

IDETC/CIE 2027 Webtool Training

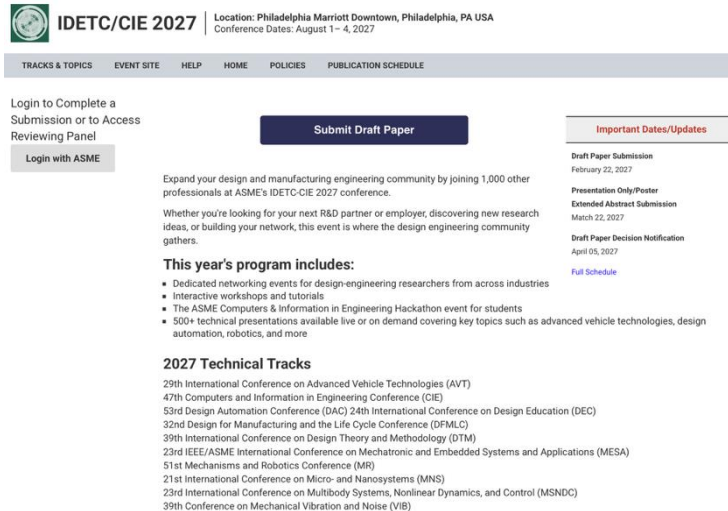
Creating Sessions & Adding Session Organizers

Reviewing Draft Papers

Creating Sessions

Access The Tool Site.

<https://idetc.secure-platform.com/a>



The screenshot shows the IDETC/CIE 2027 website. At the top, it says "IDETC/CIE 2027" with the location "Philadelphia Marriott Downtown, Philadelphia, PA USA" and conference dates "August 1 - 4, 2027". Below this is a navigation bar with links: TRACKS & TOPICS, EVENT SITE, HELP, HOME, POLICIES, and PUBLICATION SCHEDULE. On the left, there's a section for "Login to Complete a Submission or to Access Reviewing Panel" with a "Login with ASME" button. In the center, there's a "Submit Draft Paper" button. To the right, there's an "Important Dates/Updates" section listing key dates: Draft Paper Submission (February 22, 2027), Presentation Only/Poster Extended Abstract Submission (March 22, 2027), and Draft Paper Decision Notification (April 05, 2027), with a link to the "Full Schedule". Below this, a paragraph encourages expanding the design and manufacturing engineering community. Then, "This year's program includes:" is followed by a bulleted list of activities. Finally, the "2027 Technical Tracks" section lists various international conferences such as AVT, CIE, DEC, DFMLC, DTM, MESA, MR, MNS, MSNDG, and VIB.

IDETC/CIE 2027 | Location: Philadelphia Marriott Downtown, Philadelphia, PA USA
Conference Dates: August 1 - 4, 2027

TRACKS & TOPICS | EVENT SITE | HELP | HOME | POLICIES | PUBLICATION SCHEDULE

Login to Complete a Submission or to Access Reviewing Panel
[Login with ASME](#)

[Submit Draft Paper](#)

Important Dates/Updates

- Draft Paper Submission
February 22, 2027
- Presentation Only/Poster
Extended Abstract Submission
March 22, 2027
- Draft Paper Decision Notification
April 05, 2027

[Full Schedule](#)

Expand your design and manufacturing engineering community by joining 1,000 other professionals at ASME's IDETC-CIE 2027 conference.

Whether you're looking for your next R&D partner or employer, discovering new research ideas, or building your network, this event is where the design engineering community gathers.

This year's program includes:

- Dedicated networking events for design-engineering researchers from across industries
- Interactive workshops and tutorials
- The ASME Computers & Information in Engineering Hackathon event for students
- 500+ technical presentations available live or on demand covering key topics such as advanced vehicle technologies, design automation, robotics, and more

2027 Technical Tracks

- 29th International Conference on Advanced Vehicle Technologies (AVT)
- 47th Computers and Information in Engineering Conference (CIE)
- 53rd Design Automation Conference (DAC) 24th International Conference on Design Education (DEC)
- 32nd Design for Manufacturing and the Life Cycle Conference (DFMLC)
- 39th International Conference on Design Theory and Methodology (DTM)
- 23rd IEEE/ASME International Conference on Mechatronic and Embedded Systems and Applications (MESA)
- 51st Mechanisms and Robotics Conference (MR)
- 21st International Conference on Micro- and Nanosystems (MNS)
- 23rd International Conference on Multibody Systems, Nonlinear Dynamics, and Control (MSNDG)
- 39th Conference on Mechanical Vibration and Noise (VIB)

Any issues logging in
please contact us at our
[Webtool Help Desk](#)
[Form.](#)

Access the Session Creation Page

- » Start building your sessions by clicking on the link:
- » <https://idetc.secure-platform.com/a/organizations/main/solicitations/298/sessions/create>
- » This link is unique to the IDETC 2027 Conference.

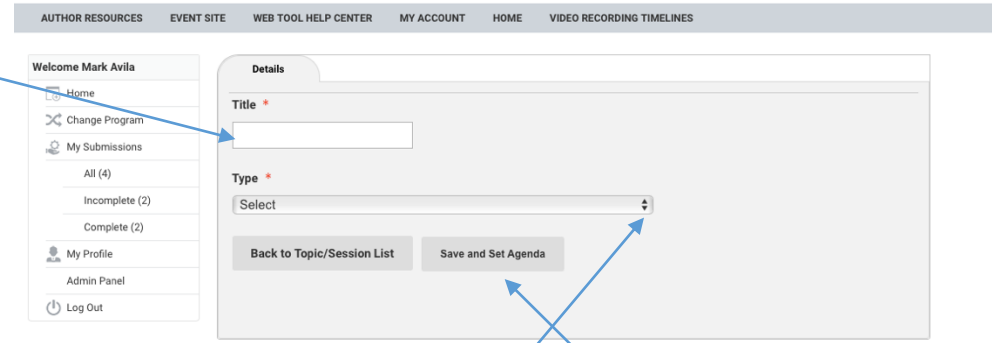
Enter the session number and session title.

Please use the correct session numbering format,
i.e. **01-01: Advanced Modelling for NDE**
01 = Track Name
01-01 = Session Number

Remember, you need to add a session title after the number.

You may change the title but please keep the numbering format the same.

Create your first session.



The screenshot shows a web application interface for creating a session. At the top is a navigation bar with links: AUTHOR RESOURCES, EVENT SITE, WEB TOOL HELP CENTER, MY ACCOUNT, HOME, and VIDEO RECORDING TIMELINES. On the left is a sidebar menu for 'Welcome Mark Avila' with options: Home, Change Program, My Submissions, All (4), Incomplete (2), Complete (2), My Profile, Admin Panel, and Log Out. The main content area is titled 'Details' and contains a 'Title *' text input field, a 'Type *' dropdown menu currently showing 'Select', and two buttons: 'Back to Topic/Session List' and 'Save and Set Agenda'. Three blue arrows provide instructions: one points from the text '01-01: Advanced Modelling for NDE' to the 'Title' field; another points from the text 'Select the session type: Technical Session' to the 'Type' dropdown; and a third points from the text 'Click Save and Set Agenda' to the 'Save and Set Agenda' button.

Select the session type:
Technical Session

Click Save and Set Agenda

Assign submissions to your session

Select the paper from the list.

This list will display **ALL** submissions for the conference.

Please wait for list to load to see the track name.

You can also reference the attached spreadsheet for your paper numbers.

Type: Technical

Details Agenda Organizers

Add Item to Topic/Session

☒ Add Submission to this Topic/Session
☐ Add Other Time to this Topic/Session
☐ Show Items in General Pool

Search:

Submission	Paper Type	Action
Track: 15 - Structural Health Monitoring Paper Number: 86858 Corresponding Author: Mark Avila, ASME Title: Test Title	Abstract	View Assign to Topic/Session Flag
Track: Paper Number: 87205 Corresponding Author: Barbara Zlatnik, ASME Houston Office Title:		View Assign to Topic/Session Flag
Track: 06 - Machine Learning and Statistical Methods in NDE Paper Number: 88176 Corresponding Author: Jinhyun Park, Sungkyunkwan University Title: A Study on Flaw Signal Detection for Phased Array Ultrasonic Testing Using Artificial Intelligence	Poster	View Assign to Topic/Session Flag

Submission Track

Enter the submission number from your spreadsheet

Assign Submission to the Session

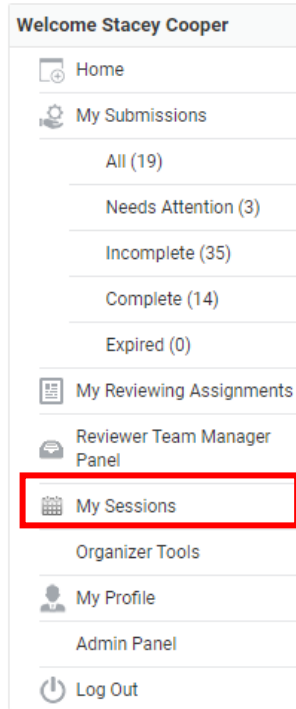
View the content of the Submission

Flag the submission if it's not appropriate

Adding Track Organizers

IF NEEDED

Navigate to My Sessions



- Login to your organizer account
- Select My Sessions or My Tracks/Sessions
(Only Primary Track Organizer has access to do this)

Select the Conference

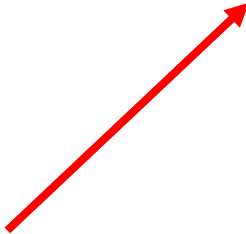
Welcome Stacey Cooper

[Home](#) / [My Sessions](#)

Select Conference

Search:

Conference	Action
IMECE Test Environment	Open



Select “Open” for the conference

Select the Topic/Session

Name	Type	Primary Contact	Email	# of Minutes	# of Items	Finalized	Action
01-01-01 Test Session	Technical Session	Cooper, Stacey	coopersl@asme.org	0 / 180	0	No	Edit Details
01-01-02	Technical Session	Cooper, Stacey	coopersl@asme.org	0 / 180	0	No	Edit Details
01-01-03	Technical Session	Cooper, Stacey	coopersl@asme.org	0 / 180	0	No	Edit Details
01-01-04 Public Session Test	Technical Session	Cooper, Stacey	coopersl@asme.org	15 / 180	1	No	Edit Details
01-02-05 My Test Session	Technical Session	Cooper, Stacey	coopersl@asme.org	0 / 180	0	No	Edit Details
01-02-06 My New Test Session	Technical Session	Cooper, Stacey	coopersl@asme.org	60 / 180	4	Yes	Edit Details
1-2 Aircraft	Technical Session	Cooper, Stacey	coopersl@asme.org	105 / 180	7	No	Edit Details
jack IE test	Topic	Cooper, Stacey	coopersl@asme.org	65 / 100	13	No	Edit Details
test	Technical Session	Cooper, Stacey	coopersl@asme.org	30 / 180	2	No	Edit Details
testing Session	Topic	Admin, System	noreply@secure-platform.com	90 / 90	6	Yes	View Details

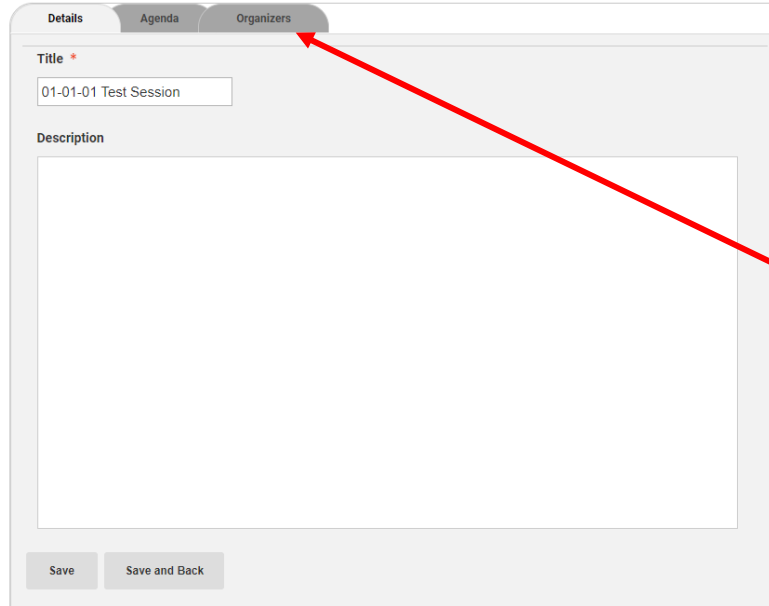
Select Edit Details

(Only the Primary Track Organizer will have this link!)

Select the Organizer Tab

01-01-01 Test Session

Type: Technical Session



The screenshot shows a web form for editing a session. At the top, there are three tabs: 'Details', 'Agenda', and 'Organizers'. The 'Organizers' tab is highlighted with a grey background and a red arrow points to it from the right. Below the tabs, the form has a 'Title' field with the text '01-01-01 Test Session' and a 'Description' field which is empty. At the bottom of the form are two buttons: 'Save' and 'Save and Back'.

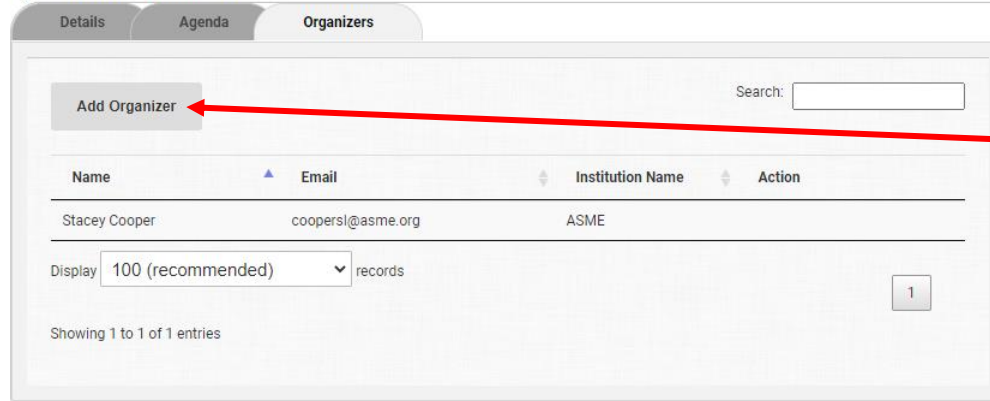
Select the Organizers tab

(Only the Primary Track Organizer
will have this link!)

Adding Organizer

01-01-01 Test Session

Type: Technical Session



The screenshot shows the 'Organizers' tab for a session. At the top, there are three tabs: 'Details', 'Agenda', and 'Organizers'. Below the tabs, there is a search bar and a table of organizers. A red arrow points to the 'Add Organizer' button.

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

Display 100 (recommended) records

Showing 1 to 1 of 1 entries

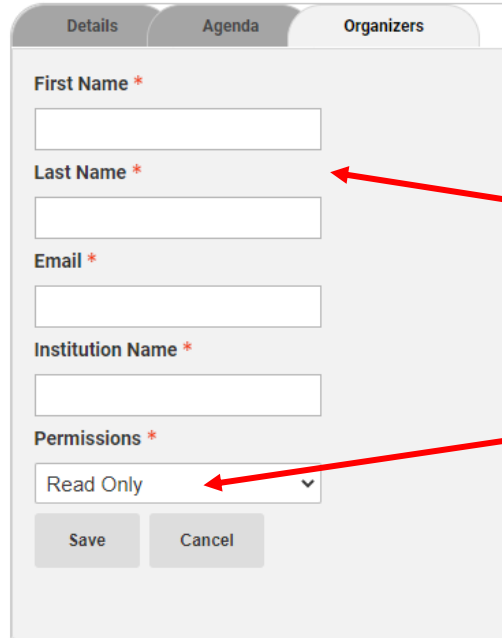
Click on the Add Organizer button

(Only the Primary Track Organizer will have this link!)

Complete Organizer Details

01-01-01 Test Session

Type: Technical Session



The screenshot shows a web form titled 'Complete Organizer Details' with three tabs: 'Details', 'Agenda', and 'Organizers'. The 'Details' tab is active. The form contains the following fields:

- First Name ***: A text input field.
- Last Name ***: A text input field, with a red arrow pointing to it from the right.
- Email ***: A text input field.
- Institution Name ***: A text input field.
- Permissions ***: A dropdown menu with 'Read Only' selected, with a red arrow pointing to it from the right.
- Buttons**: 'Save' and 'Cancel' buttons at the bottom.

Type in required fields.

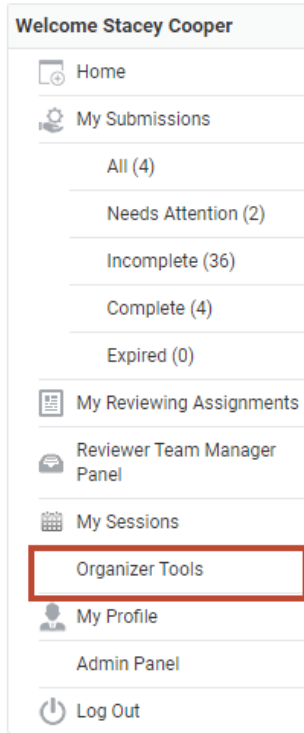
(Make sure you have the email the co-organizers uses to login to ASME!)

Set the permissions to Collaborator

Co-Organizer will receive an email about the topic assignment.

Paper Review Process

Paper Review Process



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

Paper Actions

Program Code	Program Name	Action
GT2021	4-Round (ASME Testing Only - OW DO NOT USE)	Actions ▾ List Papers ~~Program Statistics~~ Email Reminders
3ROUND2020	3-Round (ASME Testing - OW DO NOT USE)	
TESTMTG	Test Meeting - June 2020	

- Click on “List Paper” to view the submissions. This will take you to the paper management screen.
- *Ignore Program Statistics, this is not functional*

Paper List Screen

Clear Filters

Tracks

☐ Track 1 Aircraft Engine

☐ Track 50 Student Poster

☐ ASME General Testing

Sessions

Submission Status

Reviewing Status

Show100entriesSearch:

Code	Status	Session Title	Paper Title	Authors	Reviewed	Reviewers	Track	Submission Type	Action
290	Abstract Submitted	01-02-06 My New Test Session	Test Abstract Smith 1005	Natalie Smith	0		Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions
291	Abstract Submitted	01-02-06 My New Test Session	Test Abstract Smith 1006	Natalie Smith	0		Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions
297	Revised Paper Under Review	jack IE test	29-09 Abstract	System Admin, Mohamed Elgohary	0	Stacey Cooper	Track 1 Aircraft Engine	Technical Paper Publication (Iran)	Actions
299	Full paper	01-01 Test Session	Adding Authors	Stacey Cooper	1		Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions
300	Draft Paper Under Review	01-01 Test Session	Another Amazing Test Submission	Stacey Cooper	0		Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions
301	Awaiting Abstract paper	05-031-03: My Session	N/A	Stacey Cooper	0				Actions
302	Full paper	jack IE test	Asme Phase Iv Test	jack clarke	0	Stacey Cooper Harald Schoenenborn	Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions

Search: Users can search by any text that may be displayed on the screen.

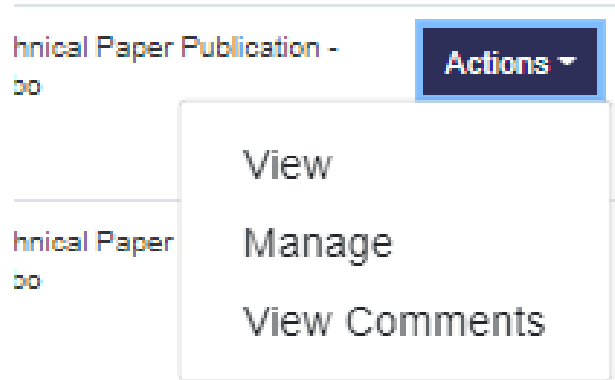
Column sorting: Click on the arrows next to the column to sort in ascending or descending order.

Filtering

Clear Filters
Tracks
☐ Track 1 Aircraft Engine
Sessions
☐ 1-2 Aircraft ☐ testing Session
Submission Status
☐ Draft Paper Under Review ☐ Accepted ☐ Full paper ☐ Withdrawn ☐ Revised Paper Under Review ☐ Draft Paper Submitted
Reviewing Status
☐ No Reviewers ☐ Has Reviewers ☐ Has Reviews

- 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

The screenshot shows a web interface for viewing a submission. At the top, a breadcrumb trail reads: 'Abstract Submission → Authors → Draft Paper Submission → Revised Draft Paper Submission'. The 'Draft Paper Submission' link is highlighted with a red box, and a red arrow points from it to the first bullet point on the right. Below the breadcrumbs, the 'iThenticate Score' is displayed as '86' in a text box. A red arrow points from this score to the second bullet point. Below the score, the 'iThenticate Url' is shown as 'https://asmeextensionsandbox.azurewebsites.net/iThenticate/view/52869202'. A red arrow points from this URL to the second bullet point. Below the URL, there is a link 'Open Link in New Window'. Further down, the 'Upload Draft Paper' section is visible, with a note 'PDF format required' and a file named 'paperscs.pdf' listed. A red arrow points from this file name to the third bullet point. At the bottom of this section is a 'View in Fullscreen' button. On the right side of the interface, the '29-09 Abstract' is listed with a 'Paper Type' of 'Technical Paper Publication'.

Abstract Submission → Authors → **Draft Paper Submission** → Revised Draft Paper Submission

29-09 Abstract
Paper Type
Technical Paper Publication

iThenticate Score

86

iThenticate Url

<https://asmeextensionsandbox.azurewebsites.net/iThenticate/view/52869202>

[Open Link in New Window](#)

Upload Draft Paper *

PDF format required

[paperscs.pdf](#)

[View in Fullscreen](#)

- 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

29-09 Abstract - jack IE test

Revised Draft Papers

<< Back to List Reviewers Decisions

Round Name Finalized

Revised Draft Papers

+ Add Reviewer

Reviewer Reports ▾

Full Name	Keywords	Sector	Score	Email	Action
Stacey Cooper	allow, gas	Industrytest	Not Scored	scoops@gmail.com	Remove

Round Name Finalized

Draft Papers

Reviewer Reports ▾

Full Name	Keywords	Sector	Score	Email	Action
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No Items

» 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

Assign Reviewer to Paper

Search

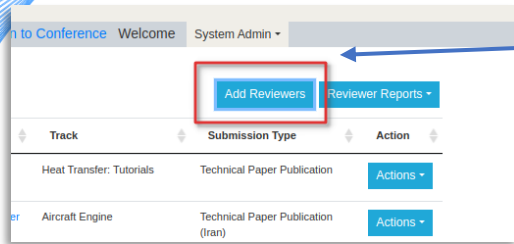
First Name	Last Name	Email	Sector	Institution	Keywords	Reviews Assigned	Actions
System	Admin	noreply@secure-platform.com		Texas A&M University		106	Assign
System	Admin	bbnn_gg@yahoo.com	Government	ow test	Fan, compressor, and turbine aerodynamic design, Modeling, bad	0	Assign
Test	Author	scoops@gmail.com	Industrytest	ASME	allow, gas	110	Assign
Aaron	Byerley	aaron.byerley@usafa.edu				4	Assign

Close

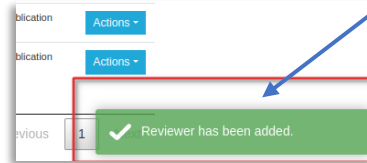
» Assigning Reviewers

- 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?



The 'Add Reviewer' form is displayed, featuring three input fields: 'First Name', 'Last Name', and 'Email'. At the bottom of the form are 'Close' and 'Submit' buttons.



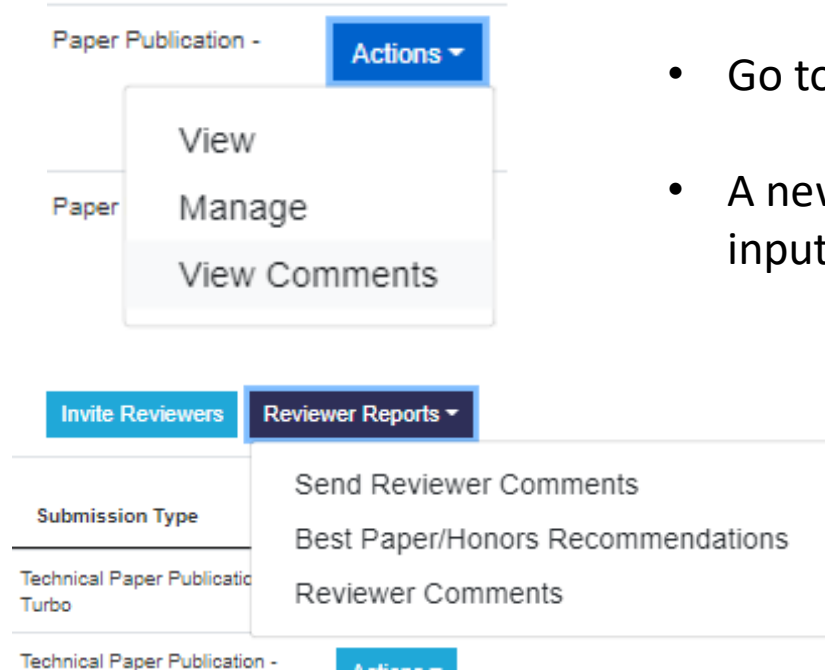
Go back to the main paper list screen and click on "Add Reviewers".

Enter the reviewer's first name, last name and email address*.

After clicking on "submit", a notification window will flash on the bottom right of your screen and an email will be sent to the reviewer.

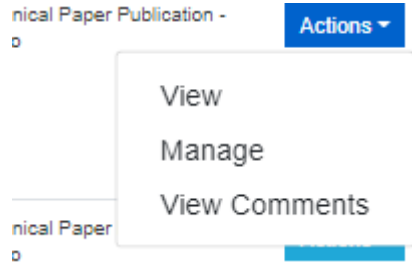
** Communicate with your reviewer first before entering an email address. Ask if an ASME account already exists and use the correct email address. Entering a wrong email address will delay the review process.*

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.

Ow Test-Bk Friday-2 -1-2 Aircraft

<< Back to List

Reviewers

Decisions

Submitting Your Decision

Ow Test -Adding 5 Fields-06-2-20 - testing Session

Draft Papers

<< Back to List Reviewers Decisions

Round Name
Draft Papers

☐ (Not Suitable for This Session?)

Decision

- ☐ Accept
☐ Revision Required
☐ Reject

Submit

Comments for Organizer

Comments for Author *

- 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

Program Code	Program Name	Action
GT2021	4-Round (ASME Testing Only - OW DO NOT USE)	Actions ▾ - List Papers ~~Program Statistics~~ - Email Reminders
3ROUND2020	3-Round (ASME Testing - OW DO NOT USE)	
TESTMTG	Test Meeting - June 2020	

- Click on “Email Reminder” to view a list of emails that you can send out to your organizers and reviewers.

Please ignore the Program Statistics selection.

Email Reminder List

Name	Description	Last sent	Action
Incomplete Reviews	Manually sent to all Reviewers with list of incomplete reviews in Draft Papers	2/18/2021 11:22:45 AM	Send Reminder
Draft Papers Awaiting Review	Manually sent with list of incomplete reviews assigned to their session/track	3/1/2021 9:51:51 AM	Send Reminder
Draft Papers Awaiting Decision	Manually sent with list of Papers that have been reviewed 4 times, yet missing Decision assigned to their session/track	10/13/2021 6:53:56 AM	Send Reminder
Revised Draft Papers Awaiting Review	Manually sent with list of incomplete reviews assigned to their session/track		Send Reminder
Revised Draft Papers Awaiting Decision	Manually sent with list of Papers that have been reviewed 4 times, yet missing Decisions assigned to their session/track	10/13/2021 6:53:52 AM	Send Reminder
~~Abstracts Awaiting Review~~	~~Manually sent to all Reviewers with list of incomplete in Short Abstracts~~		~~Send Reminder~~

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

iThenticate Guidelines

- » 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?
 - $50 \times <1\% = \text{no problem}$
 - $1 \times 50\% = \text{problem}$
 - 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, please contact us at our [Webtool Help Desk Form](#).

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, please contact us at our [Webtool Help Desk Form](#) or join our twice-weekly (30-minutes) help center calls.

Tuesdays @ 10:00 am New York Time

[Join online](#)

Meeting ID: 249 327 456 920 55

Passcode: DP2cA9t7

Thursdays @ 2:00 pm New York Time

[Join online](#)

Meeting ID: 233 682 515 567 73

Passcode: md7pg2Nr