



Guidelines for Session Chairs – Final Phase of Submission

MAKING FINAL DECISIONS

All decisions must be entered by Midnight Pacific Time, Wednesday, October 17, 2018!

1. Assess each final paper submitted to your session

- You will not need additional reviewers as you did in draft phase, although if you feel you need the extra help, you may reach out to others, as long as your decisions have been completed by the final deadline.
- Determine whether the authors have appropriately addressed the suggestions made by you and their primary reviewers during draft phase. Is the technical content good enough to recommend that the paper be included in the conference Proceedings?
- Determine whether the final papers follow the rules for formatting ASCE conference proceedings papers. If you have any questions, rules and guidelines are in the ASCE Conference Proceedings Paper Formatting Instructions:

- <http://ascelibrary.org/userimages/ContentEditor/1452004406712/author%20formatting%20Instructions.docx>

All authors were provided with this link and directed to follow these guidelines as they prepared their papers.

2. Make decisions about each final paper

As you assess each paper, your decision will be shaped by the following questions:

1) Is the paper good enough to be included in the conference Proceedings? If yes, then...

- ✓ Are any changes needed? If so, consider one of the decisions requiring the authors to submit a revised final paper. Use only if the changes required would be very minor. If they would take more than a day to accomplish, consider rejecting the paper.

2) Should the paper be presented during a Podium session or during a Poster session?

When making decisions about presentation formats, please consider factors such as:

- ✓ Creating a cohesive podium session with interrelated content: Keep like papers together. (For example, if 6 papers address the same sub-topic, and the 9th paper is on a completely different subtopic, consider giving the 7th paper a poster presentation, even if it may be a “better” paper than one of the other 6.)
- ✓ Accommodating the author’s presentation preference whenever possible.
- ✓ Limiting the number of Podium presentations per technical session to **no more than 6** (allows 12 minutes per presentation). Please adhere to this limit.

3. Enter your decisions about each final paper in CATALYST

You have the following decision options:

- **ACCEPT for Proceedings and PODIUM Presentation** – The author’s paper will be included in the Proceedings without further changes. The author is invited to present the paper at the podium, usually with a powerpoint presentation, during a standard technical session at the conference.
- **ACCEPT for Proceedings and POSTER Presentation** – The author’s paper will be included in the Proceedings without further changes. The author is invited to present a poster during a special poster session during the conference.
- **ACCEPT for Proceedings with Revisions and PODIUM Presentation** – In situations where the paper is almost acceptable, and changes would be very minor, chairs may request a revised paper. The author is invited to present the paper at the podium, usually with a powerpoint presentation, during a standard technical session at the conference.
- **ACCEPT for Proceedings with Revisions and POSTER Presentation** – In situations where the paper is almost acceptable, and changes would be very minor, chairs may request a revised paper. The author is invited to present a poster during a special poster session during the conference.
- **DECLINE** – If reviews of the draft paper were not satisfactorily addressed by paper modifications, and if the changes needed would probably take more than a day to accomplish, then the paper should be declined.

NOTE: *The Program Committee may take one more look at the division of papers among the various sessions at the close of the submission process, after all decisions have been made and communicated. At that time, some papers may be moved from or to your session. You will be informed if this happens to your session.*

QUESTIONS?

- **For technical support related to the CATALYST submission system:** Once signed in, click on "Support" at the top to submit a support ticket. If you are unable to log in, contact the CATALYST Help Desk by clicking on "Site Support" at the bottom of the login page.
- **For issues relating to data management and submission process:** Brad Keelor bkeelor@asce.org