ASME® 2021 TURBO EXPO
Turbomachinery Technical
Conference & Exposition

CONFERENCE
June 7–11, 2021

Online, Virtual

Session Participant Guidelines
(Session Chairs and Authors)

- **Schedule at-a-Glance**
- **On-Line Technical Session Schedule**
- **On-Line Paper Access**
  Attendees who registered (without a balance due) by May 24th will receive an email with online paper access instructions on May 25th. The email subject line is: *Online Conference Papers of ASME Turbo Expo 2021: Turbomachinery Technical Conference and Exposition (GT2021).* The email will be sent from asme_gt2021_online_papers_notification@asme.org.
  - Attendees who register between May 24 and May 31 will receive the online paper access email on June 1st (attendees without a balance due).
  - Attendees who register between May 31 and June 3 will receive the online paper access email on June 4th (attendees without a balance due).
  - Attendees who register after June 4, will receive online paper access instructions one business day after they register (attendees without a balance due).
- The peer reviewed technical papers will be available in the virtual event platform.

Virtual Meeting Guidelines
  - Session chair names are obtained from the online technical session schedule, therefore, make sure you are listed as session chair/co-chair for your session(s). If you are not listed as a chair, contact igtiprogram@asme.org and ask to be added as a chair to your session so you can get access to the session.
  - The presenting author will receive the zoom meeting link to access the session and present.

Training on the Virtual Event Platform
  - Session Chairs and authors will receive an email with the available training dates for sign-up. The training dates will be scheduled to take place on May 27, May 28, June 1, and June 2. More details will be sent to authors and session chairs by May 21st.
  - For those who are unable to attend the live training sessions, the recording will be available on the TE21 Resources page for you to view at your convenience.

On the day of the "live" session:
  - The name of the TE21 virtual event platform company is ShowCare. You will receive emails from them with virtual event information.

- The platform works best in Chrome or Firefox.
- It is recommended that during the session you have a wired internet connection versus Wi-Fi.
- Session chairs and authors MUST check into the session, via the zoom meeting link that is sent to you from @showcare.com, 15 minutes prior to the start of the session. Show Care will send the Zoom links to authors and chairs by May 31st.
- Session chairs need to take attendance/roll call to make sure the authors have joined the session.
- If an author has not checked into the session, notify the ShowCare technical producer assigned to your zoom meeting.
- **Sound Check**
  Session chairs need to check that all session participants (chair and authors) can hear each other.
- **Lighting**
  Make recommendations as needed to those who appear to be in a dark room or in a room that is too bright. Please see these general recommendations for how to get a good camera angle, etc. https://www.youtube.com/watch?v=PujQcbI4x8w
- **Session Procedure**
  - Session chair(s) will introduce the session. Please prepare a session introduction, no longer than one minute.
  - Speaker Bios: to keep on schedule, it is recommended that the author's name and affiliation be the introduction.
    Remind attendees of the following guidelines:
  - NO recording or taking of screen shots is allowed.
  - Remind the attendees that Q&A will take place after each presentation.
  - Deep Dive presentations will be 20 mins long and 10 minutes of Q&A.
  - Rapid Talk presentations will be 8 minutes long and 2 minutes of Q&A.
  - Note that if the authors' delivery of either the Deep Dive or the Rapid Talk experiences technical difficulties, the Session Organizer will bring up the video on demand for the Deep Dive talk. For the Rapid Talk, the Session Organizer will need to transition to the next presenter at the appropriate time. If presenters are able to re-join, the Session Organizer will need to make sure the presenter remains on time by reminding the speaker of how much remaining time there is for his/her presentation.
  - Q&A will be live. After each presentation, attendees can raise their hand to ask a question. The session chair(s) will manage the Q&A. The attendees can verbally ask their questions by using the "raise hand" feature in zoom or by typing their questions via the Q&A button while the presentations are going on, noting which author the questions are intended for.
  - Session chair(s) are responsible for starting and ending the session on time. It is important to monitor the time within the session so that each presenter gets the full time allotted to them for their presentation and Q&A portion.
  - **Deep Dive "Live" Presentations**
    The first two scheduled papers in each technical session (peer reviewed papers) are **Deep Dive "live"** presentations. The Deep Dive presenting authors are to present "live" for 20 minutes. After the 20 minutes of "live"

presentation time, the session chair(s) will open a 10-minute Q&A immediately following the Deep Dive "live" talk. The authors will have to share their screens to present the slides they have prepared. Note that the on-demand videos will **NOT** be played during the "live" presentations.

- If an author of a **Deep Dive "Live"** Presentation does not join the session, the session chair(s) should be ready to play the VOD. The session chair(s) may find the VOD in the virtual event platform.
- If an author's presentation freezes, notify the author and advise him/her to continue the presentation without the presentation slides or to shorten the presentation and focus on the key points in order to finish on time.
- **"Live" Rapid Talks**
  The 3rd, 4th, and 5th scheduled papers in each session will be **"live" Rapid Talks.** The Rapid Talk authors are to present "live" for 8 minutes. After the 8 minutes of "live" presentation time, the session chair(s) will open a 2-minute Q&A immediately following each "live" Rapid Talk. The authors will have to share their screens to present the slides they have prepared. Note, the on-demand videos will **NOT** be played during the "live" presentations.
- If an author of a **Rapid Talk** does not join the session, the session chair should manage the session either by extending the Q&A from the previous presentation or by encouraging "live" participation between the attendees. It is important that the advertised start and end time for each paper be consistent for optimized participation.
- It is strongly recommended that the session chair(s) prepare at least one question in advance of the session, per paper, in case the attendees do not have any questions.
- **The ShowCare technical producers will **NOT** play the Videos on Demand (VOD) during the sessions. All the presentations are to be done "live" by the presenting author.

- **Question & Answer Session**
  - Will not be recorded.
  - Will take place immediately after each presentation.
  - It is the responsibility of the session chair(s) to ensure the presentations do not go over their allotted paper time.
  - Prepare closing remarks for the conclusion of the session, closing remarks should take no more than 1 minute. In your closing remarks, please encourage attendees to visit the exhibitors, the student posters, and encourage them to create their networking round tables so they can network with each other.

- **FAQs**
  - The time zone for the conference is Eastern Daylight Savings time (EDT).
  - The Videos on Demand (VODs) will not be downloadable in the virtual event platform, but will be available prior to the start of TE 2021.
  - Technical assistance will be provided the ShowCare technical producer assigned to your zoom meeting.
    - Before the session starts, chairs will communicate with the room host verbally.
    - Once the session has started, chairs may communicate with the room host via the Zoom chat feature.
    - Session chairs are to communicate with the room host if anything is

not working as intended.

- **Turbo Expo 2021 Virtual Background**
  The TE21 virtual background is also available at
  https://cdn.filestackcontent.com/eMp5sEleRYqTH9h8mEIv?TE21%20Virtual%20Background.jpg

- **Best Paper Nomination**
  Session chairs will receive, via email, the session chair evaluation forms where the Best Paper Nominations can be made.

- **Review Chair Journal Recommended Papers**
  Review Chair journal recommended papers have been submitted to editors for the Journal of Engineering for Gas Turbines and Power and the Journal of Turbomachinery. The editors will decide the appropriate journal for each of these recommendations. Authors should expect an invitation from one of the journal editors to submit their paper for consideration for journal publication.
  Journal editors will review conference reviewer recommendations and the conference review chair recommendation and make a final decision for journal publication. Please keep in mind that if a paper has been journal recommended by a session chair, reviewer, or the conference review chair this does not mean that the paper will be automatically accepted in the journal. The journal editors will make the final decision.

We greatly appreciate the time, expertise, and dedication you have devoted to the TE21 Turbo Expo Technical program. Thank you all so very much for your efforts especially this year. You are the pillars of Turbo Expo!

Sincerely,

Karen Thole, TE21 Conference Chair
Ricardo Martinez-Botas, ASME IGTI Executive Committee Chair

Inquiries may be sent to igtiprogram@asme.org