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

Ardy Riahi, Vice Review Chair
Stacey Cooper, Manager, Conference Webtool, ASME

Oct, 2019
Contents

• Roles of the Track Organizer (TO)
  (~15 min) same as Point Contact (PC)
  Vanguard Chair (VC)
  by Ardy Riahi

• Training of the new peer review management system
  (~30 min) by Stacey Cooper

*Stacey (CooperSL@asme.org) is our Web master 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
    for both their roles/responsibilities and the use of the
    new webtool.
### Review Chain – Organizing

<table>
<thead>
<tr>
<th>Journal Editor (JE)</th>
<th>Review Chair (RC)</th>
<th>Technical Committee Chairs (TCC)</th>
<th>Track Organizer (TO) or Point Contact (PC) or Vanguard Chair (VC)</th>
<th>Session Organizers (SO)</th>
<th>Reviewers (R)</th>
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- **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.
## Review Chain – Decisions

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- Session Organizers (possibly in consultation with RCs, PCs, and VCs) make **recommendation** for conference and journal publication based on Reviewer input.
- Review Chair makes **final decision** on conference publication.
- Review 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.
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
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 should be filled: Track Organizer/Point Contact/Vanguard Chair,
Session Organizer
(helps the process and communication)
One person can fill multiple roles
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, 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

RCs cannot manage 1500 papers and 4500 reviewers without your help!
You must have all your tracks assigned by Oct 14 (M), 2019

Abstract submissions deadline is Oct 4 (F).
This gives you only 10 days!
(You should have all your SOs committed soon.)
New Peer Review Management System
“The new webtool”

Stacey Cooper

This new peer review management system is the long-awaited replacement of the old webtool. Please be patient in working with us on this.
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 20 sessions per track with session numbers, with 10 paper slots per session. If you need more, contact Stacey. TO or SO can edit the session names and description. Staff will later delete the unused sessions.

In general, **“Save” means submit**, although input can often be changed, until it is locked down on a conference publication deadline date.

When TO accepts or rejects an abstract, **the author will not get an email discussion notification until the deadline of October 25**, when a bulk email is sent out.

The webtool will assign **Submission Numbers** that will later be associated with Paper Numbers.

**Upcoming Changes:**
- Currently when the TO assigns an SO to a session, the TO will lose the ability to work on that session and see its data. This is known and is scheduled to be changed by Oct 14. Until this is confirmed, make sure all abstracts are assigned to correct sessions before assigning the SO.
- iThenticate scores and details are not yet available; this is being worked.
Overview of webtool organization

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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**Organizer tools**
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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.

To actually see 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.

*Note, this decision can be changed until Oct 25. Authors will be notified of the acceptance decision on that date and abstract decisions will be final.*
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: coopersl.asme.org
cc: TO for the other track
Subject: Turbo Expo abstract move
Provide paper number, current track, new track
TO – Abstract Reports

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 set up sessions

If you have a big track, consider organizing papers and sessions off line 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.

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.)
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 Organizer Tools, from the main menu.

Click on List Abstracts

Shows both abstracts and papers; you should only see abstracts at this point.

Organizer functions:

Hit Export Scores to download an excel file. (Later this will contain more info but for now it will have the papers with their session numbers.)

Use headings with little arrows to sort different ways

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. This will change on Oct 14.**

Email your SOs.
For any problems, email toolboxhelp@asme.org

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

This will go to Stacey Cooper and her team.

ASME has committed help coverage on weekends and around the dates of author deadlines.