

Email to 2021 Turbo Expo Committee Chairs

March 9, 2021

Subject: Turbo Expo 2021 Scheduling Activity

Dear TE21 Committee Chairs:

Long email ahead, but we need to get organized for scheduling. Please address the eleven action items below and respond to me by next Wednesday 17 March.

Next week, we should know how many papers, tutorial sessions and panel sessions we expect for the [Turbo Expo 2021 Virtual Conference](#).

I am beginning to assemble a technical program based on the number of papers that I can see currently on the Conference Webtool.

The provision of 'session rooms' for our online conference this year means that there is very little spare space in the number of available sessions. Therefore, I am aiming to fill all sessions with five papers. Not achieving this means that we will have to exclude some panel sessions from the conference.

This year we have the further consideration of 2 'deep dive' papers and 3 'rapid talk' papers in each session. Detailed description of that new aspect of our conference was given in a recent webinar and the slides are available at the [TE21 Virtual Conference Resources](#) page under [TE21 New Format Guidelines Update Presentation](#).

I have attached a simple spreadsheet table to help with drafting the allocation of papers to sessions.

I am using the following principles in developing the draft schedule:

- All sessions should be filled with 5 papers unless this is completely impractical.
- Allow Committee Chairs to organise their own tracks. (You know how to best balance the content between the tracks in your committee through communication with your Vanguard and Point Contacts).
- The number of parallel sessions for a given committee should be minimised or avoided.
- I will seek to amalgamate part-filled sessions with other part-filled sessions from different committees in order to avoid excluding panel sessions, while still giving regard to the content of those combined papers.
- The timing of sessions should give consideration to the time-zone of authors who are Presenting.
- I will do my best to accommodate requests and particularly to avoid clashes, provided that I get clear and timely information.

Requested Immediate Actions

1. Panel Sessions: [Laura Herrera](#) has already emailed and asked committee chairs to indicate their intentions for panel sessions. If a committee has not replied to Laura by 10 March, it will be assumed that the committee does not plan to hold any panel sessions.
2. Number of sessions: Please divide the total number of papers in your committee by 5, and then round down to obtain the number of full sessions initially available. (This will leave a remaining number of papers, less than five.)
3. Assign papers to sessions: This is a DRAFT stage – please do not move anything in the webtool at this point. Using the attached table to help, assign five papers to each session. Carefully distinguish between the 'deep dive' and 'rapid talk' presentations.

4. Paper order: Enter the papers in the table in the order in which the presentations will be given. The first two papers will be 'deep dive' talks and the last three will be 'rapid talks'.
5. Session chairs/co-chairs: Re-allocate session chairs and co-chairs to appropriate sessions, taking account of the papers that they managed in the review process.
6. Session title: Assign an appropriate session title that best fits the collection of papers, in the format **XX-XX Short Descriptive Name**.
7. Session timing: Indicate the preferred time for the session (9:45, 12:15, 14:15 or 16:00 EDT) taking account of whether live presentations are coming from North America, Europe or Asia. If it does not matter, then please do not indicate a preference. All times for conference planning should be communicated in US Eastern Daylight Time (EDT).
8. For committees with less than 8 sessions: Please indicate whether your preference is to have your sessions scheduled within one or two full days, or to spread them throughout the week at one or two sessions per day.
9. Known conflicts or other considerations: If there are any other relevant requirements/considerations, please indicate those. I suggest emailing your Vanguard and SOs to ask if those who are chairing a session are also presenting a paper in a different session. If there are clashes, please state that with clear information (name / paper no. / session etc.)
10. Send draft sessions: At the end of your draft session tables, please indicate any remaining papers (<5) that are not included in your list of full sessions. Please email your spreadsheet with the draft session tables to me SPENCES@tcd.ie (Stephen Spence, Technical Program Chair). Please send this by Wednesday 17 March.
11. Any other concerns or considerations?

Scheduling Timeline

- **16 March 2021 Final Paper submission.** Please don't move any papers until after this date.
- **17 March 2021 Committee Chairs** submit draft session tables [Action #10 above]
- **24 March 2021** TPC issues draft session schedule to Committee Chairs for comment
- **31 March 2021** Draft schedule finalized between Committee Chairs and TPC
- **9 April 2021** Committee Chairs move all papers to the correct sessions in the webtool and enter session titles and session organizers.
- **13 April 2021 Conference Schedule is live** on the TE21 Site (some authors and session organizers may raise conflicts at this point, so Vanguard and Committee Chairs must raise these immediately).
- **19 April 2021 Technical Program Output** report: This report is the technical conference schedule, from which all material will be based. On this day, the creation of the pdf technical session schedule will begin. Any required changes, after the report is run, will have to be manually tracked and changed by Stacey Cooper in the webtool.

Please feel free to contact me if you have any comments or questions. Thank you for all your help.

Best regards,

Stephen Spence

[TE21 Technical Program Chair](#)

Webtool Guidance

Update your records as to how many papers have been accepted to conference. This can be done under Organizer Tools > List Abstracts > Export All Recommendations. (Requested SO Decision be added to this report)

Move papers around in My Sessions.

- “View Details” for the desired session
- “Click Here to Make Edits” in yellow box at top
- Agenda Tab

Remove a paper from a session

- “Remove” under Action for the specific paper

Add a paper from a session

- “Add Session Item” at bottom of agenda tab
- “Add Submission to this Session”
- Find specific paper, the search box works well with Submission ID
- “Assign to Session” for specific paper.

TE21 Draft session assignment - Return by Wed 17 March, spences@tcd.ie		
Please fill in the relevant paper numbers and session names etc. in the table below		
Add in requirements or potential conflicts that need to be considered in scheduling		
Copy the table as required to satisfy the required number of FULL sessions		
Please list any unallocated papers at the bottom, with relevant notes/comments		
Larger committees with multiple tracks - you may use a different worksheet for each track if you wish, but please fill ALL sessions in your committee except for <5 remaining papers. This may mean moving a small number of papers between tracks to fill sessions.		
		Comments / conflicts
Session title	XX-XX Name of your session	
Session chair		
Session co-chair		
Preferred time (9:45, 12:15, 14:15 or 16:00 EDT)		
1) Deep Dive (30 mins)	1st paper no. XXXXX	
2) Deep Dive (30 mins)	2nd paper no. XXXXX	
3) Rapid Talk (10 mins)	3rd paper no. XXXXX	
4) Rapid Talk (10 mins)	4th paper no. XXXXX	
5) Rapid Talk (10 mins)	5th paper no. XXXXX	
		Comments / conflicts
Session title	XX-XX Name of your session	
Session chair		
Session co-chair		
Preferred time (9:45, 12:15, 14:15 or 16:00 EDT)		
1) Deep Dive (30 mins)	1st paper no. XXXXX	
2) Deep Dive (30 mins)	2nd paper no. XXXXX	
3) Rapid Talk (10 mins)	3rd paper no. XXXXX	
4) Rapid Talk (10 mins)	4th paper no. XXXXX	
5) Rapid Talk (10 mins)	5th paper no. XXXXX	
		Comments / conflicts
Session title	XX-XX Name of your session	
Session chair		
Session co-chair		
Preferred time (9:45, 12:15, 14:15 or 16:00 EDT)		
1) Deep Dive (30 mins)	1st paper no. XXXXX	
2) Deep Dive (30 mins)	2nd paper no. XXXXX	
3) Rapid Talk (10 mins)	3rd paper no. XXXXX	
4) Rapid Talk (10 mins)	4th paper no. XXXXX	
5) Rapid Talk (10 mins)	5th paper no. XXXXX	
Copy table as necessary.		
Papers not assigned to a full session		Comments / conflicts
1) Un-assigned paper	1st paper no. XXXXX	
2) Un-assigned paper	2nd paper no. XXXXX	
3) Un-assigned paper	3rd paper no. XXXXX	
4) Un-assigned paper	4th paper no. XXXXX	

Monday, June 7	Tuesday, June 8	Wednesday, June 9	Thursday, June 10	Friday, June 11
Welcome & Keynote 8:00 - 9:30 am	Plenary 1 8:00 - 9:00 am Awards 9:00 – 9:30 am	Plenary 2 8:00 - 9:00 am Awards 9:00 – 9:30 am	Plenary 3 8:00 - 9:00 am Awards 9:00 – 9:30 am	Scholar Lecture 8:00 - 9:00 am Awards 9:00 – 9:15 am See YOU in 2022! 9:15 – 9:30 am
Break – Visit the Exhibits, Sponsors, Student Posters, Create your own Roundtable Discussions: 9:30 – 9:45 am				
Live 5-Paper Session 2-Deep Dive Papers 9:45 - 10:45 am 3-Rapid Talks 10:45 – 11:15 am	Live 5-Paper Session 2-Deep Dive Papers 9:45 - 10:45 am 3-Rapid Talks 10:45 – 11:15 am	Live 5-Paper Session 2-Deep Dive Papers 9:45 - 10:45 am 3-Rapid Talks 10:45 – 11:15 am	Live 5-Paper Session 2-Deep Dive Papers 9:45 - 10:45 am 3-Rapid Talks 10:45 – 11:15 am	Live 5-Paper Session 2-Deep Dive Papers 9:45 - 10:45 am 3-Rapid Talks 10:45 – 11:15 am
Lunch, Dinner, Midnight Snack, Student Posters, Visit Exhibit & Sponsors, or Create your own Roundtable Discussions 11:15 am – 12:15 pm	Women in Engineering Networking Event 11:30 am – 12:00 pm Lunch, Dinner, Midnight Snack, Student Posters, Visit Exhibit & Sponsors, or Create your own Roundtable Discussions 11:15 am – 12:15 pm	Lunch, Dinner, Midnight Snack, Student Posters, Visit Exhibit & Sponsors, or Create your own Roundtable Discussions 11:15 am – 12:15 pm		
ALL TIMES ARE USA EASTERN DAYLIGHT TIME				
Live 5-Paper Session 2-Deep Dive Papers 12:15 - 1:15 pm 3-Rapid Talks 1:15 – 1:45 pm	Live 5-Paper Session 2-Deep Dive Papers 12:15 - 1:15 pm 3-Rapid Talks 1:15 – 1:45 pm	Live 5-Paper Session 2-Deep Dive Papers 12:15 - 1:15 pm 3-Rapid Talks 1:15 – 1:45 pm	Live 5-Paper Session 2-Deep Dive Papers 12:15 - 1:15 pm 3-Rapid Talks 1:15 – 1:45 pm	Live 5-Paper Session 2-Deep Dive Papers 12:15 - 1:15 pm 3-Rapid Talks 1:15 – 1:45 pm
Break – Visit the Exhibits, Sponsors, Student Posters, Create your own Roundtable Discussions: 1:45 – 2:15 pm				
Live 5-Paper Session 2-Deep Dive Papers 2:15 – 3:15pm 3-Rapid Talks 3:15 – 3:45 pm	Live 5-Paper Session 2-Deep Dive Papers 2:15 – 3:15pm 3-Rapid Talks 3:15 – 3:45 pm	Live 5-Paper Session 2-Deep Dive Papers 2:15 – 3:15pm 3-Rapid Talks 3:15 – 3:45 pm	Live 5-Paper Session 2-Deep Dive Papers 2:15 – 3:15pm 3-Rapid Talks 3:15 – 3:45 pm	Live 5-Paper Session 2-Deep Dive Papers 2:15 – 3:15pm 3-Rapid Talks 3:15 – 3:45 pm
Break – Visit the Exhibits, Sponsors, Student Posters, Create your own Roundtable Discussions 3:45 – 4:00 pm				
Live 5-Paper Session 2-Deep Dive Papers 4:00 – 5:00 pm 3-Rapid Talks 5:00 – 5:30 pm	Live 5-Paper Session 2-Deep Dive Papers 4:00 – 5:00 pm 3-Rapid Talks 5:00 – 5:30 pm	Live 5-Paper Session 2-Deep Dive Papers 4:00 – 5:00 pm 3-Rapid Talks 5:00 – 5:30 pm	Live 5-Paper Session 2-Deep Dive Papers 4:00 – 5:00 pm 3-Rapid Talks 5:00 – 5:30 pm	Live 5-Paper Session 2-Deep Dive Papers 4:00 – 5:00 pm 3-Rapid Talks 5:00 – 5:30 pm