



TURBO EXPO 2022

Turbomachinery Technical Conference & Exposition

JUNE 13–17, 2022

ROTTERDAM AHOY CONVENTION CENTRE
ROTTERDAM, THE NETHERLANDS



TURBO EXPO 2022

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Webtool Training

How to add Panel Sessions into the Webtool

January 28, 2022

Steps to creating a successful panel!

We are looking forward to your panel's participation in the upcoming Turbo Expo in Rotterdam, The Netherlands. Now that you have identified your panel there are three steps necessary to ensure success.

1. Create a session for your panel in the Webtool
2. Collect panel bios for Session Organizers
3. Enter panel information by the due date to ensure an assigned Conference Session slot.



Create a session for your panel

The link to create sessions will be sent to you in a calendar invite dated March 28, 2022. March 28th is the due date for all panel session information to be entered in the webtool.

Click on the link when you are ready to enter your panel session information.

<https://asme-turboexpo.secure-platform.com:443/a/organizations/main/solicitations/167/sessions/create>



Example of completed Panel Session

Please use the below template

Panelist 1: First Name Last Name, Affiliation

Panelist 2: First Name Last Name, Affiliation

Panelist 3: First Name Last Name, Affiliation

Panelist 4: First Name Last Name, Affiliation

Moderator 1: First Name Last Name, Affiliation

Moderator 1: First Name Last Name, Affiliation

Panel Description:

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

*I will provide you with a cut and paste template in the calendar invite.

The screenshot shows a web form titled 'Details' for creating a panel session. The form has the following fields and content:

- Title ***: A text input field containing '01-01 Carbon Neutral Future'.
- Description**: A large text area containing:
 - Panelist: John Smith, The Smith Company
 - Panelist: Jane Doe, The Doe Company
 - Panelist: Mark Jones, The Jones Company
 - Panelist: Karen Jacobs, The Jacobs Company
 - Moderator: Ann Gonzales, The Gonzales Company
 - Moderator: Jack Sharp, The Sharp Company
 - Panel Description:
The panelists will discuss the transition to a carbon neutral future and the impact this transition will have on the turbomachinery industry.
- Type ***: A dropdown menu with 'Panel' selected.

At the bottom of the form are two buttons: 'Back to Session List' and 'Save and Set Agenda'.



Collect Speaker Bios

- Collect speaker bios
- Request Bios that are no more than 200 words
- Email the speaker bios to Amy Street, Manager of Conferences and Events at streeta@asme.org
- If panel participants do not provide a bio, they will be introduced **by name and affiliation only.**

