

Annual International Meeting – Guide for Program Chairs

Submission portal - <https://na.eventscloud.com/eSites/asabe23/Homepage>

Detailed information on the review process is provided on the Guide for Reviewers. This is a version designed for you, expecting that you are already familiar with that process.

Review Process:

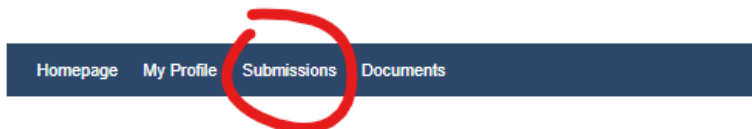
1. The first week after the abstract deadline is a chance for you to quickly scan for any major abnormalities in your community's sessions. For example, "incomplete" submissions, submissions that are missing abstract titles or other pertinent information, or inappropriate content should be relocated to the Boneyard.
2. If you identify a submission that is relevant to a different session within your community you can relocate it internally. If you identify a submission that is relevant to a different technical community, please email the details to that community's program chair for review (and copy Jessica).
3. Session allocation and session types. Due to limited meeting space we are not able to exceed the number of sessions allocated to each technical community. Sessions will be scheduled in 2.5-hr blocks, as the program chair you have several options to manage sessions with large numbers of submissions. Below is a summary of session organization options, and requirements of each session type.

Session Type	Presentation Length (including Q&A)	Minimum	Maximum
Standard Oral	15 minutes	8 (120 minutes)	10 (150 minutes)
Lightning	5 minutes	18 (100 minutes)	25 (150 minutes)

Type	Special	ASE	EOPD	ES	ESH	ITSC	MS	NRES	PAFS	PRS	E-2050	Total
Total	4	4	4	8	2	22	15	33	8	11	3	114

4. Once you have completed your general review of sessions, your session organizers then select submissions for each session and identifying which submissions need to be relocated to the poster session or moved to the boneyard. Invited sessions (and invited speakers in case of Hybrid sessions) are required to have talk title and author information submitted to Jessica by filling in the [GUEST SPEAKER and HYBRID SESSION SCHEDULING](#) spreadsheet posted under "Documents" tab on the abstract-submission portal by April 10 or sooner. You will see these populate as I receive them. Currently there are 50 unspecified TBD submissions I entered that will be assigned as needed. Please do not change them.

Steps and Instructions to Move Submissions:



Log into your profile, go to the Submissions tab, scroll down to Submissions for Consideration. You will only see submissions (aka abstracts) in your community.

Submissions for Consideration Export as CSV/ZIP MS Word Enter search criteria Submissions for C... List 25 Single M...

Technical Community	Session	Submission Name	Submission ID - 7 digits	Submission Completeness
ASE-Applied Science & Engineering	Forest Engineering for Sustainability and Circular Economy	Treatment and Recycle Reuse of Greenhouse Nutrient Feed Water		Incomplete
ASE-Applied Science & Engineering	Wood-Based Carbons, Materials, and Applications	Effects of biochar-based control release nitrogen fertilizers on maize yield...		Complete
ASE-Applied Science & Engineering	Forest Engineering for Sustainability and Circular Economy	Application of machine vision in forest and grass industry		Complete
ASE-Applied Science & Engineering	Wood-Based Carbons, Materials, and Applications	Developing biocomposites for large-scale additive manufacturing from L...		Complete
ASE-Applied Science & Engineering	Forest Engineering for Sustainability and Circular Economy	Plain afforestation data management system based on Python		Complete

There are options on top of the blue header bar seen above. This is where you can export, search, and change your list view. **Your session organizers cannot export.** If they have a large session and request an excel sheet, use the CSV/ZIP option. Also, **the organizers will not see any submissions that show "incomplete" under the column Submission Completeness.** Many times, this is an author error and can be corrected by clicking into the abstract and changing it to complete and saving. This will allow it to show up in the session for your organizer.

Submissions for Consideration

Technical Community	Session	Submission Name
ASE-Applied Science & Engineering	Forest Engineering for Sustainability and Circular Economy	Treatment and Recycle

Submission: Information Applicant Reviews **Actions:** delete add to favorites print

Submission ID	Submission Status	Acceptance Status	Submission Group	Submission Subgroup	Submitter
409	Incompl...	Pending	ASE-Applied Science & Enginee...	Forest Engineering for Sustainab...	Abu Taher Jamal Uddin

Call for Abstracts

Please select the Technical Community you would like to submit to in the drop-down below.

If you want to submit to a poster session, please select POSTER SESSIONS in the first drop-down under Technical Community. The Session drop-down will then only list the poster sessions for you to choose from.

****NEW**Co-Authors will be added in the second phase of submission only.**

Submission ID - 7 digits Characters left: 0

Please use proper punctuation. Use Title Case not ALL CAPS for the Abstract Title and authors. Use standard capitalization for your Abstract, etc. Providing your

The submission is now opened under the "Information" in the above screen grab. NOTE THAT YOU CAN DELETE. **Please do not delete.** All fields are editable by you, use caution navigating through the submissions. The three drop down fields are available for you to edit as needed.

- Submission Status-where you can change from incomplete to complete.
- Submission Subgroup-to change the submission to another session within your community.
- Submission Group-to change technical communities. Once you change that, the sessions will update to reflect that community.
 - Communicate with the other community chair BEFORE moving abstracts to their sessions.
 - "Boneyard" Submission Group for temporary holding and rejected abstracts, use this if you need to move it out of your session before reaching the other chair. This is where all the homeless abstracts will be. You can go here to search for fillers if you have sessions that are short. Boneyard abstracts will not be in the program after the review process closes.
- Add to Favorites-can be used and does not affect anything else (that I can tell so far). This is a new feature and I believe is just a way to sort. If you find out differently, let me know.
- At the bottom of this document are two *bonus* screen grabs of the search filter. There are many options that you can search with and for larger communities it can be great. If you have a feeling that someone deleted a submission, you can even search through all the deleted abstracts to confirm. I can reinstate those, just email me.

- You can freely move abstracts from oral sessions to poster session as we clearly state that oral presentations are not guaranteed.
- Moving an abstract from POSTER TO ORAL is not advised. Contact the author first for their consent if you feel that you would like to have them in the oral session.
- As you are working through the sessions, you should start considering which sessions should be the Lightning Sessions.
 - Lightning session speakers will submit their 12- to 15- minute presentation BEFORE AIM (deadline to be determined). It will be recorded and available on-demand during the meeting to registered attendees via the app and through the OpenWater platform similar to 2021 AIM. During AIM, Lightning sessions will have these speakers present a summary 3-5 minutes long (including Q&A). These sessions will still be 2.5 hours, but will be able to have up to 25 speakers. *There will NOT be any live streaming sessions. This is only for on-demand videos.

You can click through the “Applicant” and “Reviews” data in the open submission (that follow “Information” above) to see the information that resides there. You shouldn’t need much of it though if your organizers are doing what they need to. Occasionally, you will have an organizer that used SAVE & SUBMIT prematurely, locking themselves out of editing further. You can go in and either delete that review or edit it as needed. The biggest goal for me is to have the presentation order complete. The review data is there for you and the organizers to make informed decisions and to be able to justify those decisions.

Poster Sessions:

If you want to order your posters, please send an excel sheet as there will be more than what the review box can collect. My first priority will be to keep presenter posters together that are showing two posters in one session. This will not be clear to you or me until the May 1 deadline when they confirm their presenter. If you want to use the ancillary technical sub-community drop down fields (see screen grab below) to organize, rather than assigning a number value, this would be ideal. Many submitters do not use these drop downs but you can certainly assign a value here. I will sort using this, if available for the full poster session.

Applied filter: [submission group contains poster] ✕ [clear all](#)

Technical Community	Session	Submission Name
POSTER SESSIONS	NRES-Natural Resources & Environmental Systems POSTER SESSION	Assessing Instream-wetlan

Submission: Information Applicant Reviews Actions: [delete](#) · [add to favorites](#) · [print](#)

Please select the Technical Community you would like to submit to in the drop-down below.

If you want to submit to a poster session, please select POSTER SESSIONS in the first drop-down under Technical Community. The Session drop-down will then only list the poster sessions for you to choose from.

****NEW**** Co-Authors will be added in the second phase of submission only.

Submission ID - 7 digits Characters left: 0

2200132

Please select the appropriate technical sub-community that you feel your poster fits best within. For ASE, EOPD, ES, ESH, ITSC, MS Poster Sessions

Unknown or not applicable

Please select the appropriate technical sub-community that you feel your poster fits best within. For NRES, PAFS, PRS Poster Sessions

Unknown or not applicable

Enter search criteria



Submission

Apply filters

User fields

E-Mail Address

First Name

Last Name

Company/University
Characters left: 40

City

State

Country

Please Check This Box If This
Submission Will Be Presented
By A Student (Undergrad Or
Graduate).

- All
- Checked
- Unchecked

What Is Your ASABE
Membership Number? If You
Are Not An ASABE Member,
Please Skip.

Status

- Enabled
- Disabled

Submission Limit

Test Profile

- All
- Checked

apply

clear

cancel

An interesting bag of tricks: Managing capstone experiences through ch...

Apply filters

Submission fields

Submission ID <input type="text"/>	Stage <input type="text"/>	Submission Group <input type="text"/>	Submission Subgroup <input type="text"/>
Submission Status All <input type="button" value="v"/>	Acceptance Status All <input type="button" value="v"/>	Favorites All <input type="button" value="v"/>	Reviewed? All <input type="button" value="v"/>
Deleted? No <input type="button" value="v"/>	# Reviews <input type="text"/>	Rating <input type="text"/>	

Call for Abstracts

Submission ID - 7 Digits Characters left: 7 <input type="text"/>	Please Select The Appropriate Technical Sub-Community That You Feel Your Poster Fits Best Within. For ASE, EOPD, ES, ESH, ITSC, MS Poster Sessions <input type="text" value="Unknown or not appli..."/> <input type="button" value="v"/>	Please Select The Appropriate Technical Sub-Community That You Feel Your Poster Fits Best Within. For NRES, PAFS, PRS Poster Sessions <input type="text" value="Unknown or not appli..."/> <input type="button" value="v"/>	Abstract Title-Character Max 160 Characters left: 160 <input type="text"/>
Abstract-Character Max 4000 Characters left: 4000 <input type="text"/>	Check The Box If This Presentation Will Be Done By A Student. If Not, Do Not Check The Box. <input type="radio"/> All <input type="radio"/> Checked <input type="radio"/> Unchecked	Day <input type="text"/>	Order Value <input type="text"/>

End Time

An interesting bag of tricks: Managing capstone experiences through ch...