

Turbo Expo 2024

Tutorials of Basics

Tutorial Chair:

Prof Stephen Spence
Trinity College Dublin
spences@tcd.ie

Tutorial Vice-Chair:

Prof Ioanna Aslanidou
Mälardalen University, Sweden
ioanna.aslanidou@mdu.se

Turbo Expo 2024 Tutorial process

- Step 1 Appoint 'Tutorial Organiser'
- Step 2 Tutorial abstracts
- Step 3 Draft tutorials and review
- Step 4 Final tutorials and decision
- Step 5 Confirm final tutorial list
- Step 6 At the conference

Tutorial deadlines are on Turbo Expo front page 'Important Dates':

<https://event.asme.org/Turbo-Expo> - TBC

Detailed tutorial info at:

<https://event.asme.org/????????????????????> - TBC

TE24 Tutorial process – Summary of dates

- Later deadlines for tutorials and reviewing periods than for papers

	Tutorial Process	Date	Responsible	Process and method
1.1	Appoint Tutorial Organisers for each committee	27 Oct '23	Tutorial Chair / Committee Chairs	Email.
2.1	Abstract submission	24 Nov '23	Author	Online form on tutorial website / email.
2.2	Review abstract, notify authors and issue instructions	15 Dec '23	Tutorial Chair / Committee Tutorial Organiser	Discuss by email / Zoom / Teams. Email to authors.
3.1	Submission of draft tutorial slides, and draft handout	1 Mar '24	Author	Online form on tutorial website / email.
3.2	Review draft tutorials – decision Accept/Reject/Revise	15 Mar '24	Tutorial Chair / Committee Tutorial Organiser	Discuss by email / Zoom / Teams. Email to authors.
3.3	Compile list of session names	12 Apr '24	Tutorial Chair / Committee Tutorial Organiser	Confirm by email.
4.1	Submission of revised slides*, final handout**, speaker release form	12 Apr '24	Author	Online form on tutorial website / email.
4.2	Final decision Accept/Reject (No speaker release form = Reject)	19 Apr '24	Tutorial Chair / Committee Tutorial Organiser	Discuss by email / Zoom / Teams. Email to authors.
5.1	List of tutorials, sessions and PDFS for Stacey	19 Apr '24	Tutorial Chair	Email to Stacey.
5.2	Confirm tutorials to TPC for scheduling	26 Apr '24	Tutorial Chair / TPC	Email to TPC.

* Not published ** Published in conference paper download, but not in final ASME proceedings

Step 1 Appoint 'Tutorial Organiser'

- » By Fri 27 Oct, each committee must appoint someone responsible as 'Tutorial Organiser'
 - e.g. the Committee Chair, a Vanguard Chair, or someone else from the committee leadership
- » Send name and email address of Tutorial Organiser to the Tutorial Chairs:–
 - Stephen Spence spences@tcd.ie
 - Ioanna Aslanidou ioanna.aslanidou@mdu.se
- or else confirm that the committee will not host any tutorials
- » This means that only the relevant people receive emails about tutorials

Step 2 Tutorial abstracts

- » Tutorial Organiser should communicate with possible tutorial presenters in advance of the tutorial abstract deadline (Fri 24 Nov 2023)
 - to encourage appropriate tutorials and,
 - to explain the tutorial submission process
- » Tutorials are submitted and reviewed separately from the main Turbo Expo webtool for papers (i.e. tutorials are not submitted to the webtool in 2024).
- » Tutorial submission happens through a special online form on the Turbo Expo 2024 website
 - Abstract submission form: <https://forms.gle/iS4axTTjTQ2oBVNt7>
- » The following must be submitted by Fri 24 Nov:
 - Tutorial title
 - Tutorial authors and co-authors
 - Tutorial abstract (250 – 500 words)

Step 2 Tutorial abstracts

- » Before 15 Dec, Tutorial Chair and Tutorial Organiser will collectively check the suitability of tutorial abstracts and Accept/Reject as appropriate.
- Tutorial Chair will notify authors of abstract decision by email by 15 Dec, and send instructions.

Step 3 Draft tutorials and review

» Tutorial author to submit the following through a special online form on the Turbo Expo 2024 website by Fri 1 Mar:

- Draft tutorial submission form: TBC
 - Draft presentation slides
 - Draft handout document
- » Tutorial Chair and Tutorial Organiser to collectively review draft tutorials by 15 Mar:
- Check for suitability, quality and absence of commercialism (see following slide on requirements)
 - Accept/Reject/Revise as appropriate, and notify authors by email before 15 Mar
 - This is a much lighter review than a technical paper review
 - Only if revision is necessary, provide clear guidance on revision to authors in order to comply
 - The primary requirement is a binary check that the basic quality criteria are met, and any necessary revisions are feedback to the author

Step 3 Draft tutorials and review

» Tutorial quality requirements:

- Strictly no promotion of commercial products (products, software, books, other training courses). No unnecessary reference to commercial brands – this is the same expectation as applies for ASME Technical Paper publication
- Appropriate level of technical content, i.e. the content should be at an introductory level and be accessible and understandable to a non-specialist audience comprising members from across the spectrum of the Turbo Expo committees
- The tutorial presenter should be verified as capable of a good standard of presentation (comparable to a university lecture, and understandable by an international audience)
- If the Tutorial Organiser does not have direct experience of the proposed presenter, they should seek verification from others in the committee leadership about the presenter's capabilities
- Tutorial materials (handout and slides) should be well-structured, of high quality and include appropriate references

Step 3 Draft tutorials and review

- » Tutorial Chair and Tutorial Organiser to collectively compile a spreadsheet list of tutorial session names, presenters and tutorial titles by Fri 12 Apr.

Step 4 Final tutorials and decision

- » Tutorial author to submit the following through a special online form on the Turbo Expo 2024 website by Fri 12 Apr:
 - Final tutorial submission form: TBC
 - Revised presentation slides (not published to conference attendees)
 - Final handout document (published to conference attendees)
 - Signed speaker release form PDF, which can be downloaded on the website
- » Tutorial Chair and Tutorial Organiser to collectively check that necessary revisions have been implemented and quality criteria are met, by 19 Apr:
 - Accept/Reject, and notify authors by email by 19 Apr
 - Finalise spreadsheet list of final tutorial information, including session names by 19 Apr
 - Send spreadsheet tutorial list, final handouts and speaker release forms to Stacey

Step 5 Confirm final tutorial list

- » Tutorial Chair must send the following to Stacey by Fri 19 Apr:
 - Spreadsheet list of final tutorials with all author and session details
 - Final handouts in PDF form
 - Speaker release forms in PDF form
- » Tutorial Chair and Tutorial Organiser to liaise and identify potential clashes/conflicts for schedule, by Fri 26 Apr.
 - Tutorial Organisers to check with authors about length – 1.5 hour and 2 hour slots available in schedule
 - For longer tutorials, split into Part 1 and Part 2 sessions, and ask to be scheduled sequentially
- » Tutorial Chair to send spreadsheet list of tutorial sessions and noted conflicts to TPC for scheduling by Fri 26 Apr.