

# ICEF2023

# 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>

Provided by  The American Society of Mechanical Engineers

 **ICEF2023** | Location: Pittsburgh Marriott City Center, Pittsburgh, Pennsylvania, USA  
Dates: October 8-11, 2023

AUTHOR RESOURCES | EVENT SITE | WEB TOOL HELP CENTER | HOME | MY ACCOUNT | POLICIES

Login to Complete a Submission or to Access Reviewing Panel

[Login with ASME](#)

**ASME IC Engine Division Mission Statement Engine Division**

The mission of the ASME Internal Combustion (IC) Engine Division is to promote and recognize advancements in the art, science, and practice of engineering in the field of internal combustion (IC) engines. The Division provides an inclusive forum for the documentation, worldwide dissemination, and recognition of technical achievements and diverse ideas related to IC engines, for the benefit of humanity.

**ICE Forward Conference**

The ICE Forward Conference (previously known as the Internal Combustion Engine Fall Technical Conference) is an annual event with the objective to promote the understanding, development, design, manufacture, and application of reciprocating internal combustion engines for our present and future societies. These engines include compression ignition, spark ignition, and other advanced engines used in mobile and stationary applications. Technical paper topics span theoretical subject areas to practical applications, incorporating both on- and off-road engines, advanced combustion, fuels, and electrification and emissions systems. Thermal management, carbon management, fuel injection, lubrication, and modeling and simulation are also covered.

**Important Updates**

- **Submission of Full-Length Paper for Review**  
April 17, 2023  
April-10, 2023
- **Submission of Presentation Only**  
June 5, 2023
- **Submissions for the Undergraduate Engineering Student Competition**  
July 7, 2023
- **Confirm Co-Authorship**
- **Presentation Requirements**
- **Publication Schedule**

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/202/sessions/create>
- » This link is unique to the ICEF 2023 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 a user interface for creating a session. At the top, there is a navigation bar with links: AUTHOR RESOURCES, EVENT SITE, WEB TOOL HELP CENTER, MY ACCOUNT, HOME, and VIDEO RECORDING TIMELINES. On the left, a sidebar menu for 'Welcome Mark Avila' includes: Home, Change Program, My Submissions, All (4), Incomplete (2), Complete (2), My Profile, Admin Panel, and Log Out. The main content area is titled 'Details' and contains a form with a 'Title \*' field, a 'Type \*' dropdown menu currently set to 'Select', and two buttons: '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

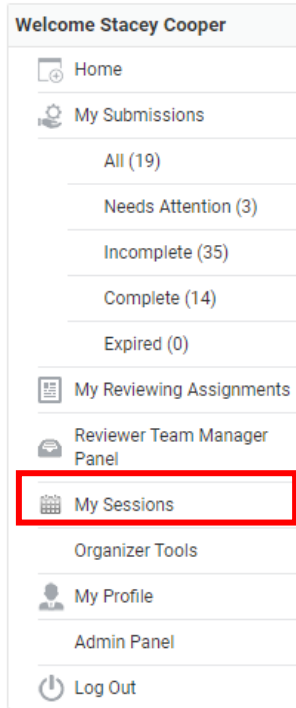
View the content of the Submission

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>

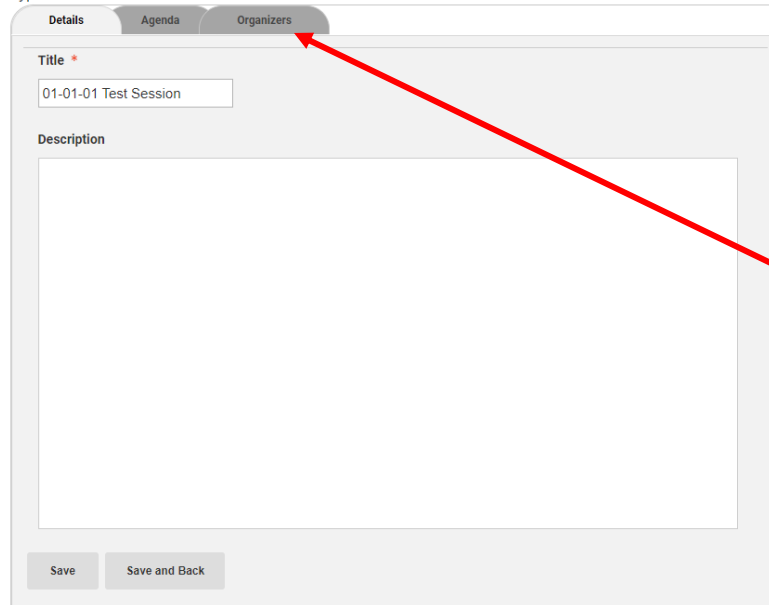
Select Edit Details

(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 highlighted with a red arrow. Below the tabs, there is a 'Title' field containing '01-01-01 Test Session' and a larger 'Description' text area. At the bottom of the form, there are two buttons: 'Save' and 'Save and Back'.

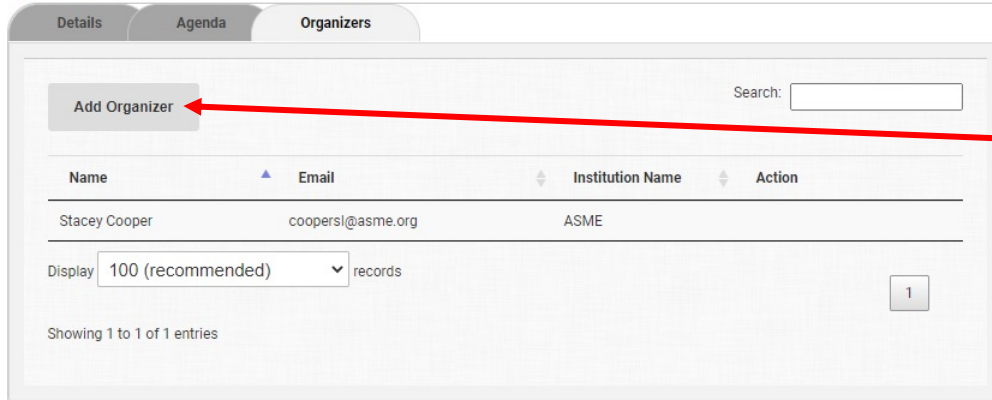
Select the Organizers tab

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

# Adding Organizer

01-01-01 Test Session

Type: Technical Session



Details Agenda **Organizers**

Add Organizer Search:

Name	Email	Institution Name	Action
Stacey Cooper	coopersl@asme.org	ASME	

Display  records

Showing 1 to 1 of 1 entries

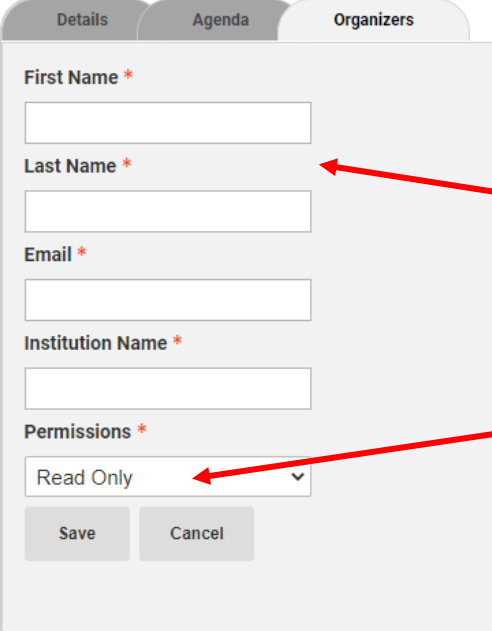
Click on the Add Organizer button

(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 for adding an organizer. It has three tabs: 'Details', 'Agenda', and 'Organizers'. The 'Organizers' tab is selected. 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 on the right.
- Email \***: A text input field.
- Institution Name \***: A text input field.
- Permissions \***: A dropdown menu currently showing 'Read Only'. A red arrow points to this dropdown from the text on the right.

At the bottom of the form are two buttons: 'Save' and 'Cancel'.

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.

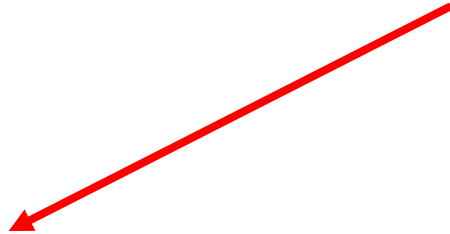
# Paper Review Process

# Paper Review Process

Welcome Stacey Cooper

- Home
- My Submissions
  - All (4)
  - Needs Attention (2)
  - Incomplete (36)
  - Complete (4)
  - Expired (0)
- My Reviewing Assignments
- Reviewer Team Manager Panel
- My Sessions
- Organizer Tools**
- My Profile
- Admin Panel
- Log Out

- 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)	 A blue button labeled 'Actions' with a downward arrow, which has opened a white dropdown menu. The menu contains three items: 'List Papers', 'Program Statistics' (which is crossed out with a red horizontal line), and 'Email Reminders'. A red arrow points from the 'List Papers' option down towards the bullet points below.
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

Show 100 entries Search:

[Invite Reviewers](#) [Reviewer Reports](#)

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	<a href="#">Actions</a>
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	<a href="#">Actions</a>
297	Revised Paper Under Review	jack IE test	29-09 Abstract	System Admin, Mohamed Elgohary	0	<a href="#">Stacey Cooper</a>	Track 1 Aircraft Engine	Technical Paper Publication (Iran)	<a href="#">Actions</a>
299	Full paper	01-01 Test Session	Adding Authors	Stacey Cooper	1		Track 1 Aircraft Engine	Technical Paper Publication - Turbo	<a href="#">Actions</a>
300	Draft Paper Under Review	01-01 Test Session	Another Amazing Test Submission	Stacey Cooper	0		Track 1 Aircraft Engine	Technical Paper Publication - Turbo	<a href="#">Actions</a>
301	Awaiting Abstract paper	05-031-03: My Session	N/A	Stacey Cooper	0				<a href="#">Actions</a>
302	Full paper	jack IE test	Aame Phase Iv Test	jack clarke	0	<a href="#">Stacey Cooper</a> <a href="#">Harald Schoenenborn</a>	Track 1 Aircraft Engine	Technical Paper Publication - Turbo	<a href="#">Actions</a>

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

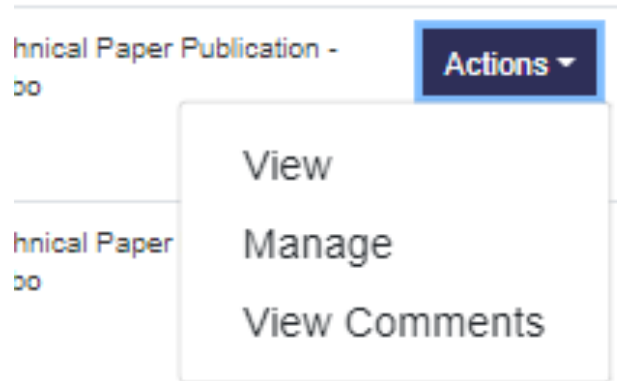
**Column sorting:** Click on the arrows next to the column to sort in ascending or descending order.

# Filtering

Clear Filters
<b>Tracks</b>
<input type="checkbox"/> Track 1 Aircraft Engine
<b>Sessions</b>
<input type="checkbox"/> 1-2 Aircraft
<input type="checkbox"/> testing Session
<b>Submission Status</b>
<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
<b>Reviewing Status</b>
<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 navigation 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 right. Below the breadcrumb, the page displays the **iThenticate Score** as 86, with a red arrow pointing from the score to the right. The **iThenticate Url** is shown as <https://asmeextensionsandbox.azurewebsites.net/ithenticate/view/52869202>, with a red arrow pointing from the URL to the right. Below the URL is a button labeled [Open Link in New Window](#). The **Upload Draft Paper \*** section indicates that PDF format is required and shows a file named [paperscs.pdf](#) with a red arrow pointing from the filename to the right. A [View in Fullscreen](#) button is located below the file name. On the right side of the page, the submission details are shown: **29-09 Abstract** and **Technical Paper Publication**. A red arrow points from the **29-09 Abstract** text to the right.

- 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
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

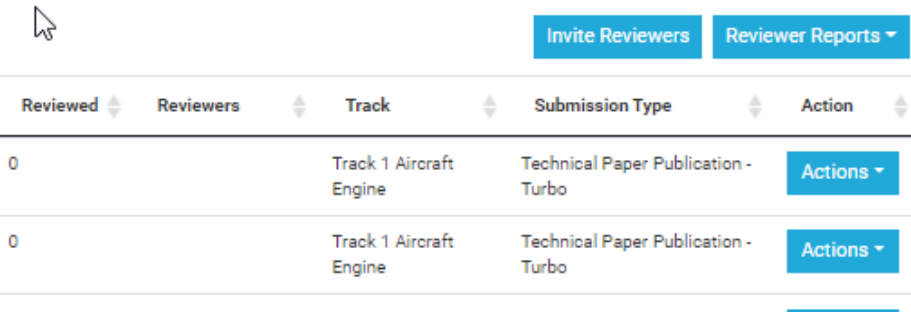
First Name	Last Name	Email	Sector	Institution	Keywords	Reviews Assigned	Actions
System	Admin	noreply@secure-platform.com		Texas A&M University		106	<a href="#">Assign</a>
System	Admin	bbnn_gg@yahoo.com	Government	ow test	Fan, compressor, and turbine aerodynamic design, Modeling, bad	0	<a href="#">Assign</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?



The screenshot shows a web interface with a table of submissions. At the top right, there are two buttons: 'Invite Reviewers' and 'Reviewer Reports'. The table has columns for 'Reviewed', 'Reviewers', 'Track', 'Submission Type', and 'Action'. There are two rows of data, both showing '0' in the 'Reviewed' column, 'Track 1 Aircraft Engine' in the 'Track' column, and 'Technical Paper Publication - Turbo' in the 'Submission Type' column. Each row has an 'Actions' button.

Reviewed	Reviewers	Track	Submission Type	Action
0		Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions
0		Track 1 Aircraft Engine	Technical Paper Publication - Turbo	Actions

- Go back to the main paper list screen and click on the “Invite Reviewers” button.
- This will copy the URL below to your computer. Paste this into an email message to your new reviewer.
- <https://icf.secure-platform.com:443/a/judgeSolicitationProfiles/create?solicitationId=202>

# Reviewer Opt-In Guidance

- » Make sure your reviewer completes the opt-in process.
  - Some new users to ASME stop the process after creating their ASME account.
    - **THEY HAVE NOT COMPLETED THE PROCESS!!**
  
- » Reviewers will see the text below when they have successfully opted-in.

Thank you for signing up for the OMAE reviewer database.

## The Review Process

The purpose of review is to determine whether a paper is acceptable for publication, needs revision, or should be rejected. Recommendations must be supported by specific and critical comments. **Reviewing is a confidential process involving only the reviewer, program-making agency, and the editorial department.** Papers recommended for publication should be of high quality and of current technical interest. If rejection is recommended, keep in mind that you should state reasons in a professionally appropriate manner.

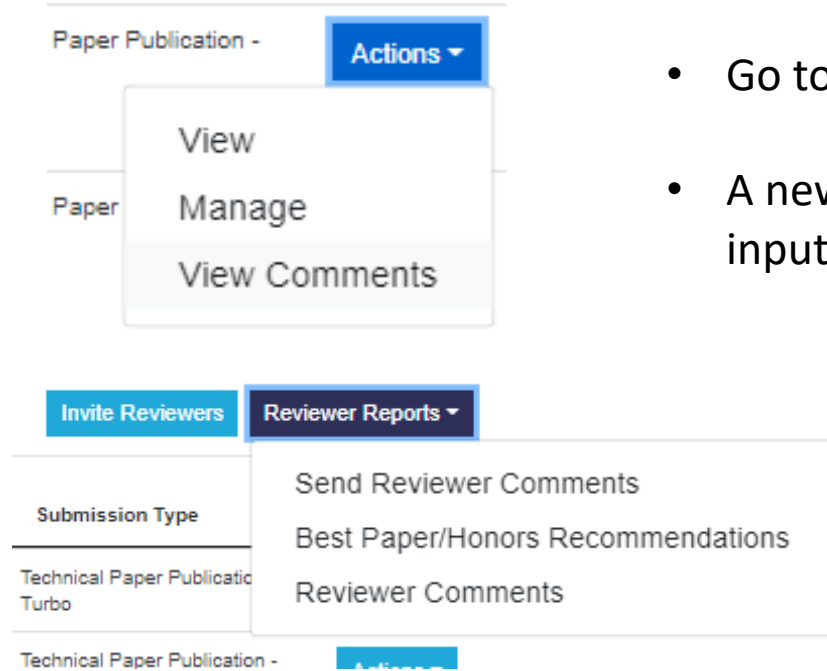
Please review the [ethical obligations of reviewers](#) before you begin reviewing papers.

- » Reviewers will become available for assignment approximately 30 minutes after seeing the above text.

*Reviewer Opt-in Step-by-Step Process: <http://asmetraining.wpengine.com/reviewer-database-opt-in/>*

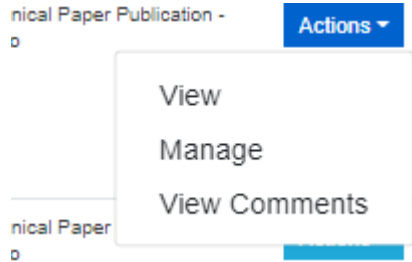


# View Reviewer Comments



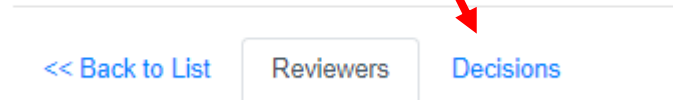
- Go to Actions > View Comments
- A new window will open displaying all reviewer inputs
- Go to Reviewer Reports > Reviewer Comments
- This will download a comma separated file (csv) with all reviewer inputs that can be imported into Excel.

# 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



# 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)	<b>Actions</b> ▾ List Papers <del>Program Statistics</del> Email Reminders
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](#).