



Training Session for Track Organizer (TO) / Point Contact (PC) / Vanguard Chair (VC)

Marc Polanka, Review Chair, AFIT

VRCs: Rudy Dudebout, Shahrokh Shahpar, Sascha Gierlings

Stacey Cooper, Senior Manager, Conference E-Tools, ASME

Lori Lee, Specialist, Conference E-Tools, ASME

Oct. 1, 2024



Contents

- Roles of the:
 - Track Organizer (TO)
 - Point Contact (PC)
 - Vanguard Chair (VC)
by Review Chair Team
- Training of the webtool
by Lori Lee

Review Chairs Track Distributions

Sascha Gierlings

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

Rudy Dudebout

- Coal, Biomass, H₂, & Alt (03)
- Combustion (04)
- Cycle Innovations (06)
- Energy Storage (09)
- Oil & Gas (20)
- Supercritical CO₂ (31)

Shahrokh Shahpar

- Turbomachinery (32-41)

Marc Polanka

- Ceramics (02)
- Controls, Diag, Instr (05)
- Education (07)
- Electric Power (08)
- Heat Transfer (11-16)
- Industrial & Cogen (17)
- Microturbines (19)
- Wind Energy (42)

Contents

- This session is primarily for TO/PC/VC.
- There will be future separate training sessions for
 - Session Organizers (SO)
 - Reviewers (R)

for both their roles/responsibilities and the use of the webtool.

Review Chain – Organizing



- Track Organizer/Point Contact/Vanguard Chair organizes all the tracks and abstracts for a committee as well as all the sessions and papers for a track
 - TO/PC/VC accepts or rejects abstracts in the tracks
 - TO/PC/VC assigns abstracts to sessions in the tracks
 - TO/PC/VC assigns session organizers to different sessions in the tracks
- Session organizers organize individual sessions and assign and track reviews
- If a TO/PC/VC is an author or co-author in their track, the decision has to be made by someone else

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 Process Goals

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

- Review chain and timely reviews are the keys to maintain paper quality
- Shared responsibility of reviewers and session organizers
- Effective communication and interaction between authors, reviewers and session organizers
- Recommend that papers which have an opportunity to become journal quality have a revision requested
- **Timely actions** are important – staying on schedule makes it easier to maintain quality standards and remedy any problems

Review Chain – Examples

Large committee with multiple tracks

Heat Transfer Technical Committee

Chair: John Blanton

Vice Chair: Marc Polanka

Track 10: Heat Transfer: Conjugate Heat Transfer

Track Organizer: Bijay Sultanian

Vanguard Chair : Tom Shih

Session 10-1: Conjugate Heat Transfer I

Session Organizer: Gary Lock

Session Co-organizer: Todd Ebert

Small committee with one track

Education Technical Committee

Chair: Sabri Deniz

Vice Chair: Devin O'Dowd

Track 7: Education

Track Organizer : Devin O'Dowd

Session 7-1: Education Issues

Session Organizer: Devin O'Dowd

Session Co-organizer: Sabri Deniz

All roles have to be filled: Track Organizer/Point Contact/Vanguard Chair,
Session Organizer

(helps the process and communication)

One person can fill multiple roles

Schedule

Abstract Round

Track Organizer Training

October 1, 2024

Submission of Abstract

October 11, 2024

Author Notification of Abstract Decision

November 4, 2024

Draft Round

Session Organizer Training

December 10, 2024

Submission of Paper for Review

December 16, 2024

Copyright Form Submission Opens

December 16, 2024

Reviewer Training

December 19, 2024

Paper Reviews Completed

January 20, 2025

Author Notification Decision

January 27, 2025

Revised Draft Round

Submission of Revised Paper for Review

February 11, 2025

Author Notification of Acceptance of Revised Paper

March 11, 2025

Final Paper Round

Submission of Copyright Form

March 14, 2025

Submission of Final Paper

March 18, 2025

Author Registration Deadline

March 18, 2025

Final Paper Decision Notification

April 8, 2025

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 should start identifying SO now.
- TO/VC/PC and SO all need to check, monitor, support, and push along progress and quality throughout their span of responsibilities
 - Send reminders to SOs start tasks and meet deadlines
 - Check status and address problems regularly
- **Early reviewer line-up is crucial and key to a successful and timely review process! Check review status of your sessions regularly!**
- RCs cannot manage 1000-1500 papers and 3000-4500 reviewers without your help!

Important Notes

Abstract submissions deadline is 11 Oct (Fri).

You must have:

1. All your abstracts accepted by

Nov 4 (Mon), 2024

2. Sessions organized by

Nov 22 (Fri), 2024

Assign SO early! You should already be obtaining a commitment of SO (Chair & Co-Chair) now to get them in place.

Work off last years numbers as an initial estimate and have back ups!

Important Notes

Draft paper submission deadline is

Dec 16 (Mon), 2024

You will need to be communicating with your SO (Chair & Co-Chair) that they should be looking for reviewers well before the draft paper deadline

We understand that not all abstracts become papers but easier to tell potential reviewer they are not needed than to be hunting for people during holidays.

Will be point of emphasis in SO training

Other Notes

Please try to coordinate with other TO if move abstract to another track. (System does not notify).

Continue to check website as Abstract may move from one track to another.

Only 1 TO needs to accept the abstract. Should be able to see on Abstract Report that paper has been reviewed. Don't need to do it again.

Should be able to see the Abstracts that are not assigned to Sessions. Lori will cover.

Once a paper is assigned to a session, should transfer responsibility to SO. Lori will cover.

Webtool

Stacey Cooper/Lori Lee



Overview of webtool organization - **TO**

Main Menu

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 Panel

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

My Sessions

- **TO** – create sessions and assign papers to 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** - paper review area
- **All organizers** – can export excel file showing all papers
- SO – assign reviewers, view reviews, make “decision”

TO – How to accept abstracts

- Go to **My Reviewing Assignments** on main menu.
- Click on Open on the line for Technical Paper Publications.
- A list of all abstracts will appear.
- For each abstract, click on View Submission.
- You do not need to review the abstract if another organizer has already completed the review.
- To view the abstract, scroll down.
- Take action as appropriate, accept or reject, comments are optional.
- Click Submit and Back to List or Submit and Go to Next.

Home / My Reviewing Assignments / ASME 2020 Turbo Expo: Short Abstracts

Reviewer Module

Search:

Category Name	# Pending	# Reviewed	Action
View All Categories	5	0	Open
Technical Paper Publication	5	0	Open

Home / My Reviewing Assignments / ASME 2020 Turbo Expo: Short Abstracts

DESC Score

[Test Submission From Pat Cargill for Natalie](#)

[VIEW SUBMISSION](#)

Category: Technical Paper Publication

Submission # 797

Track: Turbomachinery: Unsteady Flows in Turbomachinery

Number of Times Reviewed: 0

Home / My Reviewing Assignments / ASME 2020 Turbo Expo: Short Abstracts / Test Submission From Pat Cargill for Natalie

Abstract Submission → Authors

Abstract Submission

Select Track *

Turbomachinery: Unsteady Flows in Turbomachinery

Select a Paper Type *

If you do not know your paper type, choose the option Technical Publication

Technical Paper Publication

A technical publication is a full-length, peer-reviewed paper that is accepted for presentation at a technical session and publication in the conference proceedings. Requires an abstract upon submittal for consideration; if accepted, a draft and final paper are required.
Length: No more than 10 pages (fully formatted, two-column, 8.5 x 11 in. [more](#))

Test Submission From Pat Cargill for Natalie

Category: Technical Paper Publication

Submission # 797

Evaluation Form

Do you accept or reject this submission? *

Select

Notes / Comments

Cancel and Go Back Save and Back to List Save and Go to Next

TO – Move abstract to another track

If an abstract is best suited for another track, you can request that the abstract be re-assigned by using the link below.

<https://airtable.com/shrAcnwN2wMEzFZL8>

(please bookmark this link)

This form will allow staff to keep better track of these requests and respond more quickly.

Requests sent via email will be referred to the above link.

GT2023 Abstract Re-assignment Request Form

Fill in the required fields to request an abstract to be re-assigned to a different track.

Organizer Name *

Submission Number *

You do not need to include the GT2023

Current Track *

Select the current track that the abstract has been submitted to.

New Track *

Select the new track where you would like the abstract re-assigned

New Track Chair Informed? *

Please contact the track chair if you have not already done so. <https://asme-turboexpo.secure-platform.com/a/page/organizers>

Select an option

Email me a copy of my responses.

Submit

Never submit passwords through Airtable forms. Report malicious form



TO – Abstract Reports

- Each track will be provided with a link to download a submission/review status report. This report will provide you with the most up to date information for your track.
- In addition, go to **My Reviewing Assignments** from the main menu.
- Two reports are available to download.
- The two reports are similar, recommend the second option. Contents:
 - Paper number, title, category, track, text of the abstract
 - Information on the lead author and presenting authors, as well as 19 additional authors – includes institutions, which you can use to avoid conflicts with session organizers
 - Status of abstract, accepted or rejected
 - This could be a useful file to use as a working file as you figure out which papers go in which sessions.

Home / My Reviewing Assignments / 4-Round (ASME Testing Only - OW DO NOT USE): Short Abstracts

Submission	Score	Actions
<p>Ow Test 21-10-2</p> <p>Paper Type: Tutorial of Basics</p> <p>Submission # 316</p> <p>Track 1 Aircraft Engine</p> <p>Number of Times Reviewed: 0 of 12</p>	Score: -	VIEW SUBMISSION
<p>Owtest-Zyad-2-2-20</p> <p>Paper Type: Tutorial of Basics</p> <p>Submission # 418</p> <p>Track 1 Aircraft Engine</p> <p>Number of Times Reviewed: 0 of 12</p>	Score: -	VIEW SUBMISSION
<p>Ow Test 05-11-19-2</p> <p>Paper Type: Technical Paper Publication - Turbo</p> <p>Submission # 327</p> <p>Track 1 Aircraft Engine</p> <p>Number of Times Reviewed: 1 of 12</p>	Score: -	VIEW SUBMISSION
<p>Test Title for Turbo</p> <p>Paper Type: Technical Paper Publication - Turbo</p>	Score: -	VIEW SUBMISSION

Export Score Summary to Excel

Export Score and Comments to Excel

Refine your search

Search

Status: Any

Scored

Unscored

Started

Paper Type: Any

Change | Clear

Select Track: Any

Reset all filters

TO – How to create sessions

If you have a big track, consider organizing papers and sessions offline in an excel file first.

1. Enter the link below into your browser
<https://asme-turboexpo.secure-platform.com/a/organizations/main/solicitations/243/sessions/create>
2. Enter the session number and title
 - a. Please use the correct session numbering format, i.e.
01-02 Descriptive Title
 - i. 01 = Track Number
 - ii. 02 = Session Number
3. Add an optional description
4. Select the Session Type
 - a. Technical Session
5. Click on “Save and Set Agenda”

The screenshot shows a web form titled "Details" for creating a session. It contains the following fields and buttons:

- Title ***: A text input field containing "01-02 Descriptive Title". A red arrow points from step 2 to this field.
- Description**: A text area containing "My Description". A red arrow points from step 3 to this field.
- Type ***: A dropdown menu with "Technical Session" selected. A red arrow points from step 4 to this field.
- Buttons**: At the bottom, there are two buttons: "Back to Track/Session List" and "Save and Set Agenda". A red arrow points from step 5 to the "Save and Set Agenda" button.

TO – How to create sessions

1. Select the paper from the list.
 - a. This list will display all submissions for the conference. Please wait for list to load in order to see the track name.
 - b. You can also reference the attached spreadsheet for your paper numbers. (sent to each track separately)
2. Select the Organizers tab and add your session chairs. You do not need to add other track chairs. You and your track co-chairs will be provided overview access
3. Repeat steps on slides 19 and 20 to create more sessions.

Type: Technical Session

Details Agenda **Organizers**

Add Organizer See

Name	Email	Institution Name
Stacey Cooper	coopersl@asme.org	ASME

Display records

01-02

Type: Technical Session

Details Agenda **Organizers**

Add Item to Track/Session

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

Search:

Submission	Paper Type	Action
Paper Number: 346 Corresponding Author: System Admin, Texas A&M University Title: Test Ofac Koria Region: Africa Track: Track 2 Ceramics Topic: Oragnizers:	Tutorial of Basics	View Assign to Track/Session Flag
Paper Number: 347 Corresponding Author: System Admin, Texas A&M University Title: Region: Track: Topic: Oragnizers:		View Assign to Track/Session Flag
Paper Number: 348 Corresponding Author: jack clarke, ow Title: Ofac Test Jack Region: North America	Technical Paper Publication - Turbo	View Assign to Track/Session Flag

For Help

- For any problems or questions, contact our [Help Desk](#).
- For author problems or questions, encourage the author to contact our [Help Desk](#).
- 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>