



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

Tom Verstraete , Review Chair

Stacey Cooper, Senior Manager, Conference E-Tools, ASME

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# Contents

- (~15 min) • Roles of the
  - Track Organizer (TO)
  - Point Contact (PC)
  - Vanguard Chair (VC)  
by Review Chair Team
  
- (~30 min) • Training of the webtool  
by Stacey Cooper\*

\*Stacey (toolboxhelp@asme.org) is our Web master and is most helpful in answering questions on the webtool.

# Contents

- This session is primarily for TO/PC/VC only.
- There will be future separate training sessions for
  - Session Organizers (SO)
  - Reviewers (R)

for both their roles/responsibilities and the use of the new webtool.








# Review Chain – Organizing



- 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 to different sessions in the tracks
- Session organizers organize individual sessions.
- If a TO/PC/VC is an author or co-author in his track, the decision has to be made by someone else

# Review Chain – Decisions

The review process is evaluating two publication paths: Conference & Journal

	Conference	Journal
Input		
Recommendation		
Final Recommendation		
Final Decision		

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

High publication standards – intent of ASME / IGTI to present and publish **high quality** papers

- Review chain is the key to paper quality
- Shared responsibility of reviewers and session organizers
- Effective communication and interaction between authors, reviewers and session organizers
- Timely actions are important – staying on schedule makes it easier to maintain quality standards and remedy any problems

# 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: GD 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**

# Schedule



# Notes on Schedule

- 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 and SO all need to check, monitor, support, and push along progress and quality throughout their span of responsibilities
  - Send reminders to start tasks and meet deadlines
  - Check status and address problems regularly
- Early reviewer lined-up is crucial and key to a successful and timely review process! Check review status of your sessions regularly!
- RCs cannot manage 1500 papers and 4500 reviewers without your help!

# Important Notes

Abstract submissions deadline was 21 Oct (Fri).

You must have:

1. All your abstracts accepted by

**Nov 18 (Fri), 2022**

2. Sessions organized by

**Dec 2 (Fri), 2022**

Assign SO early!

# Important Notes

co-author log-in requirement will not affect abstract visibility to TOs.

# Important Notes

Draft paper submission deadline is

**Jan 6 (Fri), 2023**

You need to have a commitment of SO (Chair & Co-Chair) soon so that they can start looking for reviewers!

# Webtool

Stacey Cooper




# What is different?

- There is **one log-in for all roles**. Therefore, if you have multiple roles, you will see all information and need to sort.
- **“Track Organizer” is Point Contact, Vanguard Chair, or Committee Chair** – person who accepts abstracts and allocates abstracts to sessions
- When TO accepts or rejects an abstract, **the author will not get an email discussion notification until the deadline of November 18**, when a bulk email is sent out.
- The submission ID is the paper number.

# Overview of webtool organization - **TO**

## Main Menu

Welcome PATRICIA CARGILL


 Home


 My Submissions


Needs Attention (2)

In Progress (11)

Complete (16)

 My Reviewing Assignments

 Reviewer Team Manager Panel

 My Sessions

Organizer Tools

 My Profile

 Log Out

## My Submissions

- Authors

## My Reviewing Assignments

- **TO** – accept/reject abstracts
- Reviewer – review draft papers
- Review chair – final decision

## Reviewer Team Manager Panel

- Review chairs and conference organizers – see all sessions, organizers, abstracts/papers, status

## My Sessions

- **TO** – create sessions and assign papers to sessions
- **TO** – assign session organizer, change title, description
- SO – add co-chair, change title, description
- SO or **TO** – reorder papers, remove papers, add to other sessions

## Organizer Tools

- **All organizers** - paper review area
- **All organizers** – can export excel file showing all papers
- SO – assign reviewers, view reviews, make “decision”

# TO – How to accept abstracts

- Go to **My Reviewing Assignments** on main menu.
- Click on Open on the line for Technical Paper Publications.
- A list of all abstracts will appear.
- For each abstract, click on View Submission.
- You do not need to review the abstract if another organizer has already completed the review.
- To view the abstract, scroll down.
- Take action as appropriate, accept or reject, comments are optional.
- Click Submit and Back to List or Submit and Go to Next.

Home / My Reviewing Assignments / ASME 2020 Turbo Expo: Short Abstracts

Reviewer Module

Search:

Category Name	# Pending	# Reviewed	Action
View All Categories	5	0	<a href="#">Open</a>
Technical Paper Publication	5	0	<a href="#">Open</a>

Home / My Reviewing Assignments / ASME 2020 Turbo Expo: Short Abstracts

DESC Score

**Test Submission From Pat Cargill for Natalie**

Category: Technical Paper Publication

Submission # 797

Track: Turbomachinery: Unsteady Flows in Turbomachinery

Number of Times Reviewed: 0

[VIEW SUBMISSION](#)

Score:

Home / My Reviewing Assignments / ASME 2020 Turbo Expo: Short Abstracts / Test Submission From Pat Cargill for Natalie

Abstract Submission → Authors

**Abstract Submission**

Select Track \*

Turbomachinery: Unsteady Flows in Turbomachinery

Select a Paper Type \*

If you do not know your paper type, choose the option Technical Publication

Technical Paper Publication

A technical publication is a full-length, peer-reviewed paper that is accepted for presentation at a technical session and publication in the conference proceedings. Requires an abstract upon submittal for consideration; if accepted, a draft and final paper are required.  
Length: No more than 10 pages (fully formatted, two-column, 8.5 x 11 in. [more](#))

**Test Submission From Pat Cargill for Natalie**

Category: Technical Paper Publication

Submission # 797

**Evaluation Form**

Do you accept or reject this submission? \*

Select

Notes / Comments

[Cancel and Go Back](#) [Save and Back to List](#) [Save and Go to Next](#)



# TO – Move abstract to another track

If an abstract is best suited for another track, you can request that the abstract be re-assigned by using the link below.

<https://airtable.com/shrAcnwN2wMEzFZL8>  
(please bookmark this link)

This form will allow staff to keep better track of these requests and respond more quickly.

Requests sent via email will be referred to the above link.

## GT2023 Abstract Re-assignment Request Form

Fill in the required fields to request an abstract to be re-assigned to a different track.

Organizer Name \*

Submission Number \*

You do not need to include the GT2023

Current Track \*

Select the current track that the abstract has been submitted to.

New Track \*

Select the new track where you would like the abstract re-assigned

New Track Chair Informed? \*

Please contact the track chair if you have not already done so. <https://asme-turboexpo.secure-platform.com/a/page/organizers>

Select an option

☐ Email me a copy of my responses.

Submit

Never submit passwords through Airtable forms. Report malicious form

# TO – Abstract Reports

- Each track will be provided with a link to download a submission/review status report. This report will provide you with the most up to date information for your track.
- In addition, go to **My Reviewing Assignments** from the main menu.
- Two reports are available to download.
- The two reports are similar, recommend the second option. Contents:
  - Paper number, title, category, track, text of the abstract
  - Information on the lead author and presenting authors, as well as 19 additional authors – includes institutions, which you can use to avoid conflicts with session organizers
  - Status of abstract, accepted or rejected
  - This could be a useful file to use as a working file as you figure out which papers go in which sessions.

Home / My Reviewing Assignments / 4-Round (ASME Testing Only - OW DO NOT USE): Short Abstracts

Random	VIEW SUBMISSION
<p><b>Ow Test 21-10-2</b></p> <p>Paper Type: Tutorial of Basics</p> <p>Submission # 316</p> <p>Track 1 Aircraft Engine</p> <p>Number of Times Reviewed: 0 of 12</p>	<p>Score: -</p>
<p><b>Owtest-Zyad-2-2-20</b></p> <p>Paper Type: Tutorial of Basics</p> <p>Submission # 418</p> <p>Track 1 Aircraft Engine</p> <p>Number of Times Reviewed: 0 of 12</p>	<p>Score: -</p>
<p><b>Ow Test 05-11-19-2</b></p> <p>Paper Type: Technical Paper Publication - Turbo</p> <p>Submission # 327</p> <p>Track 1 Aircraft Engine</p> <p>Number of Times Reviewed: 1 of 12</p>	<p>Score: -</p>
<p><b>Test Title for Turbo</b></p> <p>Paper Type: Technical Paper Publication - Turbo</p>	<p>Score: -</p>

Export Score Summary to Excel

Export Score and Comments to Excel

Refine your search

Search

Status: Any

Scored

Unscored

Started

Paper Type: Any

Change | Clear

Select Track: Any

Reset all filters

# TO – How to create sessions

*If you have a big track, consider organizing papers and sessions offline in an excel file first.*

1. Enter the link below into your browser  
<https://asme-turboexpo.secure-platform.com:443/a/organizations/main/solicitations/193/sessions/create>
2. Enter the session number and title
  - a. Please use the correct session numbering format, i.e.  
01-02 Descriptive Title
    - i. 01 = Track Number
    - ii. 02 = Session Number
3. Add an optional description
4. Select the Session Type
  - a. Technical Session
5. Click on “Save and Set Agenda”

The screenshot shows a web form titled "Details" for creating a session. It contains the following fields and buttons:

- Title \***: A text input field containing "01-02 Descriptive Title". A red arrow points from step 2a to this field.
- Description**: A text area containing "My Description". A red arrow points from step 3 to this field.
- Type \***: A dropdown menu with "Technical Session" selected. A red arrow points from step 4a to this field.
- Buttons**: At the bottom, there are two buttons: "Back to Track/Session List" and "Save and Set Agenda". A red arrow points from step 5 to the "Save and Set Agenda" button.

# TO – How to create sessions

1. Select the paper from the list.
  - a. This list will display all submissions for the conference. Please wait for list to load in order to see the track name.
  - b. You can also reference the attached spreadsheet for your paper numbers. (sent to each track separately)
2. Select the Organizers tab and add your session chairs. You do not need to add other track chairs. You and your track co-chairs will be provided overview access
3. Repeat steps on slides 19 and 20 to create more sessions.

Type: Technical Session

Details Agenda **Organizers**

Add Organizer

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

Display 100 (recommended) records

01-02

Type: Technical Session

Details Agenda **Organizers**

### Add Item to Track/Session

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

Search:

Submission	Paper Type	Action
<b>Paper Number:</b> 346 <b>Corresponding Author:</b> System Admin, Texas A&M University <b>Title:</b> Test Ofac Koria <b>Region:</b> Africa <b>Track:</b> Track 2 Ceramics <b>Topic:</b> <b>Oragnizers:</b>	Tutorial of Basics	<a href="#">View</a>   <a href="#">Assign to Track/Session</a>   <a href="#">Flag</a>
<b>Paper Number:</b> 347 <b>Corresponding Author:</b> System Admin, Texas A&M University <b>Title:</b> <b>Region:</b> <b>Track:</b> <b>Topic:</b> <b>Oragnizers:</b>		<a href="#">View</a>   <a href="#">Assign to Track/Session</a>   <a href="#">Flag</a>
<b>Paper Number:</b> 348 <b>Corresponding Author:</b> jack clarke, ow <b>Title:</b> Ofac Test Jack <b>Region:</b> North America	Technical Paper Publication - Turbo	<a href="#">View</a>   <a href="#">Assign to Track/Session</a>   <a href="#">Flag</a>

# For Help

- For any problems, email [toolboxhelp@asme.org](mailto:toolboxhelp@asme.org)
- For author problems, encourage the author to email [toolboxhelp@asme.org](mailto:toolboxhelp@asme.org), with organizers on copy.
- This will go to Stacey Cooper and her team.
- Join us for our twice-weekly help center calls

## Tuesdays @ 10:00 am New York Time

### [Join online](#)

Meeting ID: 812 794 064

Password: 708266

### **One Tap Mobile:**

+19292056099,,812794064# US (New York)

+16699006833,,812794064# US (San Jose)

### **Dial by Your Location**

+1 929 205 6099 US (New York)

+1 669 900 6833 US (San Jose)

877 853 5247 US Toll-free

888 788 0099 US Toll-free

Meeting ID: 812 794 064

Find your local number [here](#).

## Thursdays @ 2:00 pm New York Time

### [Join online](#)

Meeting ID: 277 957 717

Password: 625347

### **One Tap Mobile**

+19292056099,,277957717# US (New York)

+16699006833,,277957717# US (San Jose)

### **Dial by your Location**

+1 929 205 6099 US (New York)

+1 669 900 6833 US (San Jose)

888 788 0099 US Toll-free

877 853 5247 US Toll-free

Meeting ID: 277 957 717

Find your local number [here](#).