

SESSION ORGANIZER INTRODUCTION

Written and Edited by:

Technical Quality Response Team (TQRT)

SAE Staff

THANK-YOU!

Whether you are an experienced organizer, or a new one, the Technical Quality Response Team (TQRT) hopes this document is of benefit in preparing for and supporting your efforts. TQRT has developed this document to summarize some of the best practices, as well as provide updates regarding the review process. TQRT is also continually looking for feedback to maintain the high quality expectations for SAE events, so please provide feedback to your SAE staff representatives.

As a session organizer, you make the conferences and symposia successful. As a session organizer you:

- Join a team (committee) of professional leaders in the field.
- Develop sessions of high technical quality and relevance
- Educate industry professionals and students through the *dissemination of high quality, peer-reviewed, technical information*
- Support the development of industry standards

The Responsibilities of the Committees

Committees are an integral part of the planning and organization of the SAE events. The committees are groups of professionals that work in a common technical field. The committee is responsible for:

- Providing leadership to the industry in it's area of expertise
- Developing sessions of high technical quality and relevance

The development of high quality sessions is achieved through:

- Defining or revising the session title and or description when necessary to reflect availability of material, market and technology changes.
 - Descriptions need to be <500 characters
- Soliciting papers, panel discussions, presentations
- Leading the technical review process of those papers, presentations
- Planning the event
- Executing the meetings / sessions
 - Developing and maintaining a professional atmosphere
 - Adhering to the time constraints
 - Moderating the sessions (e.g. introducing speakers and conducting Q&A)

As a session organizer, your role in the committee will be to support these responsibilities by:

- Being an active, contributing, team player in the committee
- Participating in regular meetings (usually monthly)

The Review Process for Written & Written/Oral Papers

– First Steps (Don't Enlist A Reviewer Yet)

The review process is key to assuring that the information *offered* to be disseminated by the author is of high quality, unique, relevant.

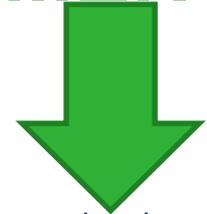
The process starts with an author submitting an abstract.

- If the abstract is not relevant to your session, refer to another session within the committee or to another committee
- If the abstract identifies work that has already been done before – contact the author and find out what is new.
- At this point, you may either accept or reject the abstract
 - If you choose to reject an abstract – please discuss and confirm with your fellow session organizers and/or the committee. This needs to be done for transparency. SAE does not want papers to be rejected for any non-professional reasons

Once the author submits a draft manuscript

REVISED DOCUMENT

- **REVIEW THE DOCUMENT**
- If the document is NOT in SAE format – return immediately to the author
 - Send the author a link to the templates (<http://volunteers.sae.org/authors.htm>)
 - Advise the author that the paper will NOT be sent for review until the proper template is used
 - If an author refuses to change the paper format – reject the manuscript
- Make sure the paper follows the format and content described in the link “[How To Write an SAE International Technical Paper](#)”
- If the paper needs additional editing, language support, organizations that may help are listed and available



These steps are important to assure that reviewers may focus on the technical content and not waste their time

- Some quality reviewers refuse to support new paper reviews due to lack of technical content, improper formatting, and poor language/grammar that gets too distracting
- Reviewers are volunteering their time and they need to be respected as well!!

The Review Process for Written & Written/Oral Papers – Selecting Reviewers

Each SAE paper needs to have a *minimum* of three (3) *quality* reviews.

The review judgment basis, guidelines and final selection process are continually updated. Please review these guidelines before each event!

REVISED DOCUMENT

In selecting a reviewer, there are some options with differing opinions as outlined below:

Option	Pros	Cons
Select reviewers you know	<ul style="list-style-type: none">• More likely to get a quality review• More likely to have the review done on time	<ul style="list-style-type: none">• Reviewer(s) may get overwhelmed with large number of submissions• Not engaging the rest of the SAE community
Use the reviewer pool	<ul style="list-style-type: none">• Engage others in SAE membership• Saves the reviewers you trust for emergencies (time crunch)	<ul style="list-style-type: none">• Usually need to request several members to get 3 acceptances• Once accepted, the reviews are not always completed in a timely manner

Developing Quality Reviewers

Training quality reviewers and reducing reliance on a small number of people is an important cause in SAE. Your help is requested.

TQRT is investigating options to update the reviewer pool. One item under consideration is to have the session organizers and/or the authors rate the quality of the reviews and subsequently the reviewers. This would then be a visible option to the reviewer pool. Feedback to this item is requested.

Please consider inviting young professionals in your organization to “shadow review” a paper. Show them the reviews from those invited. Develop their capabilities so that new quality reviewers may be added to the reviewer pool.

The Review Process for Written & Written/Oral Papers

–Submitting Reviews to Authors and Accepting or Rejecting

Once at least three reviews are completed:

Monitor the reviews and release to authors, if appropriate

- Are the comments from the reviewers professionally worded?
- Are the reviewers being too harsh, too lenient?
- Did the reviewer indicate an understanding of the work?

Approving or modifying the drafts. The reviewers will provide the following paper recommendations:

- | | |
|---|--|
| 1. Approved | - No further work necessary |
| 2. Approved if modified – Minor Revisions | - Correct typos, grammar, no need for reviewer to take second look |
| 3. Approved if modified – Major Revisions | - Reviewer needs to have a second look at the paper |
| 4. Disapproved | - Reject |

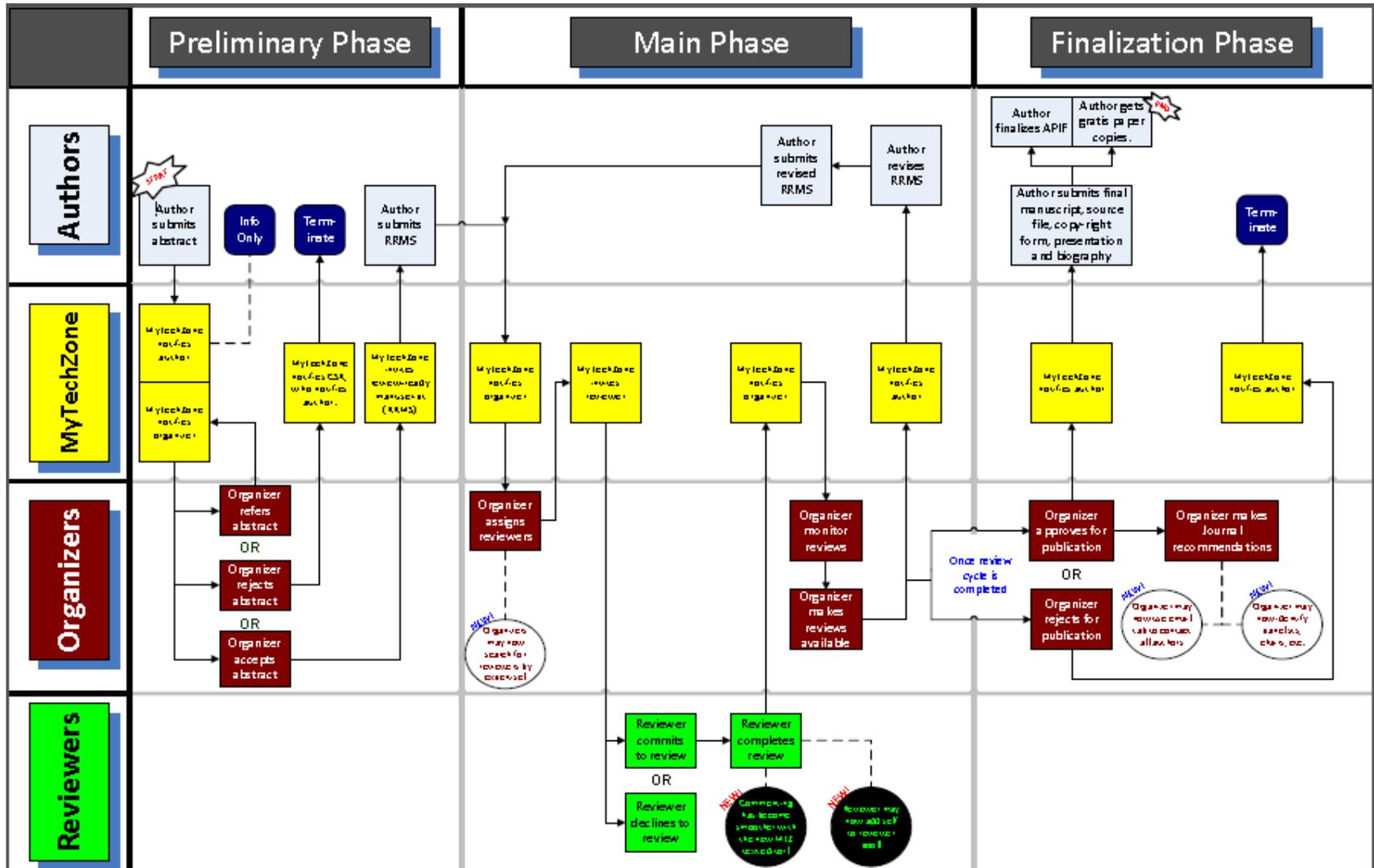
REVISED OPTIONS FOR “If Modified”

An organizer may reject a paper with only one, valid reviewer "disapproval." One example of this is if it is discovered that a paper has been previously published. While it does not matter how many "approvals" are obtained, at least one "disapproval" review must be recorded to reject a paper. **(The rare, irresolvable author-organizer dispute may be appealed to relevant LSG Activity Chair.)**

Identify if the paper should be considered for publication in a journal.

The Review Process for Written & Written/Oral Papers

– Flow Chart for Reference



The Review Process for Oral Presentations

The typical sources of presentations are:

- Part of a paper/presentation submission
- Panelists
- Oral only submission

For the Paper/Presentation option: the review occurs late because the vetting of the written paper tends to remove commercialism

For the Panelists, reviews tend to occur late, because they were invited and thus should be experienced and trusted to provide a quality presentation.

.For the above options, the final presentation should be uploaded at least one (1) week prior to the event.

For the Oral Only option, a submission deadline about 6 weeks before the event is recommended. This occurred due to some presenters treating the Oral Only options as a marketing strategy!

Review Items:

- Is the presentation in SAE format?
- Is it free from excessive commercialism?
- Does the presentation meet technical quality requirements similar to the peer review?
 - If you need assistance with a “peer” review, please request it.

Moderating the Session

- **Have all presentations on a thumb drive or a computer, prior to the start of the session**
- **Pre-view each presentation and develop at least 2 questions for the author (in case the attendees do not ask any questions)**
- **Adhere to the scheduled timing**
- **Handout presentation review/rating cards, prior to the session start**
- **Count and record the peak attendance**
- **Present speaker certificates at the conclusion of each talk**
- **Rate the presentations for possible awards**
- **Return session count and ratings to SAE staff**

Why You Did All Of This Work

Your time and efforts with the committee and the session have several positive outcomes:

- Recognition as supporting both SAE and the industry
 - Networking opportunities with peers and young professionals (future colleagues?)
 - Insight to the publications and presentations of new technologies
 - Increased visibility for your organization to global audiences
 - Development and mentoring improves the capabilities of authors and reviewers
 - Establishes gateways and criteria that help further the bounds of science and technology
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- And once again:

A BIG THANK-YOU