

# ICEF2024 Webtool Training

Creating Sessions & Adding Session Organizers


Reviewing Draft Papers


# Creating Sessions

# Access The Tool Site.

As a Track Chair login to:

<https://icef.secure-platform.com/a>

Provided by  The American Society of Mechanical Engineers

 **ICEF2024** | Location: The Westin Riverwalk, San Antonio, TX  
Dates: October 20 – 23, 2024

POLICIES EVENT SITE PUBLICATION SCHEDULE HOME MY ACCOUNT HELP **ORGANIZER TOOLS**

Welcome Mark Avila

- Home
- Change Program
- My Submissions
  - All (1)
  - Incomplete (1)
- Reviewer Team Manager Panel
- My Sessions
- Organizer Tools
- My Profile
- Admin Panel
- Log Out

ASME's ICE Forward conference brings together internal combustion engine researchers from industry, academia, and government agencies to discuss technical advancements in engines for all applications, including automotive, on- and off-road, rail, marine, and stationary power.

The program is designed to not only showcase the latest research but also encourage meaningful dialogue in a comfortable setting.

Attend ICE Forward to:

- **Share your ICE research:** Advance the industry and advance your career.
- **Facilitate product advancement:** Unlock new ways to test, simulate, and develop ICE technologies.
- **Get career advice:** Early-career engineers and students can meet with seasoned researchers from academia, industry, and national labs in dedicated mentoring sessions.
- **Expand your knowledge in specialized topic areas:** Discover new avenues in renewable fuels, electrification, advanced combustion, emissions systems, and more.

**Important Dates/Updates**

- **Abstract Submission**  
February 23, 2024  
February 14, 2024
- [Confirm Co-Authorship](#)
- [Presentation Requirements](#)
- [Publication Schedule](#)

**Submit Abstract**

Any issues logging in  
please email:  
[toolboxhelp@asme.org](mailto:toolboxhelp@asme.org)



# Access the Session Creation Page

- » Start building your sessions by clicking on the link:
- » <https://icef.secure-platform.com:443/a/organizations/main/solicitations/234/sessions/create>
- » This link is unique to the ICEF 2024 Conference.

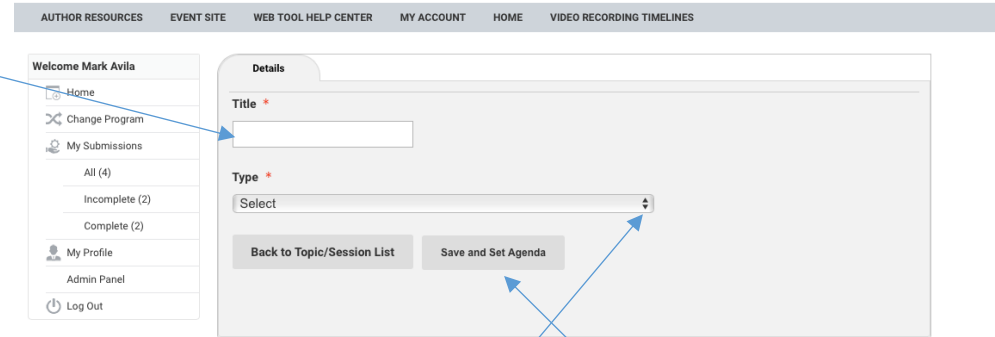
Enter the session number and session title.

Please use the correct session numbering format,  
i.e. **01-01: Advanced Modelling for NDE**  
01 = Track Name  
01-01 = Session Number

Remember, you need to add a session title after the number.

You may change the title but please keep the numbering format the same.

# Create your first session.



The screenshot shows the 'Details' form for creating a session. A sidebar on the left contains a 'Welcome Mark Avila' message and a list of links: Home, Change Program, My Submissions, All (4), Incomplete (2), Complete (2), My Profile, Admin Panel, and Log Out. The main form has a 'Title' field with a red asterisk, a 'Type' dropdown menu with a red asterisk and the word 'Select' inside, and two buttons at the bottom: 'Back to Topic/Session List' and 'Save and Set Agenda'. Blue arrows point from the text instructions to the 'Title' field, the 'Type' dropdown, and the 'Save and Set Agenda' button.

Select the session type:  
Technical Session

Click Save and Set Agenda

# Assign submissions to your session

Select the paper from the list.

This list will display **ALL** submissions for the conference.

Please wait for list to load to see the track name.

You can also reference the attached spreadsheet for your paper numbers.

Type: Technical

Details Agenda Organizers

**Add Item to Topic/Session**

☒ Add Submission to this Topic/Session  
☐ Add Other Time to this Topic/Session  
☐ Show Items in General Pool

Search:

Submission	Paper Type	Action
Track: 15 - Structural Health Monitoring Paper Number: 86858 Corresponding Author: Mark Avila, ASME Title: Test Title	Abstract	<a href="#">View</a>   <a href="#">Assign to Topic/Session</a>   <a href="#">Flag</a>
Track: Paper Number: 87205 Corresponding Author: Barbara Zlatnik, ASME Houston Office Title:		<a href="#">View</a>   <a href="#">Assign to Topic/Session</a>   <a href="#">Flag</a>
Track: 06 - Machine Learning and Statistical Methods in NDE Paper Number: 88176 Corresponding Author: Jinhyun Park, Sungkyunkwan University Title: A Study on Flaw Signal Detection for Phased Array Ultrasonic Testing Using Artificial Intelligence	Poster	<a href="#">View</a>   <a href="#">Assign to Topic/Session</a>   <a href="#">Flag</a>

Submission Track

Enter the submission number from your spreadsheet

Assign Submission to the Session

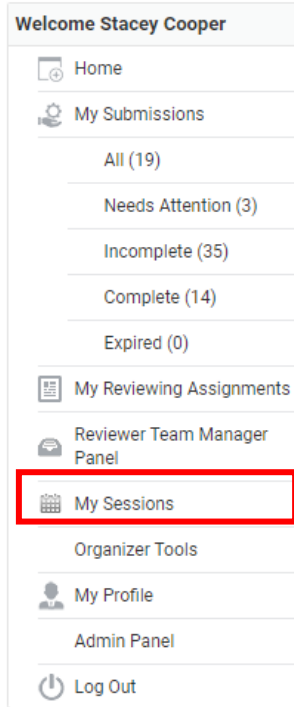
View the content of the Submission

Flag the submission if it's not appropriate

# Adding Track Organizers

*IF NEEDED*

# Navigate to My Sessions



- Login to your organizer account
- Select My Sessions or My Tracks/Sessions  
*(Only Primary Track Organizer has access to do this)*



# Select the Conference

Welcome Stacey Cooper

[Home](#) / [My Sessions](#)

## Select Conference

Search:

Conference	Action
IMECE Test Environment	<a href="#">Open</a>

Select "Open" for the conference

# Select the Topic/Session

Name	Type	Primary Contact	Email	# of Minutes	# of Items	Finalized	Action
01-01-01 Test Session	Technical Session	Cooper, Stacey	coopersl@asme.org	0 / 180	0	No	<a href="#">Edit Details</a>
01-01-02	Technical Session	Cooper, Stacey	coopersl@asme.org	0 / 180	0	No	<a href="#">Edit Details</a>
01-01-03	Technical Session	Cooper, Stacey	coopersl@asme.org	0 / 180	0	No	<a href="#">Edit Details</a>
01-01-04 Public Session Test	Technical Session	Cooper, Stacey	coopersl@asme.org	15 / 180	1	No	<a href="#">Edit Details</a>
01-02-05 My Test Session	Technical Session	Cooper, Stacey	coopersl@asme.org	0 / 180	0	No	<a href="#">Edit Details</a>
01-02-06 My New Test Session	Technical Session	Cooper, Stacey	coopersl@asme.org	60 / 180	4	Yes	<a href="#">Edit Details</a>
1-2 Aircraft	Technical Session	Cooper, Stacey	coopersl@asme.org	105 / 180	7	No	<a href="#">Edit Details</a>
jack IE test	Topic	Cooper, Stacey	coopersl@asme.org	65 / 100	13	No	<a href="#">Edit Details</a>
test	Technical Session	Cooper, Stacey	coopersl@asme.org	30 / 180	2	No	<a href="#">Edit Details</a>
testing Session	Topic	Admin, System	noreply@secure-platform.com	90 / 90	6	Yes	<a href="#">View Details</a>

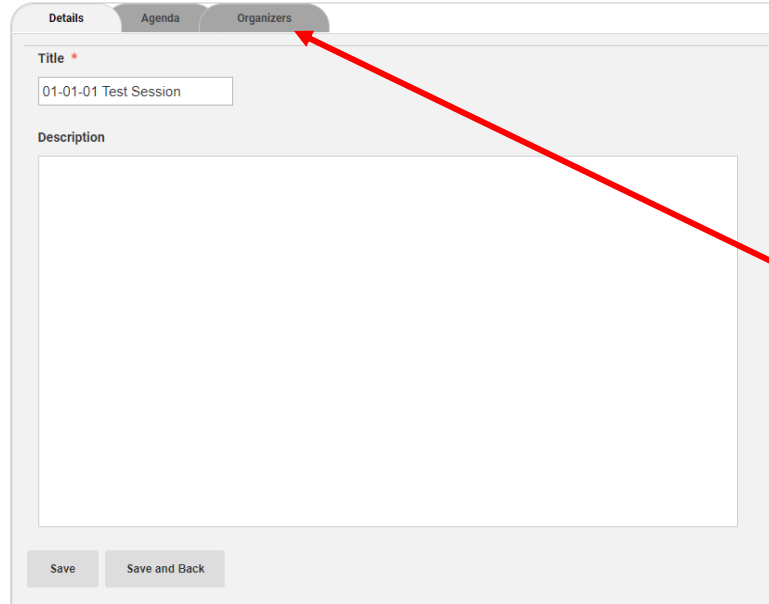
Select Edit Details

(Only the Primary Track Organizer will have this link!)

# Select the Organizer Tab

01-01-01 Test Session

Type: Technical Session



The screenshot shows a web interface for editing a session. At the top, there are three tabs: 'Details', 'Agenda', and 'Organizers'. The 'Organizers' tab is currently selected and highlighted. Below the tabs, the 'Title' field contains '01-01-01 Test Session'. The 'Description' field is a large empty text area. At the bottom of the form, there are two buttons: 'Save' and 'Save and Back'. A red arrow points from the 'Organizers' tab to the text on the right.

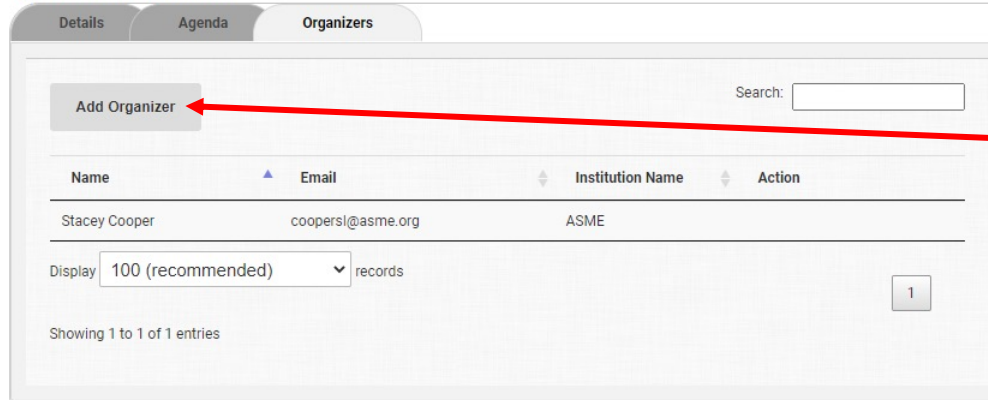
Select the Organizers tab

(Only the Primary Track Organizer will have this link!)

# Adding Organizer

01-01-01 Test Session

Type: Technical Session



The screenshot shows the 'Organizers' tab for a session. At the top are three tabs: 'Details', 'Agenda', and 'Organizers'. Below the tabs is a search bar labeled 'Search:'. To the left of the search bar is a button labeled 'Add Organizer', which is highlighted by a red arrow. Below the search bar is a table with the following columns: 'Name', 'Email', 'Institution Name', and 'Action'. The table contains one entry: Stacey Cooper, cooperst@asme.org, ASME. Below the table is a dropdown menu labeled 'Display' with '100 (recommended)' selected, followed by the text 'records'. To the right of the dropdown is a button labeled '1'. At the bottom left of the table area, it says 'Showing 1 to 1 of 1 entries'.

Click on the Add Organizer button

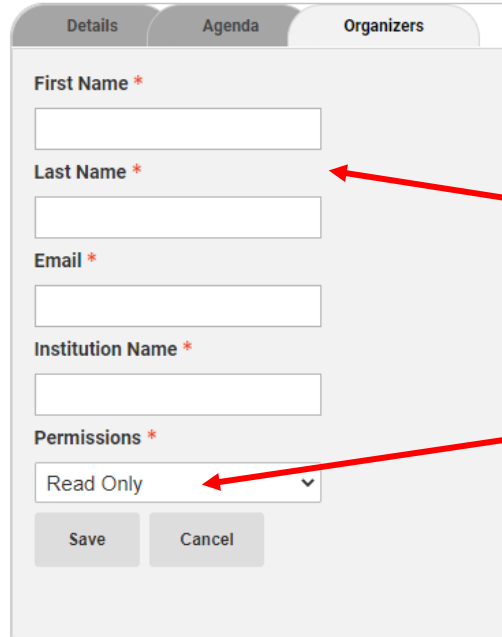
(Only the Primary Track Organizer will have this link!)



# Complete Organizer Details

01-01-01 Test Session

Type: Technical Session



The screenshot shows a web form titled 'Complete Organizer Details' with three tabs: 'Details', 'Agenda', and 'Organizers'. The 'Organizers' tab is active. The form contains the following fields:

- First Name \***: A text input field.
- Last Name \***: A text input field. A red arrow points to this field from the text 'Make sure you have the email the co-organizers uses to login to ASME!'.
- Email \***: A text input field.
- Institution Name \***: A text input field.
- Permissions \***: A dropdown menu with 'Read Only' selected. A red arrow points to this dropdown from the text 'Set the permissions to Collaborator'.
- Buttons**: 'Save' and 'Cancel' buttons at the bottom.

Type in required fields.

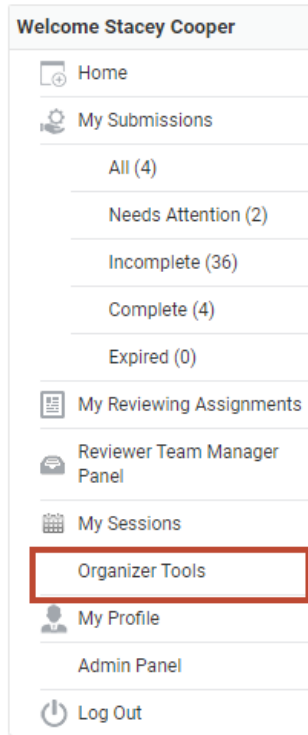
(Make sure you have the email the co-organizers uses to login to ASME!)

Set the permissions to Collaborator

Co-Organizer will receive an email about the topic assignment.

# Paper Review Process

# Paper Review Process



- Login to your account
- Click on “Organizer Tools”

# Paper Actions

Program Code	Program Name	Action
GT2021	4-Round (ASME Testing Only - OW DO NOT USE)	<div>Actions ▾<ul style="list-style-type: none"><li>List Papers</li><li><del>Program Statistics</del></li><li>Email Reminders</li></ul></div>
3ROUND2020	3-Round (ASME Testing - OW DO NOT USE)	
TESTMTG	Test Meeting - June 2020	

- Click on “List Paper” to view the submissions. This will take you to the paper management screen.
- *Ignore Program Statistics, this is not functional*



# Paper List Screen

Clear Filters

Tracks

☐ Track 1 Aircraft Engine

☐ Track 50 Student Poster

☐ ASME General Testing

Sessions

Submission Status

Reviewing Status

Show100entriesSearch:

Code	Status	Session Title	Paper Title	Authors	Reviewed	Reviewers	Track	Submission Type	Action
290	Abstract Submitted	01-02-06 My New Test Session	Test Abstract Smith 1005	Natalie Smith	0		Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions
291	Abstract Submitted	01-02-06 My New Test Session	Test Abstract Smith 1006	Natalie Smith	0		Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions
297	Revised Paper Under Review	jack IE test	29-09 Abstract	System Admin, Mohamed Elgohary	0	Stacey Cooper	Track 1 Aircraft Engine	Technical Paper Publication (Iran)	Actions
299	Full paper	01-01 Test Session	Adding Authors	Stacey Cooper	1		Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions
300	Draft Paper Under Review	01-01 Test Session	Another Amazing Test Submission	Stacey Cooper	0		Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions
301	Awaiting Abstract paper	05-031-03: My Session	N/A	Stacey Cooper	0				Actions
302	Full paper	jack IE test	Asme Phase Iv Test	jack clarke	0	Stacey Cooper Harald Schoenenborn	Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions

Search: Users can search by any text that may be displayed on the screen.

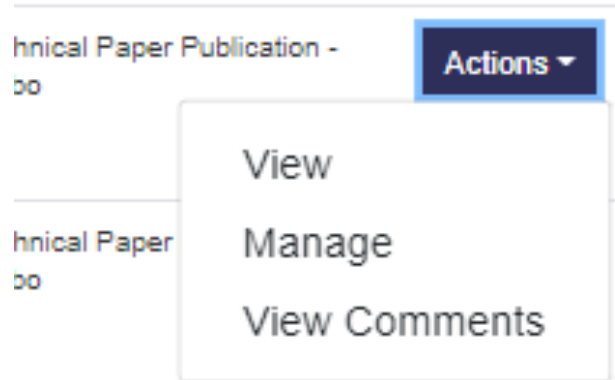
Column sorting: Click on the arrows next to the column to sort in ascending or descending order.

# Filtering

Clear Filters
Tracks
<input type="checkbox"/> Track 1 Aircraft Engine
Sessions
<input type="checkbox"/> 1-2 Aircraft <input type="checkbox"/> testing Session
Submission Status
<input type="checkbox"/> Draft Paper Under Review <input type="checkbox"/> Accepted <input type="checkbox"/> Full paper <input type="checkbox"/> Withdrawn <input type="checkbox"/> Revised Paper Under Review <input type="checkbox"/> Draft Paper Submitted
Reviewing Status
<input type="checkbox"/> No Reviewers <input type="checkbox"/> Has Reviewers <input type="checkbox"/> Has Reviews

- Filter by
  - Track
  - Topics/Session
  - Submission Status
  - Review Status
- Filtering will remain in place as you navigate through multiple pages.

# Paper Actions



- **View**
  - Opens a new window to view submission details (abstract, authors, draft paper submission, revised draft paper submission).
  - Click on the navigation links to view desired page.
- **Manage**
  - Assign Reviewers
  - Make Decision on Papers
  - Click on Paper Title to view submission details.
- **View Comments**
  - View Reviewer Inputs

# Viewing the Submission

## » View

The screenshot shows a submission review page. At the top, a breadcrumb trail reads: 'Abstract Submission' → 'Authors' → 'Draft Paper Submission' → 'Revised Draft Paper Submission'. The 'Draft Paper Submission' link is highlighted with a red box, and a red arrow points from it to the first bullet point. Below the breadcrumbs, the 'iThenticate Score' is displayed as '86'. A red arrow points from this score to the second bullet point. The 'iThenticate Url' is shown as 'https://asmeextensionsandbox.azurewebsites.net/ithenticate/view/52869202', with a red arrow pointing from it to the second bullet point. Below the URL is a link 'Open Link in New Window'. The 'Upload Draft Paper' section is marked with a red asterisk and notes 'PDF format required'. A file named 'paperscs.pdf' is listed, with a red arrow pointing from it to the third bullet point. A 'View in Fullscreen' button is located below the file name.

Abstract Submission → Authors → **Draft Paper Submission** → Revised Draft Paper Submission

29-09 Abstract  
Paper Type  
Technical Paper Publication

iThenticate Score

86

iThenticate Url

<https://asmeextensionsandbox.azurewebsites.net/ithenticate/view/52869202>

[Open Link in New Window](#)

Upload Draft Paper \*

PDF format required

[paperscs.pdf](#)

[View in Fullscreen](#)

- Follow the breadcrumb navigation at the top of the submission to view each round.
- View the [iThenticate score](#) and click on the link to view the report.
- View the draft paper.



# Paper Management Screen

29-09 Abstract - jack IE test

Revised Draft Papers

<< Back to List Reviewers Decisions

Round Name Finalized  
Revised Draft Papers

+ Add Reviewer Reviewer Reports \*

Full Name	Keywords	Sector	Score	Email	Action
Stacey Cooper	allow, gas	Industrytest	Not Scored	scoops@gmail.com	Remove

Round Name Finalized  
Draft Papers

Reviewer Reports \*

Full Name	Keywords	Sector	Score	Email	Action
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No Items

## » Manage

- Defaults to Reviewer tab.
  - Add reviewers to the paper
    - Clicking on this button opens the reviewer database.
  - Download review reports
  - View reviewer status

# Adding a Reviewer to a Paper

Assign Reviewer to Paper

Search

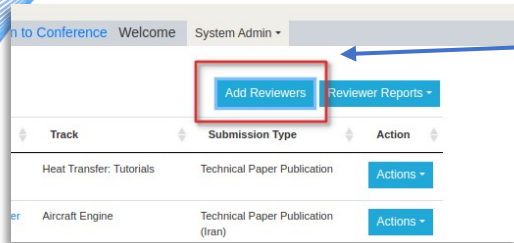
First Name	Last Name	Email	Sector	Institution	Keywords	Reviews Assigned	Actions
System	Admin	noreply@secure-platform.com		Texas A&M University		106	<a href="#">Assign</a>
System	Admin	bbnn_gg@yahoo.com	Government	ow test	Fan, compressor, and turbine aerodynamic design, Modeling, bad	0	<a href="#">Assign</a>
Test	Author	scoops@gmail.com	Industrytest	ASME	allow, gas	110	<a href="#">Assign</a>
Aaron	Byerley	aaron.byerley@usafa.edu				4	<a href="#">Assign</a>

Close

## » Assigning Reviewers

- Search by
  - First or last name
  - Email address
  - Company
  - Keywords
- The number of papers assigned to the reviewer is displayed
- Click “assign” to add the reviewer to the paper.
  - Reviewers will receive an email notification for each assignment.

# Can't Find Your Reviewer?



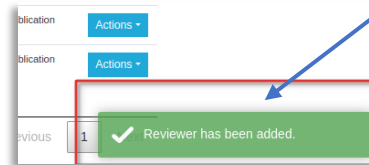
Add Reviewer

First Name

Last Name

Email

Close Submit



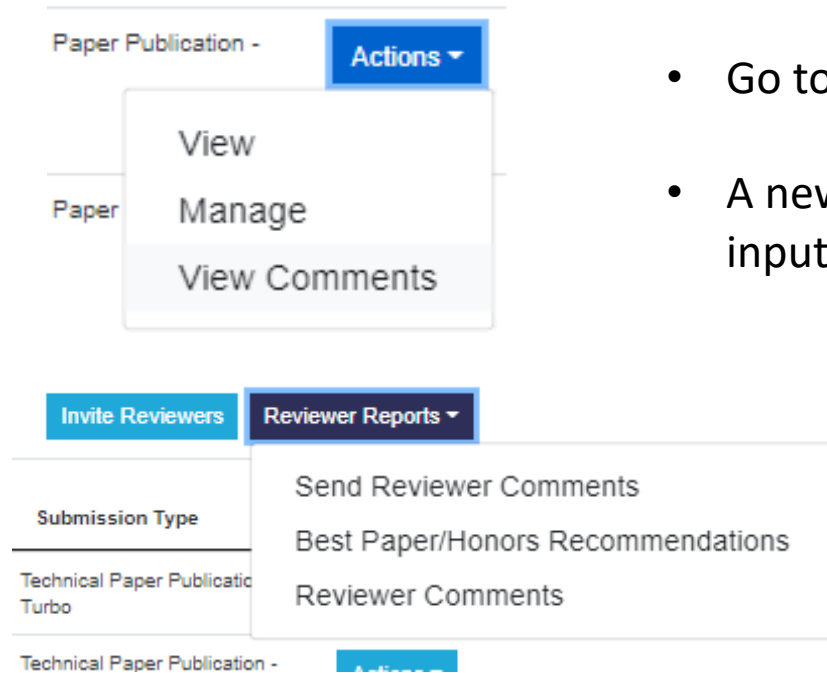
Go back to the main paper list screen and click on “Add Reviewers”.

Enter the reviewer’s first name, last name and email address\*.

After clicking on “submit”, a notification window will flash on the bottom right of your screen and an email will be sent to the reviewer.

***\* Communicate with your reviewer first before entering an email address. Ask if an ASME account already exists and use the correct email address. Entering a wrong email address will delay the review process.***

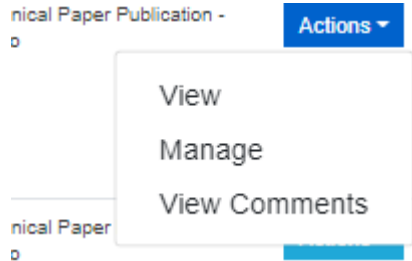
# View Reviewer Comments



- Go to Actions > View Comments
- A new window will open displaying all reviewer inputs
- Go to Reviewer Reports > Reviewer Comments
- This will download a comma separated file (csv) with all reviewer inputs that can be imported into Excel.



# Make a Decision on the Paper



- Go to Actions > Manage
- This will take you to the [paper management screen](#).
- Click on the “Decision” tab.

Ow Test-Bk Friday-2 -1-2 Aircraft

<< Back to List

Reviewers

Decisions

# Submitting Your Decision

Ow Test -Adding 5 Fields-06-2-20 - testing Session

Draft Papers

<< Back to List Reviewers Decisions

Round Name  
Draft Papers  
☐ (Not Suitable for This Session?)

Decision

- ☐ Accept  
☐ Revision Required  
☐ Reject

Submit

Comments for Organizer

Comments for Author \*

- Make your decision selection
  - Selecting “accept” will display the honors and journal recommendation options.
- Organizers can enter optional comments fellow Organizers.
- Fill in the required comments for the authors.

# Email Reminders

Program Code	Program Name	Action
GT2021	4-Round (ASME Testing Only - OW DO NOT USE)	<div>Actions ▾<ul style="list-style-type: none"><li>List Papers</li><li><del>Program Statistics</del></li><li>Email Reminders</li></ul></div>
3ROUND2020	3-Round (ASME Testing - OW DO NOT USE)	
TESTMTG	Test Meeting - June 2020	

- Click on “Email Reminder” to view a list of emails that you can send out to your organizers and reviewers.

*Please ignore the Program Statistics selection.*

# Email Reminder List

Name	Description	Last sent	Action
Incomplete Reviews	Manually sent to all Reviewers with list of incomplete reviews in Draft Papers	2/18/2021 11:22:45 AM	<a href="#">Send Reminder</a>
Draft Papers Awaiting Review	Manually sent with list of incomplete reviews assigned to their session/track	3/1/2021 9:51:51 AM	<a href="#">Send Reminder</a>
Draft Papers Awaiting Decision	Manually sent with list of Papers that have been reviewed 4 times, yet missing Decision assigned to their session/track	10/13/2021 6:53:56 AM	<a href="#">Send Reminder</a>
Revised Draft Papers Awaiting Review	Manually sent with list of incomplete reviews assigned to their session/track		<a href="#">Send Reminder</a>
Revised Draft Papers Awaiting Decision	Manually sent with list of Papers that have been reviewed 4 times, yet missing Decisions assigned to their session/track	10/13/2021 6:53:52 AM	<a href="#">Send Reminder</a>
<del>Abstracts Awaiting Review</del>	<del>Manually sent to all Reviewers with list of incomplete in Short Abstracts</del>		<del><a href="#">Send Reminder</a></del>

These are templated emails that cannot be customized. All have the deadlines posted in the Publication Schedule.

Clicking on Send Reminder will send out the email to the group of reviewers/organizers with incomplete actions and include a report for the user to download.



# Resource Materials

# iThenticate Guidelines

- » Prior to assigning reviewers, organizers will need to analyze any matching results over **15%**
- » Two areas of concern: plagiarism (copying someone else's work), and lack of originality (copying your own previous published work)
- » When assessing a paper, consider:
  - Is there any source with high degrees of match (>15%), or are there just lots of <1% matches of phrases?
  - 50x <1% = no problem
  - 1x 50% = problem
  - If there is a source with a high match, has that source been properly referenced in the paper?
  - Are the matches limited to the introduction, description of the analysis, experimental setup, etc., or are there high matches in the results and conclusions portions of the paper?

# iThenticate Guidelines

If you have concerns, discuss it with TPC. For feedback from ASME, email [toolboxhelp@asme.org](mailto:toolboxhelp@asme.org)

Outcomes can be:

- » Reject the paper outright.
- » Caution the author about the concerns and request changes. These changes can include properly referencing papers with matches, and/or to reword sections to reduce the degree of outright copying. Organizer should check the final paper to make sure these directions have been followed. Proceed with reviews; reviewers should also comment on matches.
- » Let the paper go through with reviews with no special action.

# Questions/Help

For any problems, email [toolboxhelp@asme.org](mailto:toolboxhelp@asme.org) or join our twice-weekly (30-minutes) help center calls.

## Tuesdays @ 10:00 am 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](#).

## Thursdays @ 2:00 pm New York Time

### [Join online](#)

Meeting ID: 277 957 717

Password: 625347

### **One Tap Mobile**

+19292056099,,277957717# US (New York)

+16699006833,,277957717# US (San Jose)

### **Dial by your Location**

+1 929 205 6099 US (New York)

+1 669 900 6833 US (San Jose)

888 788 0099 US Toll-free

877 853 5247 US Toll-free

Meeting ID: 277 957 717

Find your local number [here](#).