Adding Topic Organizers
Navigate to My Sessions

- Login to your organizer account
- Select My Sessions or My Topics/Sessions

(Only Primary Topic Organizer has access to do this)
Select the Conference

Select “Open” for the conference
### Select the Topic/Session

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Primary Contact</th>
<th>Email</th>
<th># of Minutes</th>
<th># of Items</th>
<th>Finalized</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>01-01-01 Test Session</td>
<td>Technical Session</td>
<td>Cooper; Stacey</td>
<td><a href="mailto:cooper@asme.org">cooper@asme.org</a></td>
<td>0 / 180</td>
<td>0</td>
<td>No</td>
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</tr>
<tr>
<td>01-01-02 Technical Session</td>
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<tr>
<td>01-02-06 My New Test Session</td>
<td>Technical Session</td>
<td>Cooper; Stacey</td>
<td><a href="mailto:cooper@asme.org">cooper@asme.org</a></td>
<td>60 / 180</td>
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<tr>
<td>1-2 Aircraft</td>
<td>Technical Session</td>
<td>Cooper; Stacey</td>
<td><a href="mailto:cooper@asme.org">cooper@asme.org</a></td>
<td>105 / 180</td>
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<tr>
<td>Jack IE test</td>
<td>Technical Session</td>
<td>Cooper; Stacey</td>
<td><a href="mailto:cooper@asme.org">cooper@asme.org</a></td>
<td>65 / 100</td>
<td>13</td>
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<tr>
<td>Test</td>
<td>Technical Session</td>
<td>Cooper; Stacey</td>
<td><a href="mailto:cooper@asme.org">cooper@asme.org</a></td>
<td>30 / 180</td>
<td>2</td>
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<td>Edit Details</td>
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<tr>
<td>Testing Session</td>
<td>Technical Session</td>
<td>Admin; System</td>
<td><a href="mailto:noreply@secure-platform.com">noreply@secure-platform.com</a></td>
<td>90 / 90</td>
<td>6</td>
<td>Yes</td>
<td>View Details</td>
</tr>
</tbody>
</table>

Select Edit Details

(Only the Primary Topic Organizer will have this link!)
Select the Organizer Tab

Select the Organizers tab

(Only the Primary Topic Organizer will have this link!)
Click on the Add Organizer button

(Only the Primary Topic 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.
Re-Assign Submissions in Your Track
Conference Chair(s) Access Only
Navigate to My Sessions

- Login to your organizer account
- Select My Sessions or My Topics/Sessions
Select the Conference

Select “Open” for the conference
Select the Topic/Session

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<td>Cooper, Stacey</td>
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<td>0</td>
<td>No</td>
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<td>6</td>
<td>Yes</td>
<td>View Details</td>
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</tbody>
</table>

- Select Edit Details or View Details if you are not the primary organizer.
- If you see View Details link, click on the “click here to make edits” link in the yellow box on the next page.
Select the Agenda Tab

01-01-01 Test Session
Type: Technical Session

Select the Agenda tab
Remove the Submission

Click Remove to remove it from the session it is currently assigned to.
Re-Assign the Submission

Now load up the session that you wish to move it to, scroll to the bottom and click Add Session Item and find and click Assign to Session the same abstract you removed from the previous session.
Paper Review Process

For Technical Paper Publication Submissions Only
Paper Review Process

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

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<tr>
<th>Program Code</th>
<th>Program Name</th>
<th>Action</th>
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<tbody>
<tr>
<td>GT2021</td>
<td>4-Round (ASME Testing Only - OW DO NOT USE)</td>
<td>List Papers, Program Statistics, Email Reminders</td>
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<tr>
<td>3ROUND2020</td>
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<td>List Papers, Program Statistics, Email Reminders</td>
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<td>TESTMTG</td>
<td>Test Meeting - June 2020</td>
<td>List Papers, Program Statistics, Email Reminders</td>
</tr>
</tbody>
</table>

- Click on “List Paper” to view the submissions. This will take you to the paper management screen.
### Paper List Screen

#### 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

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 the “Invite Reviewers” button.

• This will copy the URL below to your computer. Paste this into an email message to your new reviewer.

• [https://idetc.secure-platform.com:443/a/judgeSolicitationProfiles/create?solicitationId=180](https://idetc.secure-platform.com:443/a/judgeSolicitationProfiles/create?solicitationId=180)
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-in.

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.

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

- Click on “Email Reminder” to view a list of emails that you can send out to your organizers and reviewers.
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
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, discuss it with TPC. For feedback from ASME, email toolboxhelp@asme.org

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, email toolboxhelp@asme.org or join our twice-weekly help center calls.

<table>
<thead>
<tr>
<th>Tuesdays @ 10:00 am New York Time</th>
<th>Thursdays @ 2:00 pm New York Time</th>
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<tbody>
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<td><strong>Join online</strong></td>
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<tr>
<td><strong>Dial by Your Location</strong></td>
<td><strong>Dial by your Location</strong></td>
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<tr>
<td>+1 929 205 6099 US (New York)</td>
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<tr>
<td>+1 669 900 6833 US (San Jose)</td>
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<tr>
<td>877 853 5247 US Toll-free</td>
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<td>Find your local number <a href="#">here</a></td>
<td>Find your local number <a href="#">here</a></td>
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