Track Organizer (TO)/Point Contact (PC)/ Vanguard Chair(VC)

Review Chair Team: A M Pradeep, IIT Bombay
             Shraman Goswami, Honeywell

Technical Program Chair: Vidya Venkataramani, GE Aviation
Conference Chair: Manish Purohit, Siemens India

May 3, 2021

Contents

(~15 min) • Roles of the
  – Track Organizer (TO)
  – Point Contact (PC)
  – Vanguard Chair (VC)

(~30 min) • Training of the new webtool by Lori Lee*

*Lori (LeeL@asme.org) is our Webtool Specialist and is most helpful in answering questions on the new 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

Journal Editor (JE)	Review Chair (RC)	Technical Committee Chairs (TCC)	Track Organizer (TO) / Point Contact (PC) / Vanguard Chair (VC)	Session Organizers (SO)	Reviewers (R)
			TO/PC/VC	**SO**	**R**

- 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

Journal Editor (JE)	Review Chair (RC)	Technical Committee Chairs (TCC)	Track Organizer (TO) / Point Contact (PC) / Vanguard Chair (VC)	Session Organizers (SO)	Reviewers (R)
			TO/PC/VC	**SO**	**R**

- Session Organizers (possibly in consultation with RCs, PCs, and VCs) make **recommendation** for conference **and** Journal publication based on Reviewer input

- Review (Vice) Chair makes **final recommendation** for Journal publication to Journal Editor

- Journal Editor makes **final decision** on Journal publication

- Journal decisions can be appealed to the editors **after** the conference. Process is posted on the website under Author Resources.

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Review Process Goals

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

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

Schedule

IMPORTANT DATES

- **Abstract Submission:** May 10, 2021

- **Notification of Abstract Acceptance:** May 17, 2021

- **Submission of Full-Length Paper for Review:** June 17, 2021

- **Paper Review Complete:** July 29, 2021

- **Paper Acceptance Notification:** August 05, 2021

- **Electronic Copyright Process Opens:** August 05, 2021

- **Submission of Revised Paper for Review (if required):** August 26, 2021

- **Notification of Acceptance of Revised Papers:** September 02, 2021

- **Submission of Copyright Form:** September 07, 2021

- **Submission of Final Paper:** September 09, 2021

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 <u>completion</u> dates, not start dates => Start early!

- TO/VC/PC, 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!

Important Notes

You must have all your session chairs assigned to your sessions by

June 7 (Monday), 2021

Assign SO early!

Important Notes

Draft paper submission deadline is

June 17 (Mon), 2021

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

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Webtool

Lori Lee

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

TO cannot create sessions. Staff will create one session per track with session numbers for every 6 paper slots per session. You may contact Lori Lee at Lee@asme.org to request additional sessions. TO or SO can edit the session names and description. Unused sessions will be removed later on.

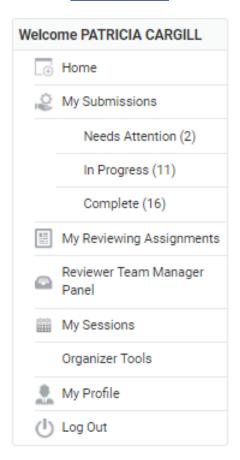For reviewers, **"Save" means submit**, you will not be able to update after you save the review

When TO accepts or rejects an abstract, **the author will not get an email discussion notification until the deadline of May 18**, when a bulk email is sent out.

Submission/Review Status – Each committee will be provided with a report that can be downloaded at any time to get an overall status of the submissions in your track.

Overview of webtool organization

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
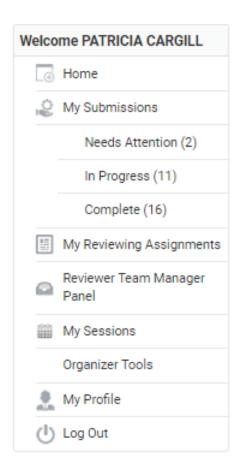 - Reviewer – review draft papers
- Review chair – final decision

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

My sessions
- TO – go into session, pull abstracts into 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 - shows big list of all abstracts and papers
- All organizers – can export excel file showing all papers
- SO – assign reviewers, view reviews, make "decision"

Overview of webtool organization - **TO**

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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.
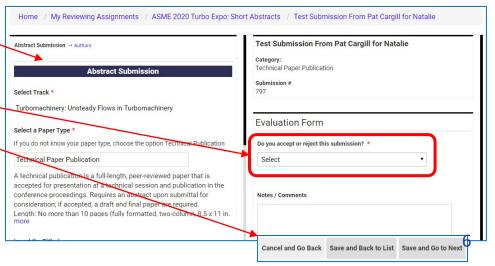
To view the abstract, scroll down.

Take action as appropriate, accept or reject, comments are optional.

Click Save and Back to List or Save 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	Open
Technical Paper Publication	5	0	Open

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

DESC Score

Test Submission From Pat Cargill for Natalie

VIEW SUBMISSION

Score:
—

Category: Technical Paper Publication

Submission # 797

Track: Turbomachinery: Unsteady Flows in Turbomachinery

Number of Times Reviewed: 0

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

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TO – Move abstract to another track

First Accept the abstract. (This can be changed by the TO of the other track.)

Then, go to **My Sessions** on the main menu.

On Agenda tab, under Actions for a specific submission, click Flag.

Select the second option, under Select an Action.

Type in the track name and/or number in the Reason box
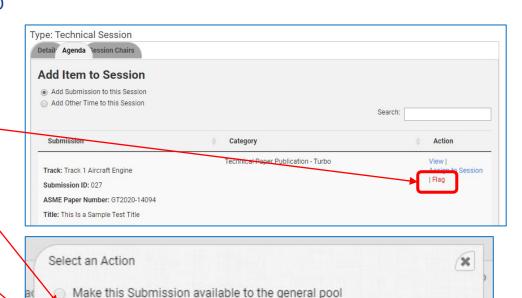
Click on the "OK" button.

A notification will be sent to the appropriate ASME staff person. They will make the change.

Otherwise, send an email:
   To: toolboxhelp@asme.org
   cc: TO for the other track
   Subject: Turbo Expo abstract move
   Provide paper number, current track, new track

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.
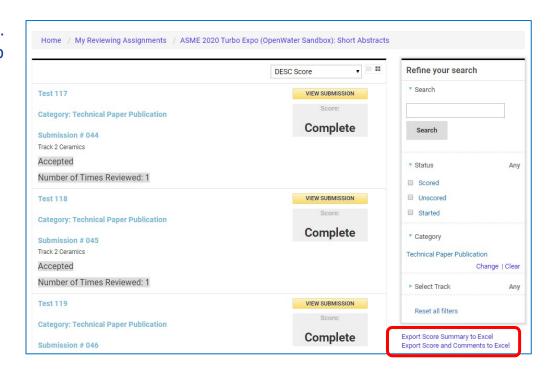
In addition, go to **My Reviewing Assignments** from the main menu.

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.

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TO – How to set up sessions

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

The TO cannot create sessions. ASME staff should have already created 20 sessions in each track and each session should allow up to 10 papers each. If you need more, request from ASME staff.

Important order of steps:
1. Organize abstracts into sessions
2. Assign SOs

Go to **My Sessions** on the main menu.

You should see a list of all sessions for your track

You should show up as primary contact. *This will change to the SO when you assign one.*

To work with a session, click on Edit Details.

The Details tab will let you change the title and add a description. *Retain the session number in the title*, there is no separate session number. Do not delete the session number!

The Agenda tab is where you pull abstracts into that session. (See next slide.)

The Session Chairs tab is where you assign an SO to the session. (See 3 slides later.)
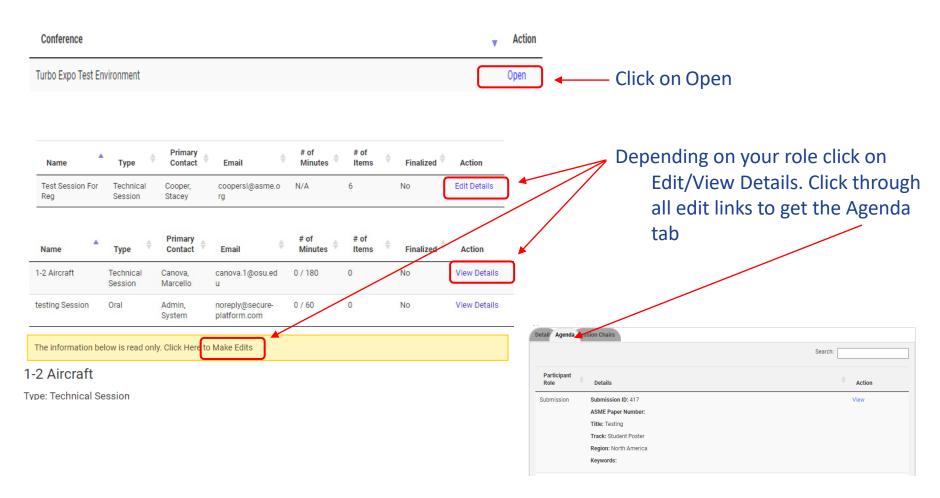
Home / My Sessions / ASME 2020 Turbo Expo (OpenWater Sandbox)

Search:

Name	Type	Primary Contact	Email	# of Minutes	# of Items	Finalized	Action
1.4 Aircraft	Technical Session	CARGILL, PATRICIA	patricia.cargill@ge.com	0 / 120	0	No	View Details
1.5 Aircraft	Technical Session	Smith, Natalie	natalie.smith@swri.org	120 / 120	4	No	Edit Details

1.5 Aircraft

Type: Technical Session

Details Agenda Session Chairs

Title *

1.5 Aircraft

Description

TO – How to put papers in sessions

The Agenda tab is where you pull abstracts into that session.

The session agenda is listed.
- View shows details of the submission.
- Remove will remove it from the session; then you will be able to pull it into a different session.

Click on Add Item to Session, then Add Submission to this Session.

A list of abstracts in your track will appear.

The Search box will allow you to search for a paper number rather than scrolling through the whole list.

Click on Assign to Session. Now it will show up above in your agenda.

TO – View all your abstracts in sessions

Go to **My Sessions**, from the main menu.

Conference		Action
Turbo Expo Test Environment		Open

← Click on Open

Name	Type	Primary Contact	Email	# of Minutes	# of Items	Finalized	Action
Test Session For Reg	Technical Session	Cooper, Stacey	coopersl@asme.org	N/A	6	No	Edit Details

Name	Type	Primary Contact	Email	# of Minutes	# of Items	Finalized	Action
1-2 Aircraft	Technical Session	Canova, Marcello	canova.1@osu.edu	0 / 180	0	No	View Details
testing Session	Oral	Admin, System	noreply@secure-platform.com	0 / 60	0	No	View Details

Depending on your role click on Edit/View Details. Click through all edit links to get the Agenda tab

The information below is read only. Click Here to Make Edits

1-2 Aircraft

Type: Technical Session

Detail	Agenda	Session Chairs			
					Search:

Participant Role	Details		Action
Submission	Submission ID: 417		View
	ASME Paper Number:		
	Title: Testing		
	Track: Student Poster		
	Region: North America		
	Keywords:		

When you are happy with the makeup of the sessions, go back into each session and assign SO for each (next slides earlier).

TO – How to assign SO

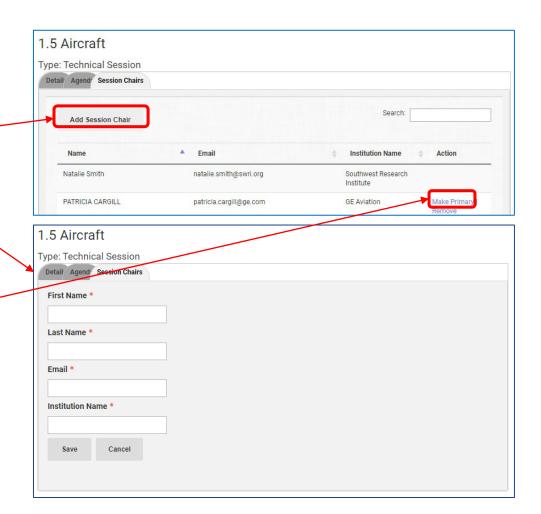The Session Chairs tab is where you assign an SO to the session.

Click "Add Session Chair"

Entry for SO information will appear. Input information and click Save. The SO name should appear in the list with yours.

When the session is completely set (all abstracts assigned), click "Make Primary".

Note, the Make Primary function will switch all viewing and editing rights from the TO to the SO.

Each SO will receive an automatic email notification about the session assignment, but it is always a good idea to follow-up with a separate email (spam filters, multiple email addresses, etc.)

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For Help

For any problems, email toolboxhelp@asme.org

For author problems, encourage the author to email toolboxhelp@asme.org, with organizers on copy.

Additional Webtool Support
Additional webtool support has been arranged for those who are not able to participate in any of the above training sessions. Anyone needing assistance navigating the webtool is encouraged to participate.

Tuesday, May 11
7:00 pm Local India Time/8:30 am Eastern Time
Zoom Meeting Link: https://asme.zoom.us/j/91556112024

Wednesday, June 23
7:00 pm Local India Time/8:30 am Eastern Time
Zoom Meeting Link: **https://asme.zoom.us/j/99669240115**

Questions may be sent to toolboxhelp@asme.org or igtiprogram@asme.org