

Turbo Expo 2027 Tutorials of Basics

Tutorial Chair:

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Turbo Expo 2027 Tutorial process

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| Step 1 | Appoint 'Tutorial Organizer' |
| Step 2 | Tutorial abstracts |
| Step 3 | Tutorial handout and review |
| Step 4 | Tutorial presentation and decision |
| Step 5 | Confirm final tutorial list and create sessions |
| Step 6 | At the conference |

Tutorial deadlines are on Turbo Expo tutorial page

[2027 | Turbomachinery Technical Conference & Exposition | Jun 21-25](#)

TE27 Tutorial process – Summary of dates

- NEW for TE27: Tutorial schedule now aligns with conference paper schedule and abstracts/handouts are submitted in the webtool

	Tutorial Process	Date	Responsible	Process and method
1.1	Appoint Tutorial Organizers for each committee	18 Sept '26	Tutorial Chair / Committee Chairs	Email
2.1	Abstract submission	15 Oct '26	Author	Webtool
2.2	Abstract review complete, notify authors	05 Nov '26	Tutorial Chair / Committee Tutorial Organizer	Webtool
3.1	Submission of draft tutorial handout	21 Dec '26	Author	Webtool
3.2	Draft tutorial handout review complete – Accept/Reject/Revise decision, notify authors	01 Feb '27	Tutorial Chair / Committee Tutorial Organizer	Webtool
3.3	Submission of final tutorial handout**	16 Feb '27	Author	Webtool
3.4	Submission of permission to publish form***	18 Mar '27	Author	Webtool
4.1	Submission of draft tutorial slides/presentation as PDF document*	22 Mar '27	Author	Webtool
4.2	Review of tutorial presentation complete, Accept/Reject/Revise decision, notify authors	12 Apr '27	Tutorial Chair / Committee Tutorial Organizer	Webtool
4.3	Submission of revised slides to TC* (if required)	23 Apr '27	Author	Webtool
4.4	Final review complete, Accept/Reject decision communicated to the authors	30 Apr '27	Tutorial Chair / Committee Tutorial Organizer	Webtool
5.1	All tutorial sessions created on the webtool	TBD	Committee Tutorial Organizer	Webtool
5.2	Confirm tutorials to TPC for scheduling	TBD	Tutorial Chair / TPC	Email to TPC

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

Checklist: Tutorial Organizer

- Review Tutorial abstracts
- Review Draft tutorial slides and handout
- Review Revised tutorial slides (if needed)
- Create tutorial sessions on the webtool (can be done once draft tutorial review is completed)
- Promote tutorials among the committee members
- Provide attendance numbers and feedback on whether the tutorial is of interest to the committee (after the conference)

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Checklist: Tutorial Author / Presenter

- Submit tutorial abstract (NEW 2027: submission via webtool)
- Submit draft tutorial handout (NEW 2027: submission via webtool)
- Submit final handout and “Permission to publish” form for the handout if the handout should be included in the conference app and available for download (NEW 2027: submission via webtool)
- Submit draft tutorial slides (NEW 2027: submission via webtool)
- Submit revised tutorial slides – if needed (NEW 2027: submission via webtool)
- *Register by March 22, 2027*
- Ask attendees to complete the session evaluation on the conference app

The tutorial presenter will appear as session organizer on the conference app and final program.

Guidelines regarding tutorial content

Tutorial authors are recommended to keep the content of their tutorial up to date and address areas of interest in their subject, but there is no requirement to present new material every year. As such, the Turbo Expo organizing committee recommends the acceptance of tutorials that were presented in previous years at Turbo Expo and are of high quality and of interest to the community.

The final decision for tutorial acceptance will be done by the tutorial chair based on the recommendation of the technical committees.

The technical committees are encouraged to collect attendance data and participant feedback for their tutorials to assess interest in the topic.

Step 1 - Appoint 'Tutorial Organiser'

- » By Sept. 18, each committee must appoint someone responsible as 'Tutorial Organizer'
 - e.g. the Committee Chair, a Vanguard Chair, or someone else from the committee leadership
- » Send name and email address of Tutorial Organizer to the Tutorial Chair:
Michael Presby – michael.presby@nasa.gov
 - Or, confirm that the committee will not host any tutorials
- » This means that only the relevant people receive emails about tutorials
- » The responsibility of the tutorial organizer is to:
 - Review the tutorials for their committee
 - Schedule the final tutorial sessions on the webtool
 - Provide feedback on the tutorials for their committee

Step 2 - Tutorial abstracts

- » Tutorial Organizer should communicate with possible tutorial presenters in advance of the tutorial abstract deadline to encourage appropriate tutorials and to explain the tutorial submission process
- » NEW 2027: Tutorials submissions are being aligned with the technical paper schedule. They will also be submitted and reviewed within the webtool
- » The following must be included in the abstract and submitted via the webtool:
 - Tutorial title
 - Tutorial authors and co-authors
 - Tutorial abstract (~300 words)
- » Tutorial Chair and Tutorial Organizer will collectively check the suitability of tutorial abstracts and Accept/Reject as appropriate via the webtool.
 - Authors will be notified of abstract decision via the webtool.
 - Submission/acceptance via the webtool will automatically generate a tutorial number GT2026-TOB-xx-xx.

Step 3 – Tutorial Handout & Permission to Publish Form

» Tutorial author to submit/complete the following via the webtool:

1. Draft tutorial handout document
2. Sign 'Permission to publish' form within the webtool
 - If the 'Permission to Publish' form is signed, then the tutorial handout will be available to view and download via the conference app and conference paper download.
 - If the 'Permission to Publish' form is **not** signed, then it will not be made available to attendees or available to download
3. Tutorial Organizer for each track will review and accept/reject or request revisions as appropriate:
 - Tutorial Organizer will check for suitability, quality and absence of commercialism (see following slide on requirements)
 - This is a much lighter review than a technical paper review

A template for the handout is provided on the website

Only if revision is necessary, provide clear guidance on revision to authors in order to comply

Step 4 - Draft tutorial presentation and review

» Tutorial author to submit the following via the webtool :

1. Draft tutorial presentation - PDF **(the tutorial presentation will not be published)**
2. Tutorial Organizer to collectively review draft tutorials :
 - Check for suitability, quality and absence of commercialism (see following slide on requirements)
 - Accept/Reject/Revise as appropriate
 - 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 4 - Draft tutorial presentation 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 4 - Draft tutorial presentation and review

- » Tutorial Chair and Tutorial Organizer to collectively compile a spreadsheet list of tutorial session names, presenters and tutorial titles.

Step 4 - Final tutorials and decision

- » Tutorial author to submit the following through the webtool
 - Revised presentation slides if needed (**not published to conference attendees**)
- » Tutorial Chair and Tutorial Organiser to collectively check that necessary revisions have been implemented and quality criteria are met:
 - Accept/Reject at this stage

Step 5 – Confirm final tutorial list and create sessions

- » Tutorial Organizer will create sessions in the webtool including session title, presenter names and affiliations, and tutorial abstract.
- » Tutorial Chair and Tutorial Organizer to liaise and identify potential clashes/conflicts for 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.

Step 6 - At the conference

» Tutorial Organizers:

- 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