



Webtool Training

How to add Panel Sessions into the Webtool

January 28, 2022





TURBO EXPO 2022 Turbomachinery Technical Conference & Exposition

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.



TURBO EXPO 2022 Turbomachinery Technical Conference & Exposition

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.

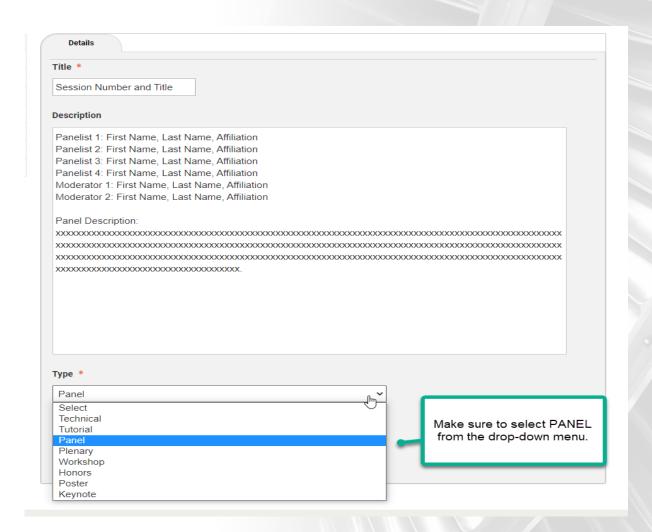
https://asme-turboexpo.secure-platform.com:443/a/organizations/main/solicitations/167/sessions/create



Panel Session Template

Please enter the following information into the panel session template.

- Session Number and Title
- Panelist Names and Affiliations
- Moderator Names and Affiliations
- Panel Description





TURBO EXPO 2022 Turbomachinery Technical Conference & Exposition

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

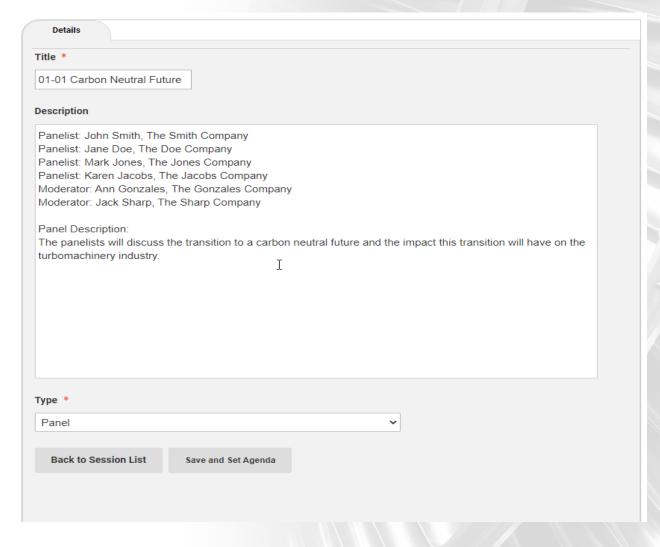
Panelist 4: First Name Last Name, Affiliation

Moderator 1: First Name Last Name, Affiliation

Moderator 1: First Name Last Name, Affiliation

Panel Description:

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





TURBO EXPO 2027 Turbomachinery Technical Conference & Expositio

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.

