Submission Opens

December 8, 2025

Session Organizer Training

December 9, 2025

Reviewer Training

December 10, 2025

Paper Reviews Completed

January 12, 2026

Author Notification Decision

January 19, 2026

This is your grace
period to chase
down incomplete
reviews

Revised Draft Round

Submission of Revised Paper for Review

February 9, 2026

**Author Notification of Acceptance of
Revised Paper**

February 23, 2026

Final Paper Round

Submission of Copyright Form

March 13, 2026

Submission of Final Paper

March 16, 2026

Author Registration Deadline

March 16, 2026

Final Paper Decision Notification

March 30, 2026

Notes on Schedule

- Process has many steps that must be done in series
- If you are late or incomplete to a deadline, it puts untenable pressure on the downstream steps
- Deadlines are completion dates, not start dates
- Start early!
- TO/VC/PC, SO all need to check, monitor, support, and push along progress and quality throughout their span of responsibility
 - Send reminders to start tasks and meet deadlines
 - Check status and address problems regularly
- *RCs cannot manage an estimated 1800 papers and 5400 reviewers without your help!*

Important Notes

- Paper submissions deadline is Dec 8 (Mon), 2025
- Draft paper review complete by Jan 12th (Mon), 2026
- Review process occurring during the holidays. Need to have papers assigned prior to Dec 16th!
- **Early reviewer lined-up is crucial and key to a successful and timely review process!**

Review Process Goals

High publication standards – intent of ASME / IGTI to present and publish **high quality** papers

- Effective communication and interaction between authors, reviewers and session organizers
- Shared responsibility of reviewers and session organizers
- Review chain is the key to paper quality
- Timely actions are important – staying on schedule makes it easier to maintain quality standards and remedy any problems

SO is key!!

- Organizing the review process
- Conflicts of interest (COI)
- iThenticate check
- Coordinate and interpret the input of the reviewers, not to override it
- Communicate with authors and review team
- Note: the SO is not a reviewer
- You are the most important link for the entire review process!
- For the majority of cases, your decision will be the final decision for the paper.

- Line up reviewers **early** and assign in the Webtool;
 - **Three** reviewers for each paper
 - Preferably industry, government and academia, but **at least two** of these three sectors are required
 - **No** two reviewers of a paper can be from the same organization
 - **No** reviewer can be from the same organization as authors
 - If needed, ask your Track Organizer for help in reviewer selection
 - These requirements are **non-negotiable due to Journal requirements**. Misses must be fixed, and this causes a huge amount of delay and rework. Do it right the first time!
- Need TO/PC/VC chair to check and enforce this.
 - Review Team will cross check this as much as can

Authorship conflicts

- A TO/PC/VC who is an author of a paper is not allowed to take any action on that paper.
- A Session (Co-) Organizer who is an author of a paper is not allowed to take any action on that paper.
 - That paper should be moved to a different session.
 - If this is impossible, a Co-chair with no conflicts of interest can be enlisted to coordinate that paper

Review chain conflicts

- No organizer should serve as a reviewer for a paper in their area of responsibility. This includes Review Chairs and Vice Chairs, Committee Chairs and Vice Chairs, Track Organizers, and Session Organizers.
- For example, a Track Organizer may not do a review for a session in his/her track, and a Session Organizer may not review a paper in his/her session

Organizational conflicts

- A **Session Organizer** should **not handle the reviews** for a paper whose **author is from the same organization**.
 - A Co-chair with no conflicts of interest can be enlisted to coordinate those reviews, including making recommendations.
- A **Committee Chair, Co-Chair, or Track Organizer** should **not be involved** in a review of a paper whose **author is from the same organization**.
 - If the SO would like some consultation, the Review Chair team can be engaged.
- **No reviewer for a paper** can be from the **same organization as any of the authors**.

- As soon as a paper is uploaded, check
iThenticate score
- Anything > 25% has to be checked carefully *
- SO should be communicating to the Reviewers that they have looked at high scores and have either cleared paper or identified issues.
- This info should also be posted by SO in comments to authors when paper is sent back to authors.

iThenticate Guidelines for Flagged Papers Above 25% Match

- Prior to assigning reviewers, organizers will need to analyze any matching results over **25%**
- 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 (>25%), 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 for Flagged Papers Above 25% Match

If you have concerns, discuss it with TO/VC/PC and RC. For feedback from ASME, contact ASME at <https://airtable.com/appKe8wyTv3RoG8qS/shrc4rgubaoKlbmFB>

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. SO should check the final paper to make sure these directions have been followed and alert the review chair if there are still concerns. Proceed with reviews; reviewers should also comment on matches.
- Let the paper go through with reviews with no special action.

Document what your outcome was to the reviewers and in final notes to RC

- Suggest lining up reviewers as soon as you know your session, even though they cannot be assigned in the tool until the drafts are in.
- Consider authors from previous years, other committee members; get a co-organizer from a different sector to help find diverse reviewers;
- Use direct contact such as email or phone to get commitment. Don't rely on just assigning someone in the tool.
- The reviewer no longer has to accept the review in the tool. A declining reviewer will be automatically removed as a reviewer in the tool, the SO doesn't have to remove them, and a notification email will be sent to the SO to flag that a new reviewer must be selected.
- New reviewers can be created in the database. But please try to provide as much info as possible about reviewer - affiliation
- You should not assign more than three reviewers!

- Please keep the identity of reviewers confidential
 - From authors and from the other reviewers on the paper
 - From the community at large
- Best practices
 - Use caution with emails looking for reviewers, agreeing to be a reviewers, or communicating with reviewers
 - Use blind copy (BCC)
 - Avoid Reply to All
 - Reviewers should make sure that review comments do not identify them. Check that your .pdf files do not identify you or your organization.

Session Organizer Tasks

Start, deadline	Task
Now - Dec 16th	<p>Line up co-organizer to help with reviews. Diversity will help find reviewers. Line up reviewers for your session. Check iThenticate scores; reject if high plagiarism, discussing with TO and RC Assign all reviewers by Dec 16th Meet requirements for reviewers; avoid all conflicts of interest</p>
Dec 16- Jan 12	Check reviews as they come in; if inadequate, send airtable request to return the review and request improvements in the comment box.
Jan 12- Jan 19	<p>Follow up late reviews to get them completed ASAP Decide on whether to reject paper or send back to authors for revisions. For scores <90, follow process to consider rejection; engage RCs</p>
Feb 9 - Feb 16	<p>Process all revised drafts – send for re-review or do the re-review yourself Engage RCs to consider rejects</p>
Feb 16 - Feb 23	Check re-reviews as they come in; if inadequate, send airtable request to return the review and request improvements in the comment box. Make recommendation to the review team on acceptance, journal, best paper
Mar 16	<p>Submission of final paper. Follow up on any unsubmitted final papers – right away</p>
Apr - Jun	Update session info in tool – chair, co-chair, paper order, session name

Per reviewer:

$$\begin{aligned}
 \text{Score} = & 2 \cdot \text{Originality} \\
 & + 2 \cdot \text{ScientificRelevance} \\
 & + 2 \cdot \text{EngineeringRelevance} \\
 & + 1,5 \cdot \text{Completeness} \\
 & + 1,5 \cdot \text{Acknowledgment} \\
 & + 1,2 \cdot \text{Organization} \\
 & + 1,2 \cdot \text{Clarity}
 \end{aligned}$$

<u>Rating</u>	<u>Numerical Score</u>
Poor	1
Marginal	2
Acceptable	3
Good	4
Honor	5

- Overall paper score = sum of three reviewer scores
- **Total maximum paper score = 171**
- Paper score if **all reviews acceptable** = 102.6
- Paper score if **all reviews marginal** = 68.4

Reviewer provides recommendations, radio buttons, and comments in template.

- Ideally this will all be consistent, realistically it frequently will not be.

SO considers all reviewer inputs as well as the calculated score

Encourage rejections of initial drafts where appropriate – where a revision is unlikely to result in a good quality paper

SO can reject a paper if these are true:

1. Score is below **90** – paper falls below Acceptable standards
2. 2 reviewers recommend Reject
3. Comments from 2 reviewers support rejection, i.e., point out significant shortcomings that are unlikely to be fixed in a revision

SO should initiate discussion with RC / VRC if 1, 2, and 3 are all true

- Track organizer and/or vanguard chair are copied on communication, can offer input if desired

Gives SO more leeway, and more responsibility, to interpret the reviewers' input.

Involves RC earlier in the decision process.

- **Plan for all IGTI papers that are not rejected after initial review is that they will ALL be sent back to authors for revision**
 - Note that the buttons will still allow a paper to be “Accepted” at this stage
 - Please do not use that button : either ‘Reject’ or ‘Revise’
- This will give authors a chance at rebuttals and to improve the paper
- In the comment box:
 - Summarize your recommendation with reasons
 - Request authors to upload revised draft by February 14, 2025
 - Have authors highlight changes and provide a rebuttal to reviewer comments
- Subsequently placing more requirements on the SO to evaluate revised paper.
 - Revised paper does not need to go back to all reviewers
 - But must go back to at least one as SO can not “accept” at this stage without review
 - If paper close to journal – send to all three. If was close to rejection – send to all three
 - If more middle of road – can just send to one review to confirm that revision accomplished.
 - Do not need to ask for a re-review from a reviewer who already recommended.
- Engage your TO or Review Chair Team Member for tough cases!

SO decision MUST be supported by reviewer comments and justify

1. Conference Recommendation
2. Journal Recommendation

In the comments for authors:

- Give a summary of your rationale for your recommendation for conference
- Give a summary of your rationale for or against journal
- Explain that the **final decision will be made by the review chair**
- Remind the authors that they still need to submit their final paper, by the deadline of March 16, 2026, preferably earlier

In the comments for organizers:

- Give a summary of the review process and your rationale leading to your recommendation – especially useful for review chair on difficult cases
- If the paper now has two reviewers recommending journal, make sure you check the Journal box and explain in your comments

Example SO comments

“Based on the reviews received I am pleased to inform you that I am recommending to the Review chair to accept your paper for publication at the conference. The reviewers made some helpful suggestions to improve the paper which I ask you to consider when preparing the final manuscript. Note you must still upload your final paper no later than March 16, 2026.”

- plus, one of these -

“I am recommending the paper for journal publication based on the recommendations of the reviewers. The findings have not been published before and shed new light on an important problem in the field. The ideas presented are innovative and promise new technological developments with impact in the field.”

“I am recommending the paper for journal based on one reviewer recommendation as well as an email exchange with reviewer #2 to clarify his views, which supported a journal recommendation. The findings”

“I am not recommending the paper for journal based on the recommendations of the reviewers. The approach has limited applicability and the paper lacked guidelines that could advance the field and be useful to the design community.”

SO is key!!

Dos

- Fill the comments for organizers with a **short** summary of the paper review results; precise information on why (not) acceptance, why (not) journal, why (not) best paper
e.g. One strong support for journal, but 2 against, after re-review one changed opinion and now recommended
=> allows to follow your reasoning in final decision
- Engage reviewers that will impact the overall fate of the paper – either regarding rejection or journal.
=> avoids tedious appeal process afterwards

What to do when you get wildly disparate reviews?

SO is key!!

- Carefully read each review. Consider the relative expertise of your three reviewers, as well as the sector they represent relative to the authors.
- Consult with Vanguard and Review Chair and agree on a path.
- Best path is to go with the majority opinion of the reviewers.
- Make sure you explain your rationale in the comment boxes in the tool.

Example communication with review chair team:

Description

Decision Accept

Comments For Organizer - Only one review has been received for the revised draft, and it is positive for conference presentation.

- Two out of three reviews were positive for the initial draft.
- The authors' addressed majority of the comments.
- The manuscript has not been recommended for journal publication.

Comments For Author Based on the revised draft and the subsequent review, the manuscript is recommended for publication at the conference. However, this manuscript is not recommended for journal publication.

Is Best Paper No

Is Journal Quality No

Review chair team:

- Shahrokh Shahpar
- Sascha Gierlings
- Ben Emerson
- Bronwyn Power

SO is key!!

Don'ts

- Assume a reviewer has accepted your invitation when no response is obtained
- Write to authors their paper has been approved for conference/journal -> **only recommendation (final vote by review chair/journal editor)**
- Recommend for best paper/journal with less than 2 votes
- Leave the comments for organizers empty -> a small summary is very helpful and speeds up the process
- Fill the comments for organizers with a summary of the paper's technical content

- Session Chair and Co-Chair run the sessions at the conference
 - Are ideally the same but this doesn't always happen
 - Chairs may change and will be entered into the system in when building final program
- Moderate the session
- Q&A: ask people to introduce themselves, speak clearly
- Provide feedback form to ASME: attendance, best papers, no-shows, etc.

Paper Review Process Training

by Stacey Cooper

Overview of webtool organization - SO

Welcome PATRICIA CARGILL

- Home
- My Submissions
 - Needs Attention (2)
 - In Progress (11)
 - Complete (16)
- My Reviewing Assignments
- Reviewer Team Manager Panel
- My Sessions
 - Organizer Tools
- My Profile
- Log Out

My submissions

- Authors

My reviewing assignments

- TO – accept/reject abstracts
- Reviewer – review draft papers
- Review chair – final decision

Reviewer Team Manager

- Review chairs and conference organizers – see all sessions, organizers, abstracts/papers, status

My sessions

- TO – go into session, pull abstracts into sessions
- TO – assign session organizer, change title, description
- **SO** – add co-chair, change title, description
- **SO** or TO – reorder papers, remove papers, add to other sessions

Organizer tools

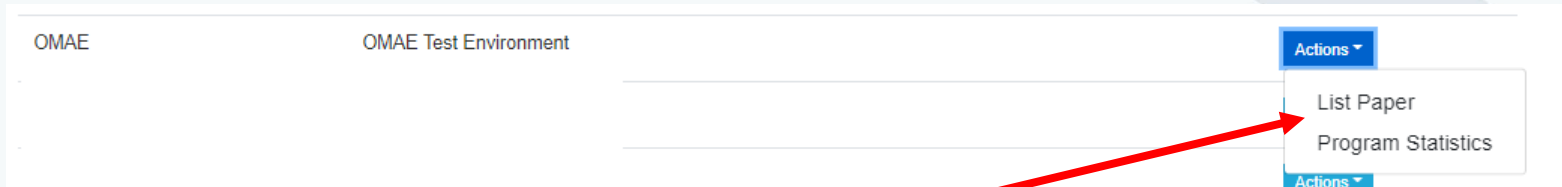
- **All organizers** – shows big list of all abstracts and papers
- **All organizers** – can export excel file showing all papers
- **SO** – assign reviewers, view reviews, make “decision”

OMAЕ OMAЕ Test Environment

Actions ▾

- List Paper
- Program Statistics

Actions ▾



- Click on “List Paper” to view the submissions.

Clear Filters

Show 100 entries Search:

Invite Reviewers Reviewer Reports

Code	Status	Session Title	Paper Title	Authors	Reviewed	Reviewers	Track	Submission Type	Action
299	Draft Paper Under Review	1-2 Aircraft	Adding Authors	Stacey Cooper	0		Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions
300	Draft Paper Under Review	1-2 Aircraft	Another Amazing Test Submission	Stacey Cooper	0		Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions
310	Accepted	1-2 Aircraft	Test Phase Iv	Stacey Cooper	0		Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions
315	Accepted	1-2 Aircraft	Testing the 4th Phase	Scoops Test Account	0	Stacey Cooper JRO Test Account	Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions
317	Accepted	1-2 Aircraft	Testing Organizer Assignment	Scoops Test Account	3	System Admin Stacey Cooper Stacey Cooper System Admin	Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions
320	Full paper	1-2 Aircraft	Ow Test 05-11-19-1	Mohamed Elgohary, System Admin	0	A M Pradeep Aamir Farooq Aaron Costall Abdelaziz Gamiel Harald Schoenenborn	Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions
335	Accepted	Testing Session	Ow Test 07-11-19:2 Amazing Open Water	System Admin, Mohamed Elgohary, Nada Hanem, Mohamed Ahdry	0	Stephanie Ritts Stacey Cooper Scoops Test Account	Track 1 Aircraft Engine	Technical Paper Publication (Iran)	Actions
354	Accepted	1-2 Aircraft	Paper Title	Ahmed Mohamed	0	Mohamed Elgohary Aamir Farooq Scoops Test Account	Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions

List Abstracts will take you to the paper review management screen.

Search: Enter any text that may be displayed in one of the columns

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

Filtering

Clear Filters

Tracks

Track 1 Aircraft Engine

Sessions

1-2 Aircraft
 testing Session

Submission Status

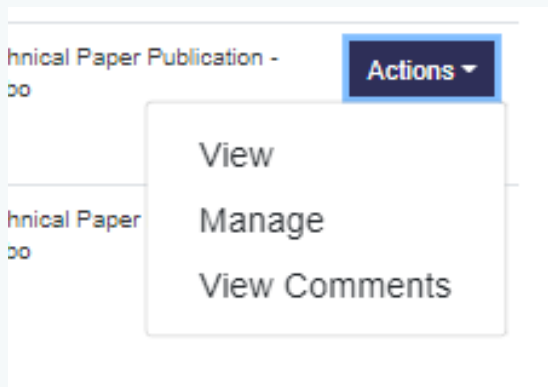
Draft Paper Under Review
 Accepted
 Full paper
 Withdrawn
 Revised Paper Under Review
 Draft Paper Submitted

Reviewing Status

No Reviewers
 Has Reviewers
 Has Reviews

- Filter by
 - Track
 - 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

Assigning Reviewers

Ow Test-Bk Friday-2 - 1-2 Aircraft Revised Draft Papers

[<< Back to List](#) [Reviewers](#) [Decisions](#)

Round Name Finalized

Revised Draft Papers [+ Add Reviewer](#) [Reviewer Reports](#)

Full Name	Keywords	Sector	Score	Email	Action
Congress Help			Not Scored	congresshelp@asme.org	Remove
Abdelaziz Gamil			Not Scored	a.gamil@cranfield.ac.uk	Remove
Test Author	allow, gas	Industrytest	Not Scored	scoops@gmail.com	Remove
JRC Test Account		Industry	Not Scored	jrc@asme.org	Remove
Scoops Test Account		Industry	Not Scored	scoops1227@icloud.com	Remove

- Click on “Add Reviewer” to search the reviewer database.

Assigning Reviewers

Assign Reviewer to Paper

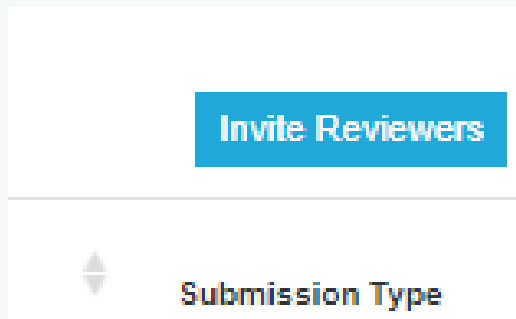
Search

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

Close

- Search by
 - First or last name
 - Email address
 - Keywords
 - Company
- The number of papers assigned to the review will be displayed.
- Click “Assign” to add the reviewer
 - Reviewers will receive an email notification for each assignment.

Can't Find Your Reviewer



- Go back to the previous screen and click on the “Invite Reviewers” button.
- This will copy the URL below to your computer. Paste this into an email to your new reviewer.

<https://asme-turboexpo.secure-platform.com/a/judgeSolicitationProfiles/create?solicitationId=266>

Reviewer Opt-In Guidance

- Make sure your reviewer completes the opt-in process.
 - Some new users to ASME stop the process after creating their ASME account.
 - **THEY HAVE NOT COMPLETED THE PROCESS!!**
- Reviewers will see the text below when they have successfully opted-

Thank you for signing up for the OMAE reviewer database.

The Review Process

The purpose of review is to determine whether a paper is acceptable for publication, needs revision, or should be rejected. Recommendations must be supported by specific and critical comments. **Reviewing is a confidential process involving only the reviewer, program-making agency, and the editorial department.** Papers recommended for publication should be of high quality and of current technical interest. If rejection is recommended, keep in mind that you should state reasons in a professionally appropriate manner.

Please review the [ethical obligations of reviewers](#) before you begin reviewing papers.

- Reviewers will become available for assignment approximately 30 minutes after seeing the above text.

Reviewer Opt-in Step-by-Step Process: <http://asmetraining.wpengine.com/reviewer-database-opt-in/>



Reviewer process (for reference)

Click here if you can't review the paper. Please email the SO as well.

iThenticate info

Click here to download the paper.

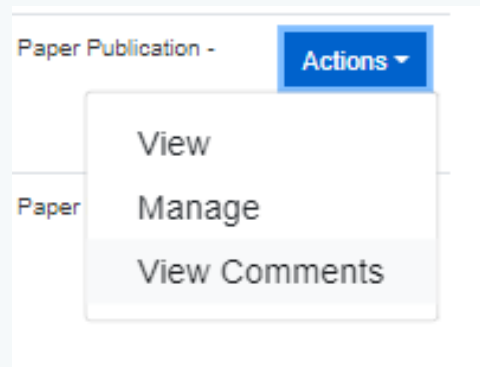
Inputs go here. Keep scrolling down.

There is no Submit button, only Save (scroll to the very bottom of inputs).
Review is available to SO as soon as it is Saved.

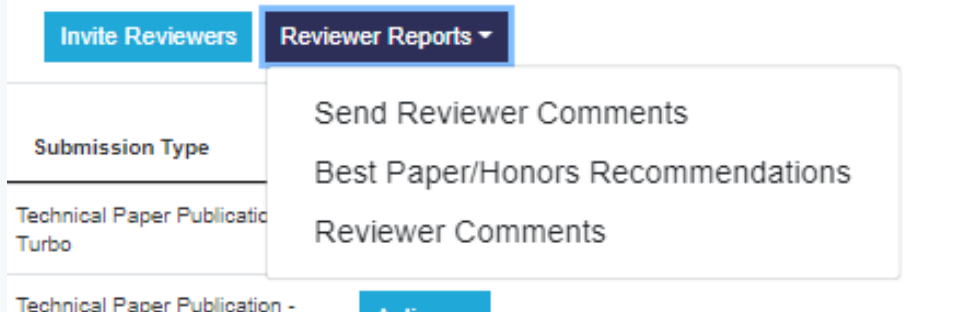
Review can be changed until the SO makes a recommendation decision. If the SO needs more info from the reviewer, the reviewer can add it in the system without further intervention.



View Reviewer Comments

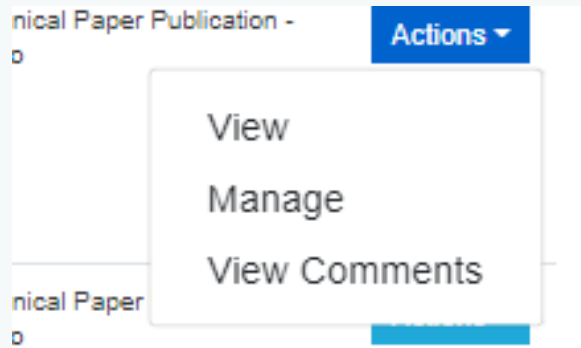


- Go to Actions > View Comments
- A new window will open displaying all reviewer inputs



- 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.

Make a Decision on the Paper

Ow Test-Bk Friday-2 - 1-2 Aircraft

<< Back to List

Reviewers

Decisions

- Click on the “Decision” tab

Make a Decision on the Paper

Ow Test -Adding 5 Fields-06-2-20 - testing Session Draft Papers

<< Back to List Reviewers Decisions

Round Name
Draft Papers
 Not Suitable for This Session?

Decision

Accept
 Revision Required
 Reject

Submit

Comments for Organizer

Comments for Author *

- 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.

Note: Do not select “Accept” if you want the author to submit a revised draft. For example, the paper is acceptable but if they revise the paper, it can be journal quality. You must select “Revision Required.”

Questions/Help

- For any problems, submit a help desk ticket to <https://airtable.com/appKe8wyTv3RoG8qS/shrc4rgubaoKlBmFB>.
- Visit the online help center at https://asme-turboexpo.secure-platform.com/a/page/Help/organizer_resources
- Join us for our twice-weekly help center calls

Tuesdays @ 10:00 am New York Time	Thursdays @ 2:00 pm New York Time
<p>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.</p>	<p>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.</p>

