

# Turbo Expo 2025 Tutorials of Basics

Tutorial Chair:

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# Turbo Expo 2025 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 tutorial page

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

# TE25 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	1 Nov '24	Tutorial Chair / Committee Chairs	Email.
2.1	Abstract submission	26 Nov '24	Author	Online form on tutorial website / email.
2.2	Review abstract, notify authors and issue instructions	16 Dec '24	Tutorial Chair / Committee Tutorial Organiser	Discuss by email / Zoom / Teams. Email to authors.
3.1	Submission of draft tutorial slides, and draft handout	3 Mar '25	Author	Online form on tutorial website / email.
3.2	Review draft tutorials – decision Accept/Reject/Revise	17 Mar '25	Tutorial Chair / Committee Tutorial Organiser	Discuss by email / Zoom / Teams. Email to authors.
3.3	Compile list of session names	7 Apr '25	Tutorial Chair / Committee Tutorial Organiser	Confirm by email.
4.1	Submission of revised slides to TC*, final handout**, permission to publish form***	7 Apr '25	Author	Online form on tutorial website / email.
4.2	Final decision Accept/Reject	11 Apr '25	Tutorial Chair / Committee Tutorial Organiser	Discuss by email / Zoom / Teams. Email to authors.
5.1	List of tutorials, sessions and PDFS for Stacey	11 Apr '25	Tutorial Chair	Email to Stacey.
5.2	Confirm tutorials to TPC for scheduling	25 Apr '25	Tutorial Chair / TPC	Email to TPC.

\* Not published    \*\* Published in conference paper download if “permission to publish” form is signed    \*\*\* Only concerns the tutorial handout

# Step 1 Appoint 'Tutorial Organiser'

- » By Friday Nov 1st, 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 Chair:  
Ioanna Aslanidou [ioanna.aslanidou@mdu.se](mailto: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 (Tue 26 Nov 2024)
  - 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 2025).
- » Tutorial submission happens through a special online form on the Turbo Expo 2025 website
- » The following must be submitted by Tue 26 Nov:
  - Tutorial title
  - Tutorial authors and co-authors
  - Tutorial abstract (250 – 500 words)

## Step 2 Tutorial abstracts

- » Before 16 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 16 Dec, and send instructions.
- Tutorial Chair assigns tutorial number GT2025-TOBxxx and communicates this to the authors.

# Step 3 Draft tutorials and review

A template for the handout is provided on the website

» Tutorial author to submit the following by Mon 3 Mar:

1. Draft handout document and information on the tutorial through a special online form on the Turbo Expo website
2. Draft presentation slides (**these will not be published**) via email to the tutorial chair

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» Tutorial Chair and Tutorial Organiser to collectively review draft tutorials by 17 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 17 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 Wed 9 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 Wed 9 Apr:
- Revised presentation slides (**not published to conference attendees**)
  - Final handout document (published to conference attendees)
  - Signed “Permission to publish“ form PDF, which can be downloaded on the website. This concerns the handout only.
- » Tutorial Chair and Tutorial Organiser to collectively check that necessary revisions have been implemented and quality criteria are met, by 17 Apr:
- Accept/Reject, and notify authors by email by 17 Apr
  - Finalise spreadsheet list of final tutorial information, including session names by 17 Apr
  - Send spreadsheet tutorial list, final handouts and permission to publish forms to Stacey

We provide blank “permission to publish” forms

# Step 5      Confirm final tutorial list

- » Tutorial Chair must send the following to Stacey by Thu 17 Apr:
  - Spreadsheet list of final tutorials with all author and session details
  - Final handouts in PDF form
  - Permission to publish forms in PDF form
- » Tutorial Chair and Tutorial Organiser to liaise and identify potential clashes/conflicts for schedule, by Fri 25 Apr.
  - 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 25 Apr.

# Step 6 At the conference

## » Tutorial Organisers:

- Support tutorial presenters in any further preparation for their tutorial at the conference
- Promote tutorials among your committee membership
- Accommodate quality evaluation questionnaires for tutorials at the conference