

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

Andrew Nix, Review Chair, WVU

VRCs: Marc Polanka, Rudy Dudebout, Shahrokh Shalpar

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

Oct, 2023



### **Review Chairs Track Distributions**

### **Shahrokh Shalpar**

- Aircraft Eng (01)
- Coal, Biomass, H2, & Alt (03)
- Fans & Blowers (10)
- Steam Turbines (21)
- Struct & Dyn (22-28)

### **Rudy Dudebout**

- Combustion (04)
- Cycle Inno (06)
- Energy Storage (09)
- Oil & Gas (20)
- Supercrit CO2 (31)

### **Andrew Nix**

Turbomachinery (32-41)

#### Marc Polanka

- Ceramics (02)
- Controls, Diag, Instr (05)
- Education (07)
- Electric Power (08)
- Heat transfer (11-16)
- Industrial & Cogen(17)
- MMM (18)
- Microturbines (19)
- Wind Energy (42)



### **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 (https://airtable.com/appKe8wyTv3RoG8qS/shrc4rgubaoKlbmFB) 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.



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# **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 and assign and track reviews
- If a TO/PC/VC is an author or co-author in their 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	R	R
Recommendation	SO	SO
Final Recommendation	30	RC
Final Decision	RC	JE

possibly in consultation with RCs, PCs, and VCs

TO/PC/VC

Journal decisions can be appealed to the editors <u>after</u> 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 and timely review are the keys to maintain paper quality
- Shared responsibility of reviewers and session organizers
- Effective communication and interaction between authors, reviewers and session organizers
- Recommend that papers which are borderline journal quality have a revision requested
- Timely actions are important staying on schedule makes it easier to maintain quality standards and remedy any problems



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# **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

(below the presence and corresponding)

(helps the process and communication)

One person can fill multiple roles



### **Schedule**

### **Important Dates**

October 27, 2023

Abstract Submission

March 01, 2024

Submission of Revised Paper for Review (if required)

November 24, 2023

Notification of Abstract
Acceptance

March 18, 2024

Author Notification of Acceptance of Revised Papers

January 05, 2024

Submission of Full-Length Paper for Review

April 15, 2024

Submission of Copyright Form

February 09, 2024
Paper Review Complete

April 18, 2024

Final Paper Submission

February 16, 2024

Paper Acceptance Notification

May 02, 2024

Final Paper Decision Notification



### **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 and SO all need to check, monitor, support, and push along progress and quality throughout their span of responsibilities
  - Send reminders to SOs 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 1000-1500 papers and 3000-4500 reviewers without your help!

# **Important Notes**

Abstract submissions deadline was 27 Oct (Fri).

You must have:

1. All your abstracts accepted by

Nov 24 (Fri), 2024

2. Sessions organized by

Dec 1 (Fri), 2024

Assign SO early!



# **Important Notes**

Draft paper submission deadline is

Jan 5 (Fri), 2024

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



# Webtool

**Stacey Cooper** 



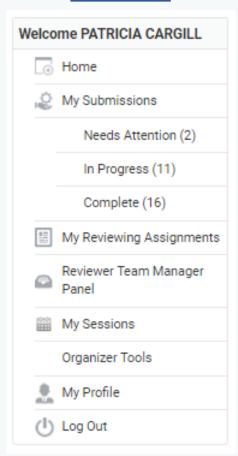
## What is different?

- 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



#### 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"



# **Important Notes**

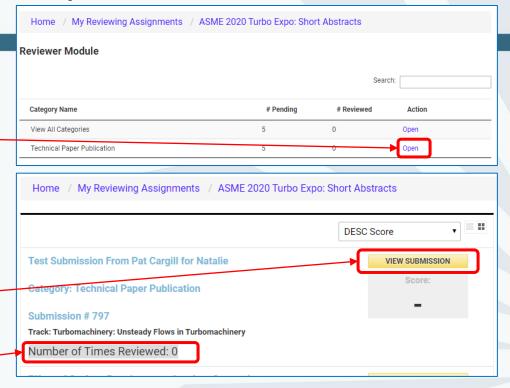
The co-author requirement is automatically enforced in 2024.

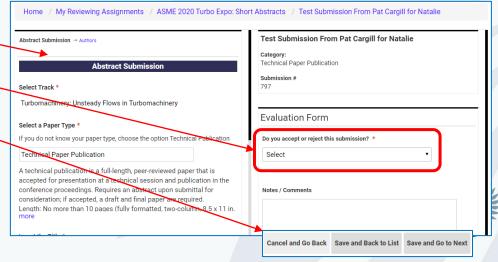
- Authors have 7 days after abstract submission to complete this task.
- Reminder notice is sent after 3 days.
- Submission is automatically removed if requirement has not been completed. Authors receive removal notification email.
- Will need to contact staff for possible reinstatement.

# 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.





# 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)

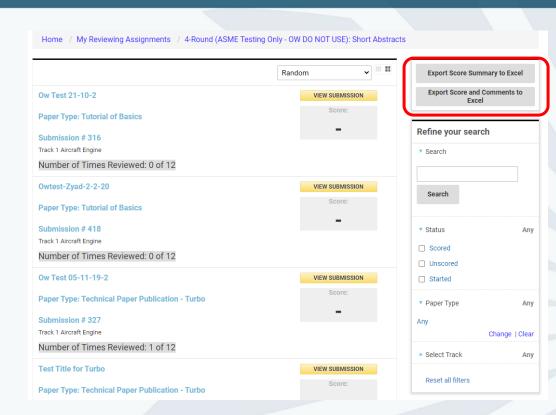
This form will allow staff to keep better track of these requests and respond more quickly.

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

GT2023	Abstract Re-assignment Request
Fill in the rec	quired fields to request an abstract to be re- a different track.
Organizer Na	ame *
Submission I	Number *
	d to include the GT2023
Current Track	*
	ent track that the abstract has been submitted to.
	•
New Track *	
Select the new	track where you would like the abstract re-assigned
	•
New Track Cl	hair Informed? *
	the track chair if you have not already done so. https://asme- ire-platform.com/a/page/organizers
Select an option	on
Email me a c	opy of my responses.
Submit	

# **TO** – Abstract Reports

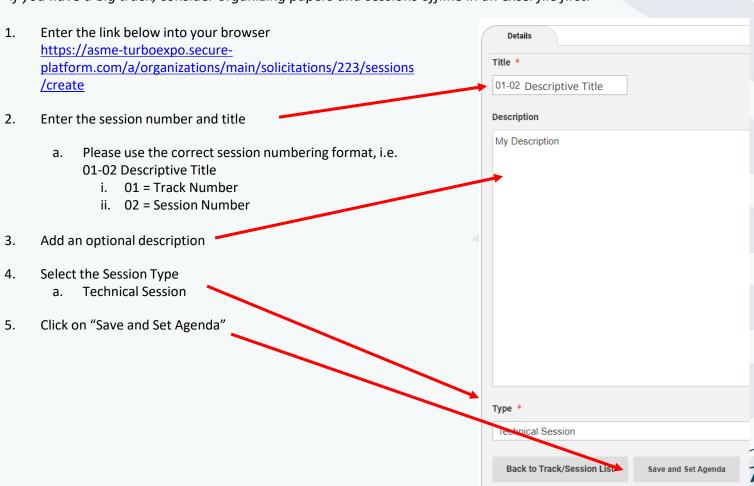
- Each track will be provided with a link to download a submission/review status report. This report will provide you with the most up to date information for your track.
- In addition, go to My Reviewing
   Assignments from the main menu.
- Two reports are available to download.
- The two reports are 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.





### TO – How to create sessions

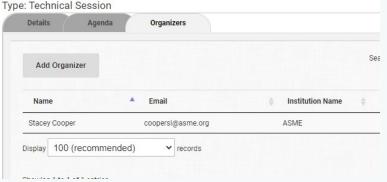
If you have a big track, consider organizing papers and sessions offline in an excel file first.

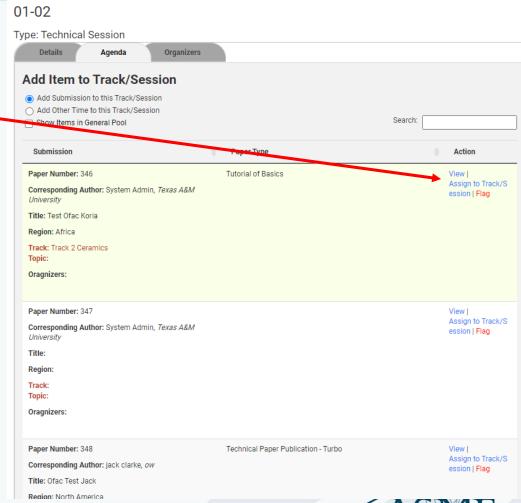


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### TO – How to create sessions

- 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)
- 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
- Repeat steps on slides 19 and 20 to create more sessions.





# For Help

- For any problems, submit a help desk request at https://airtable.com/appKe8wyTv3RoG8qS/shrc4rgubaoKlbmFB
- 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

### Thursdays @ 2:00 pm 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.

#### Join online

Meeting ID: 277 957 717

Password: 625347

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888 788 0099 US Toll-free

877 853 5247 US Toll-free

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