TURBO EXPO
Turbine Technical Conference and Exposition
Presented by ASME International Gas Turbine Institute

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

Sascha Gierlings, Review Chair
VRCs: Santosh Hemchandra, David Sanchez, Bronwyn Power
Stacey Cooper, Senior Manager, Conference E-Tools,ASME

Oct. 8, 2026

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Contents

- Roles of the:
  - Track Organizer (TO)
  - Point Contact (PC)
  - Vanguard Chair (VC)

  by Review Chair Team

- Training of the webtool
  by Stacey Cooper

Review Chairs Track Distributions

Sascha Gierlings (11)

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

David Tomas Sanchez Martinez (8)

- Coal, Biomass, H_2, & Alt (03)
- Cycle Innovations (06)
- Energy Storage (09)
- Oil & Gas (20)
- Supercritical CO_2 (30)
- Industrial & Cogen (17)
- Microturbines (19)
- Wind Energy (41)

Bronwyn Power (9)

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

Santosh Hemchandra (10)

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

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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

Journal Editor (JE)	Review Chair (RC)	Technical Committee Chairs (TCC)	Track Organizer (TO) / Point Contact (PC) / Vanguard Chair (VC)	Session Organizers (SO)	Reviewers (R)
JE	RC		TO/PC/VC	SO	R

- 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 (SO) 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

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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

ASME/ IGTI intents maintain **high publication standards,** which can only be achieved through high-quality presentations and published papers!

- A reliable review chain and timely reviews are the keys to maintain paper quality
- TO's manage and ensure the shared responsibility of reviewers and session organizers (SO)
- TO's are responsible for an effective communication and interaction between authors, reviewers and session organizers
- TO's together with SO's and the RC ensure that papers, which have an opportunity to become journal quality, have a revision requested and are recommended for journal publication

- **Timely actions** are important – staying on schedule makes it easier to maintain quality standards and remedy any problems

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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

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Schedule

Abstract Round

Track Organizer Training
Oct. 8, 2026
Submission of Abstract, Tutorial & Panels
Oct. 15, 2026
Author Notification of Abstract Decision
Nov. 5, 2026

Draft Round

Session & Paper Assignments Completed
Dec. 7, 2026
Session Organizer Training
Dec. 8, 2026
Reviewer Training
Dec. 14, 2026
Submission of Paper for Review
Dec. 21, 2026
Copyright Form Submission Opens
Dec. 21, 2026
Paper Reviews Completed
Jan. 25, 2027
Author Notification Decision
Feb. 1, 2027

The time between these dates is your grace period to follow up on missing reviews!

Revised Draft Round

Submission of Revised Paper for Review
Feb. 16, 2027
Author Notification of Acceptance of Revised Paper
Mar. 8, 2027

Final Paper Round

Submission of Copyright Form
Mar. 19, 2027
Submission of Final Paper
Mar. 22, 2027
Author Registration Deadline
Mar. 22, 2027
Final Paper Decision Notification
Apr. 5, 2027

All dates are final

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Notes on Schedule

- The review 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's now. SO's have a key role!
- 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 SO's to 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!
- The RC-team cannot manage 1000-1500 papers and 3000-4500 reviewers without your help!

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Important Notes

Abstract submissions deadline is 15 Oct (Thurs).

You must have:

1. All your abstracts accepted by

Nov 5 (Thurs), 2026

2. Sessions organized by

Dec 7 (Mon), 2026

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!

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Important Notes

Draft paper submission deadline is

Dec 21 (Mon), 2026

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

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Other Notes

Please try to coordinate with the other TO, if an abstract is moved to another track. - The system does not notify!

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

Only 1 TO needs to accept the abstract. You should be able to see on the abstract report that the paper (abstract) has been reviewed. Don't need to do it again.

You should be able to see the abstracts that are not assigned to sessions.

Once a paper is assigned to a session, you should transfer responsibility to SO.

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ASME Turbo Expo · TO/PC/VC Training

Webtool Training

Presented by Stacey Cooper · Senior Manager, Conference E-Tools, ASME

Track Organizer / Point Contact / Vanguard Chair

Overview of Webtool Organization

The webtool provides a structured menu for Track Organizers to manage reviewing assignments, sessions, and tools efficiently.

My Reviewing Assignments (TO)

- Accept or reject abstracts
- Reviewer — review draft papers
- Review chair — final decision

My Sessions (TO)

- Create sessions and assign papers
- Assign session organizer, edit title and description
- SO/TO — reorder, remove, or add papers

Organizer Tools

- All organizers: paper review area
- Export Excel file with all papers
- SO — assign reviewers, view reviews, make decisions

Role: TO / PC / VC

How to Accept Abstracts

Track Organizers review and accept or reject abstracts through the My Reviewing Assignments panel in a few straightforward steps.

1. Go to **My Reviewing Assignments** on the main menu
2. Click **Open** on the line for **Technical Paper Publications** or **Tutorial of Basics**
3. A list of all abstracts will appear
4. For each abstract, click **View Submission**
5. No need to re-review if another organizer has already completed the review

   Saves time — skip duplicates
6. To view the abstract, **scroll down**
7. Take action as appropriate — **Accept** or **Reject**

   Comments are optional
8. Click **Submit and Back to List** or **Submit and Go to Next**

Role: TO / PC / VC

Move an Abstract to Another Track

If an abstract is better suited for another track, TOs can request reassignment using the official Airtable form — email requests will be redirected here.

If an abstract is best suited for another track, request reassignment via the **official Airtable link**

This form helps staff **track requests** and respond more quickly

Requests sent via email will be referred to the above link — please use the form directly

Official Airtable Form

Use this link to request a track reassignment:

airtable.com/shrAcnwN2wMEzFZL8

Please **bookmark** the Airtable link for easy access

Role: TO / PC / VC

Abstract Reports

Download up-to-date submission and review reports directly from the webtool to plan session assignments.

- Each track is provided a link to download a **submission/review status report** with the most up-to-date information
- Go to **My Reviewing Assignments** from the main menu
- Two reports available to download — **the second option is recommended**
- Use this file as a working reference when figuring out which papers go in which sessions

Report Contents

1 Submission Details

- Paper number, title, category, and track
- Full text of the abstract

2 Author & Status Report

Recommended

- Lead author, presenting author, and up to 19 additional authors
- Institutions included — helps avoid conflicts with session organizers
- Status of each abstract: **Accepted** or **Rejected**

Role: TO / PC / VC

How to Create Sessions — Part 1

Sessions are created in the webtool using a specific URL and naming format to keep track numbering consistent.

If you have a large track, consider organizing papers and sessions in an Excel file first before creating sessions in the webtool.

1. Enter the session creation **URL** in your browser (see panel at right)
2. Enter the **session number** and **title**
3. Use the correct numbering format: **01-02 Descriptive Title** (01 = Track Number, 02 = Session Number). Joint sessions should include both tracks, i.e., **04-41/21-09 Joint Session: Atomization**
4. Add an optional **description**
5. Select Session Type → **Paper Review Session**
6. Click **"Save and Set Agenda"** to complete session creation

Session Creation URL

asme-turboexpo.secure-platform.com/a/organizations/main/solicitations/291/sessions/create

Numbering Format

01-02 Descriptive Title

- **01** = Track Number
- **02** = Session Number within track

Always select **Paper Review Session** as the session type

PART 2 OF 2 *Continued from Part 1*

Role: TO / PC / VC

How to Create Sessions — Part 2

After creating the session, TOs add papers and assign session chairs through the agenda and organizers tabs.

Continue after saving the session agenda

1. Select the **paper** from the list — wait for the full list to load to see track names
2. Reference the **Excel file** for your paper numbers (sent to each track separately)
3. Select the **Organizers tab** and add your session chairs
4. You do **not** need to add other track chairs — you and your co-chairs already have overview access

Tip — Loading Papers

Wait for the **full list to load** before selecting papers — track names appear only after the complete list is ready.

No need to add other chairs

You and your co-chairs have overview access — only add session chairs in the Organizers tab.

Repeat for each session

Repeat all steps from Part 1 and Part 2 to create each additional session in your track.

Need Help? We're Here for You

Support is available via the Help Desk for organizers and authors, plus twice-weekly help center calls for real-time assistance.

Organizer Questions?

Have a question about the webtool or the submission process? Reach out directly.

Contact the Help Desk

Author Problems?

Encourage authors experiencing issues to reach out — don't let problems go unresolved.

Direct Authors to Help Desk

Live Help Center Calls

Get real-time answers and guidance in a group session setting.

Twice-Weekly Sessions

Join a scheduled call for live support