

Society of Engineering Sciences 50th Annual Technical Conference
ASME AMD Annual Summer Meeting
July 28th – 31st 2013
School of Engineering, Brown University, Providence RI

INFORMATION FOR SYMPOSIUM ORGANIZERS

Thank you very much for volunteering to organize a symposium for the SES/ASME meeting next summer.

Conference Website: <http://www.brown.edu/Conference/ses2013/>

Important Dates:

Last date for proposing symposia: Nov 30, 2012

Abstracts due: April 1, 2013

Registration deadline for contact authors: May 31, 2013

Meeting Dates: July 28-31, 2013

Contact Information for local technical organizing committee:

Conference co-chairs: Allan_Bower@brown.edu Pradeep_Guduru@brown.edu

Fluids/Thermal track: kenny_breuer@brown.edu shreyas_mandre@brown.edu
petia_vlahovska@brown.edu

Biomechanics Track Christian_Franck@Brown.edu Jay_Tang@Brown.edu
Anubhav_Tripathi@brown.edu

Materials Track Eric_Chason@Brown.edu Nitin_Padture@Brown.edu
Sharvan_Kumar@brown.edu

Solids/Structures Track Allan_Bower@brown.edu Pradeep_Guduru@brown.edu

Education Track Janet_Blume@Brown.edu Karen_Haberstroh@Brown.edu

Conference Administrators:

Richard Minogue (Richard_Minogue@Brown.edu, Tel: 401 863-1403)

Megan Schosker (Megan_Schosker@Brown.edu, Tel: 401 863-5430)

Patricia Capece (Patricia_Capece@Brown.edu, Tel: 401 863 1501)

Tentative Conference Schedule:

The conference is 3 days long (plus a reception on the evening before the first day). A rough schedule for one day is shown below

8 - 8:50 morning plenary lecture (medalist)
8:50 - 9 break (to let people find the parallel session rooms)
9 - 10:30 session 1 (90 min, one 30 min 'keynote' talk and three 20 min talks)
10:30 - 10:50 break
10:50 - 12:20 session 2 (90 min, one 30 min 'keynote' talk and three 20 min talks)
12:20 - 1:30 lunch
1:30 - 2:20 SES 50 plenary lecture (invited speakers)
2:20 - 2:30 break (to let people find the parallel session rooms)
2:30 - 3:50 session 3 (80 min, four 20 min talks)
3:50 - 4:10 break
4:10 - 5:30 session 4 (80 min, four 20 min talks)

The morning plenary talk will be given by a medalist. The afternoon plenary session will be invited speakers selected to present special lectures to celebrate the SES 50th anniversary. Huajian Gao and K.-S. Kim are organizing this session.

There are likely to be 10-15 parallel sessions at other times. We will most likely end the program at 3:50 on the last day.

Symposia can be any convenient length – a half day; 2/3 day or a full or several days.

Conference fees

We are hoping to keep the registration fee as low as possible – of order \$500 - and hope to be able to offer reduced rates for students. Registration fee will include breakfast and lunch. Banquet tickets will be available for a modest additional cost. Dorm rooms will also be available for \$45-50 per night. The conference can also provide some travel assistance to students and junior faculty.

Instructions for using the Microsoft Conference Management Tool

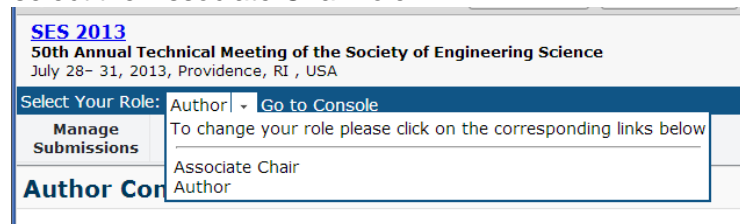
1. Logging in for the first time:

- Go to <https://cmt.research.microsoft.com/SES2013/>
- Enter your email address as the User ID. (You must use the email address on your SES symposium http://www.brown.edu/Conference/ses2013/tracks_symposia.htm)
- Click on **Forgot your password? Reset here**
- Check your email for your password, then return to the login page and log in
- Once you have logged into the system, you can reset your password to something more memorable by using the drop-down menu next to your name on the top right hand corner of the window

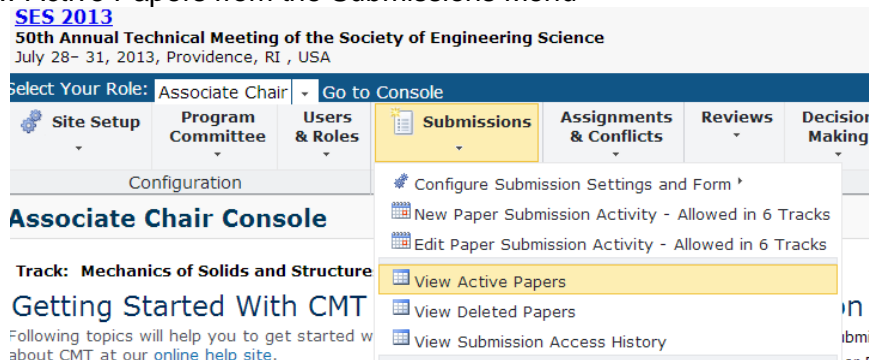


2. Viewing, accepting, or rejecting papers submitted to your symposium

- Log into the system at <https://cmt.research.microsoft.com/SES2013/>
- If the menu shows you as an Author, instead of an Associate Chair, use the Select Your Role menu to select the Associate Chair role



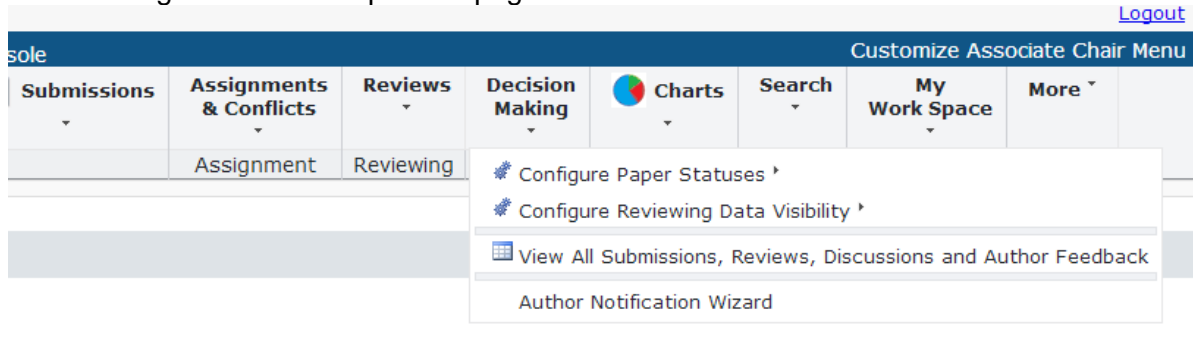
- Select View Active Papers from the Submissions Menu



- A list of all the papers in your track will be shown. Click on the Primary Subject Area (the CMT name for a symposium) column heading to sort papers by symposium. Any papers needing a decision will be marked Awaiting Decision in the Status column


Paper ID Number of Notes	Title	Track Name	Primary Subject Area	Primary Contact Author	Paper File Uploaded	Supplementary File Uploaded	Status			
ID: 8 Add Note	Battery chickens with enhanced capacity	Mechanics of Solids and Structures	Lithium ion batteries: When chemistry meets mechanics	Bower, Allan	No	No	Awaiting Decision	Edit Paper Details	Delete	Email Authors
								Edit Supplementary Material		
								Edit Conflicts of Interest		
								Change Track		

- You can read the abstract by selecting Edit Paper Details. If you like, you can make corrections to the paper. Save or Cancel your changes (bottom of window)
- To accept or reject the paper, select the View All Submissions option under the Decision Making menu at the top of the page



- A list of papers will appear – find the paper you would like to accept and click Change on the Status column. **AFTER YOU MAKE A DECISION ON A PAPER YOU NEED TO EMAIL THE AUTHORS TO LET THEM KNOW – THE SYSTEM WILL NOT DO THIS AUTOMATICALLY.** To do so just click on the mail icon to the right of 'Add Note' and enter the message you would like to send to the authors.

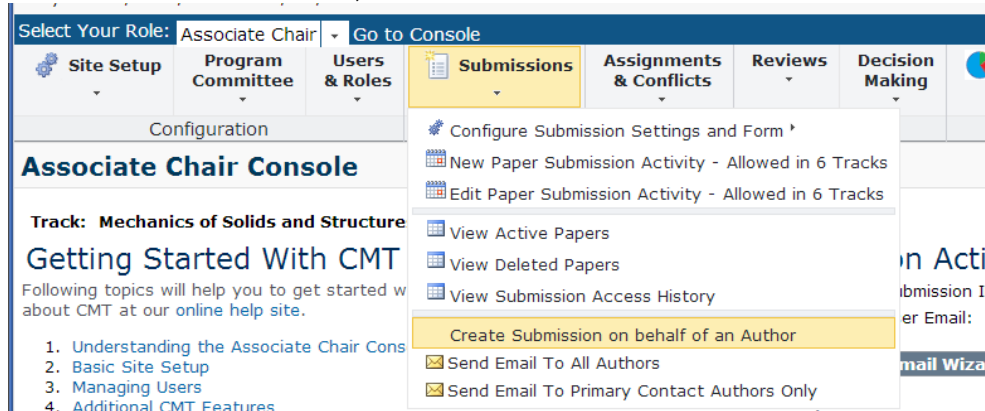
1 Paper [View Normalized Review Scores](#)

Paper	Supplementary File Uploaded	Paper Status Edit Help	Reviews			External Reviewers	Discussion		Author Feedback		Reviews Read Only?
			Assigned	Completed	% Completed		Enabled?	Message Count	Requested?	Submitted?	
ID: 8 Add Note  Battery chickens with enhanced capacity Bower, Allan* Primary Subject Area: Lithium ion batteries: When chemistry meets mechanics	No	Awaiting Decision Change	0	0	0 (0 %)	0	Disabled Change View/Post	0	No Change	No	No

3. Submitting a paper on behalf of an author

It is essential for us to have all papers in the conference management system to be able to prepare the program. Hopefully most authors will submit their own papers, but if a few send you an abstract by email, you can enter the paper into the system for them. Follow these steps to do so

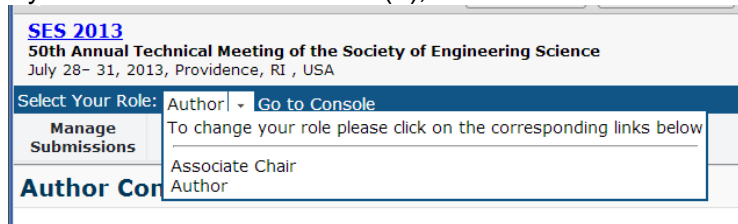
- Log into the system and select the Associate Chair role
- Under the Submissions menu, select Create Submission on behalf of Authors



- Select the track (you can only submit papers to your own track) and then cut and paste the paper details into the textboxes.

4. Submitting a paper yourself

- Log into the system as described in item (2), but select Author under 'Select Your Role'



The screenshot shows a web interface for the SES 2013 submission system. At the top, it displays "SES 2013" in blue, followed by "50th Annual Technical Meeting of the Society of Engineering Science" and "July 28- 31, 2013, Providence, RI , USA". Below this is a "Select Your Role:" dropdown menu currently set to "Author", with a "Go to Console" link next to it. To the left of the dropdown is a "Manage Submissions" button. Below the dropdown, a message states "To change your role please click on the corresponding links below". A list of roles is shown: "Associate Chair" and "Author". The "Author" role is highlighted in blue, and the text "Author Con" is partially visible at the bottom left of the dropdown area.

Then enter your paper details. You can submit a paper to any track.