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Introduction

Thank you for your service as a Program Chair for ASEE’s Annual Conference & Exposition.

This kit describes how to manage your division’s papers and sessions for the conference. You are responsible for following the procedures and meeting the deadlines in this kit. We strongly encourage you to read through this entire kit, and let us know if you have any questions or concerns.

Regards,

Patti Greenawalt
Conference Director

Questions/Concerns/Suggestions?

Contact:

Wayne Davis
Conferences Manager
(202) 331-3530
w.davis@asee.org
Program Chairs as Reviewers

Please be advised that in order to maintain the double blind review process, Program Chairs cannot review papers in their own divisions. In the event a deadline approaches and your reviews are not complete, your PIC Chair can assist you if absolutely necessary.

What’s New this Year!

- Per request, abstracts will only require 1 review; therefore the timeframe for reviewing abstracts has been shortened.

- Abstracts can be reviewed and accepted as they are submitted. You do not need to wait until the deadline to accept or reject abstracts.

- As soon as abstracts are accepted, Authors can submit a draft paper. Authors do not have to wait for a submit phase to open.

- Per request, ASEE has extended the Draft Paper review process to ~ three months. This time frame INCLUDES the time necessary to request changes to a draft and to verify that those changes were made before the Program Chair completes the accept/reject phase.

- Technical Sessions will be pre-assigned to divisions based on the historical ratio of Abstracts Submitted vs. Papers Published per individual division, including timeslots, (data collected the last 8 years).
  - Divisions will still be able to request Business Meetings, Social Functions, Workshops, Distinguished Lectures and Panel Presentations the same way they’ve been done in the past.
  - Please note: All Divisions will be assigned one (1) Poster Session. This session can be cancelled in April if your Division does not need one.

- Panel Sessions: Please be advised that each Division can request one (1) invited speaker panel presentation per session code.
General Overview

Timeline for Papers

July

- Create your division’s Call for Papers.
- Create your division’s reviewer guidelines.
- Start recruiting reviewers for your division’s submissions.
- Talk to the previous chair to see if they have a list of people they have used in the past or contact our membership department (t.manicom@asee.org) and ask for your division’s listserv members.

August

- Abstract submissions open on August 1, 2012.
- Workshop application submissions open on August 1, 2012.
- Continue inviting and assigning reviewers to abstracts.
- Be sure to check submissions often and transfer any papers to other divisions as necessary.
- Accept transfers from other divisions, and/or accept/reject reviewed abstracts.

September – Early October

- Abstracts are being reviewed, accepted, rejected, and transferred.

October

- Abstracts are being reviewed, accepted, rejected, and transferred.
- Abstract notifications are being sent out.
- Draft Paper Submission Phase is open (Draft papers can be submitted as soon as Abstracts are Accepted or Rejected).
- Start assigning reviewers to incoming drafts papers.
- Check Monolith often as you may be required to transfer papers to other divisions, accept transfers from other divisions and approve and/or reject reviewed drafts.

November

- PIC meeting takes place at ASEE headquarters. They review all of the division technical sessions, business meetings, and social events.
- They review the workshop applications, panel presentation applications, as well as the Distinguished Lectures nominations and make their selections.
Timelines for Papers continued

January – February

- Conference Registration Opens
- Draft paper Submission Phase Closes.
- Drafts are being revised, reviewed, accepted, withdrawn, and rejected.

April

- Final papers are assigned to sessions.
- Authors are finalizing papers and bios, accepting the Copyright Transfer Agreement and paying their proceedings and registration fees.
Timeline for Sessions

August

- Workshop Applications and Abstract submissions are open.

September

- Abstracts Submission Open, Workshop Application, Distinguished Lecture, and Panel Session applications open.

October

- Submit requests for business meetings, social functions, panels, workshops, and Distinguished Lectures for your division.
- Technical sessions will be pre-assigned this year according to the historical ratio of Abstracts Submitted vs. Papers Published for your individual division (including timeslots).

November

- PIC meeting is taking place late November.

December

- Will receive notification of approved sessions by early December.
- Ticket information for sessions, including ticket price must be finalized at this time for registration to open in early January.

January – February

- Continue to update session’s details such as title, description, whether F&B or special AV is necessary, etc.

March

- Continue to update session’s details such as title, description, whether F&B or special AV is necessary, etc.
Timeline for Sessions continued

April

- Finalized papers are assigned to sessions.
- Titles and description of all sessions are finalized.
- Session Cancellation Deadline.
- Division Mixer Participation Deadline.

May

- F&B and AV Request Final Deadline.
- All Program Chairs must confirm that all session details are complete by pushing the ‘Done’ button in monolith.
General Paper Processing Information

As mandated by the Board of Directors, all divisions are publish to present. For a paper to be presented at the Annual Conference or included in the Conference Proceedings, it must pass through the entire review process and be accepted as shown below.

Abstract  Author submits abstract
Program Chair assigns reviewers (Program Chairs cannot be reviewers within their own division). You can assign 1 reviewer for an Abstract. In order to move to the draft paper submission phase, you must have 1 completed review based on the reviewers' comments. Make the determination to either Accept or Reject the Abstract

Reviewers read, rank, and comment on abstract
Program Chair accepts or rejects abstract

Draft  Author submits draft
Program Chair assigns 3 reviewers (Program Chairs cannot be reviewers within their own division)
Reviewers read, rank, and comment on paper
Program Chair accepts, accepts pending changes, or rejects paper

Final  Author submits final paper
Author pays proceedings fee
Author accepts Copyright
Author pays registration fee

Program Chair assigns FULLY FINALIZED papers to sessions

Final requirements

After a final paper has been accepted by the program chair, the following requirements must be met for it to be placed in a session, presented at a conference, and placed in the final program and proceedings:

- The $100 proceedings fee must be paid by an author, school, or advisor.
- One author must agree to present the paper and register for the conference.
- The authors must transfer the copyright for the paper to ASEE.

All of these requirements must be finalized by April 7, 2013, after which date they are final and cannot be refunded. If any of these requirements are not met, or if the proceedings fee or conference registration is subsequently refunded, the paper will not be placed in a session, will not be presented at the conference, and will not appear in the final program and proceedings.
ASEE Executive Board mandate for publishing papers

For all conferences, including ASEE-affiliated conferences, a paper that is published at one conference cannot be accepted for another ASEE conference. This does not include papers explicitly labeled as “reprints” as would be the case for best paper competitions, etc.

Paper Phases

As the program chair, you can view all papers submitted to your division. You will quickly see all papers you need to act on and overall statistics for your division.

The list of papers is organized so that papers requiring your attention or action are at the top of the list. Each paper has a color-coded status message informing you of your next action. **Green** statuses ask you to take action on the paper, **grey** statuses inform you that you are waiting on someone else’s action, and **red** statuses indicate an error. As program chair, you can expect to see the following status messages:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer requested</td>
<td>Another program chair has asked to transfer this paper to your division</td>
</tr>
<tr>
<td>Assign reviews</td>
<td>The submitted abstract or draft needs reviewers assigned to it</td>
</tr>
<tr>
<td>Await reviews</td>
<td>The reviews are assigned but not finished</td>
</tr>
<tr>
<td>Abstract decision</td>
<td>The abstract has been reviewed: accept or reject it</td>
</tr>
<tr>
<td>Await draft</td>
<td>The abstract was accepted but the author has not yet submitted a draft</td>
</tr>
<tr>
<td>Draft Decision</td>
<td>The draft has been reviewed: accept, accept with changes, or reject it</td>
</tr>
<tr>
<td>Await revision</td>
<td>The draft was accepted with changes but the author has not submitted them</td>
</tr>
<tr>
<td>View revisions</td>
<td>The author has submitted a revised draft – review and accept or reject it</td>
</tr>
<tr>
<td>Await Final</td>
<td>The draft paper was accepted but the author has not yet submitted a final</td>
</tr>
<tr>
<td>View final</td>
<td>The final paper has been submitted, you can only accept it</td>
</tr>
<tr>
<td>Accepted</td>
<td>The final paper has been accepted but is not yet paid for</td>
</tr>
<tr>
<td>Finalized</td>
<td>The accepted paper has been paid for and is ready to be presented</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>The author has chosen to withdraw the submission</td>
</tr>
<tr>
<td>Rejected</td>
<td>The abstract or draft was rejected</td>
</tr>
<tr>
<td>Error</td>
<td>The paper has missed a deadline or is invalid</td>
</tr>
</tbody>
</table>
General Session Processing Information

Session Requests

Program chairs are responsible for requesting their divisions’ sessions at the Annual Conference, including:

- Business Meetings
- Social functions
- Sunday workshops
- Distinguished Lecture nominations
- Panel Sessions

The following types of sessions will be pre-assigned based on the historical ratio of Abstracts Submitted vs. Papers Published for each individual division.

- Technical sessions
- Poster Session (1 per division)

Please be advised that session requests are only requests. While the program committee attempts to allocate time and space to each division fairly, not all request can be accommodated. We recommend that you do not publicize sessions or invite speakers for specific time slots until you have received final approval and session time assignments from ASEE headquarters. Any event not requested online will not be approved by the program committee and will not be held at the annual conference. You will receive the session approvals by early December.

Scheduling

Based on the number of abstracts received and attendance at past years’ sessions, each division will be automatically allotted a certain number of concurrent sessions. A division may be assigned only one session in each time slot, and are not allowed to request a second session at the same time. Other divisions are allotted more.

Only Sunday workshops and business meetings can be scheduled on Sunday. However, social events may be scheduled after the Welcome Reception (which ends at 7:30 pm on Sunday).

- The NSF Grantees Poster sessions will be held during the Exhibit Hall Brunch on Monday, June 24.
- The ASEE Divisions Poster session will be held during the Exhibit Hall Farewell Lunch on Tuesday, June 25.
- Distinguished Lectures will be held on Wednesday, June 26 from 10:30 am - Noon.

When you request sessions through the online application, it will provide you with all available options based on the type of session and your division’s allotment of session codes.
• Technical Sessions will be pre-assigned to divisions based on the historical ratio of Abstracts Submitted vs. Papers Published per individual division, including timeslots, (data collected the last 8 years).
  - Divisions will still be able to request Business Meetings, Social Functions, Workshops, Distinguished Lectures and Panel Presentations the same way they’ve been done in the past.
  - Please note: All Divisions will be assigned one (1) Poster Session. This session can be cancelled in April if your Division does not need one.
• Panel Sessions: Please be advised that each Division can request one (1) invited speaker panel presentation per session code.

Ticketing Information

Sessions that are ticketed require attendees to obtain a ticket in advance to attend the session. Tickets can have a price or be free. If you want a roster of who is attending or need an exact count for your session and/or if your session requires a fee, you must make it a ticketed session.

Offsite Events

As program chair, you are responsible for indicating in Monolith the location of any offsite event and the process attendees will need to sign up for an offsite (If at all).

ASEE does not coordinate the logistics of offsite events. ASEE will list an offsite event in the program guide and can collect ticket revenue for you. Ticket revenue will be credited to the department BASS account after the Conference.

In order to create a ticketed event in the ASEE Registration System, you must submit pricing information by the December deadline.

Session Set Ups

• All workshops will be set classroom style with a head table for 4 on a riser with podium. Any special set, AV or F&B is the responsibility of the workshop organizer and must be requested.

• All Business Meetings will be set U-shape where applicable and/or available (for large business meetings (~100) that require a meal, those sessions will be placed in rooms that are set with banquet rounds)
  - Special sets must be requested and in some cases may require a fee.
  - All business meetings will be set with podium, mic, LCD Projector and screen.
• All Technical Sessions will be set classroom or theater, with head table for 4 on riser next to podium and mic, LCD Projector and screen.
  o Special sets or additional AV must be requested and will incur a fee

• All Social Events will receive a podium and mic and be set either reception style or banquet style depending on the type of event.
  o Special Sets or Additional AV must be requested and will incur a fee

Note

If you still have questions, after reading this kit, please contact Wayne Dvais, Conferences Manager at (202)331-3530 or w.davis@asee.org.
Appendix A – Logging Into the System

From the home page (http://www.asee.org), click on “log in” in the upper right hand corner.

If you are an ASEE member, do not try to register for a new account, please contact us for assistance if you are unable to activate your account. When you return on subsequent visits, log in with your email address and the password you chose when activating or registering.

If you are non-ASEE member, you must create an account with us.
After logging in, you arrive at your personalized ASEE home page. From here you can edit your personal information, renew your membership, or manage conference papers and sessions.
Appendix B – Managing Reviewers

As soon as the paper system opens, you want to find a pool of reviewers to review the abstracts and drafts for your division. Your division may keep a list from year to year, and you or your division chair can send an email to the division listserv requesting volunteers.

You can manage your division’s reviewers by clicking on Reviewers on the right side of the main paper management screen.

Note: All reviews (abstracts and draft papers) are done in “double blind” (meaning that the author does not know who the reviewers are and the reviewers are unaware of whom the author is). Note: Program Chairs cannot be reviewers of abstracts or draft papers within their own division.

From the Reviewers page, you can view your division’s current reviewer roster, remove reviewers, and see the status of each reviewer’s reviews. You can also download reports with information on the reviewers and the status of their reviews.

From the Invite another reviewer page, you can add a reviewer in two ways: by searching through ASEE’s membership roll or by providing the reviewer’s email address. When you invite a reviewer, they receive an email with instructions for logging in or creating an ASEE account. They have to log in and accept the invitation to be a reviewer before you can assign them any reviews.

Reviewers for Educational Research and Methods Division

<table>
<thead>
<tr>
<th>Reviewer Name School</th>
<th>Paper Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewer Name School</td>
<td>Leadership in cross-disciplinary innovation</td>
<td>Complete</td>
</tr>
<tr>
<td>Reviewer Name School</td>
<td>Nephrology: Measuring First-year Students’ Ways of Professional Thinking</td>
<td>Complete</td>
</tr>
<tr>
<td>Reviewer Name School</td>
<td>Student Outcomes of Hierarchical Design Projects</td>
<td>Complete</td>
</tr>
<tr>
<td>Reviewer Name School</td>
<td>Engineering Students’ Perception of Learning through Cooperative Pro ...</td>
<td>Complete</td>
</tr>
<tr>
<td>Reviewer Name School</td>
<td>Critical Review of Research on the Role of Social Engagement</td>
<td>Complete</td>
</tr>
<tr>
<td>Reviewer Name School</td>
<td>Program evaluation and outcomes assessment in Canadian Engineering ...</td>
<td>Complete</td>
</tr>
</tbody>
</table>
Assigning Abstract Reviews

Abstracts submitted to your division appear on the main paper management screen with the status

Assign reviews. Click on the paper’s title to view its details page.

On the abstract’s details page, you can scroll down to preview or download the abstract. If the abstract does not fit your division, consider contacting the program chair of a more relevant division and asking if he or she would accept the abstract. If so, select the division’s name under Transfer this abstract and press Transfer. The Program Chair that the abstract is transferred to will either allow or deny the abstract to their division.

If the abstract does fit your division, you can assign reviews for it. Select a reviewer from the dropdown list in the Reviews section and press Assign review.

After assigning a review, you can continue to add other reviewers only 1 per abstract is necessary), remind reviewers when a deadline is approaching, or remove a reviewer.

Once you have assigned reviewers for this abstract, its status changes to Awaiting reviews and it appears much lower in the list of papers on the main paper management screen.

Abstract Decision

When the review is complete, the paper’s status changes to Abstract decision and it appears prominently at the top of the list.

On the abstract’s details page, you can now view the rankings and comments provided by reviewers, compose comments to the abstract’s author, and decide to accept or reject it.

The abstract’s status changes to Awaiting draft until the author reviews your comments and uploads a draft version.

Assigning Draft Reviews

When the author submits a draft, the paper’s status changes to Assign reviews and its phase changes from abstract to paper. On the paper’s details page you can assign, remove and browse reviews just as you did for the abstract. The paper’s status changes to Await reviews until the draft reviews are complete. These reviews are handled in the same manner as abstract reviews with the exception of being able to be nominated for best paper and the reviewer can also recommend the draft be accepted with changes, as well as accepted or rejected.
**Draft Decision**

When the reviews are finished, the paper’s status changes to Draft decision and it appears near the top of your list of papers. The draft’s details page provides access to all reviews and allows you to compose comments to the author and accept, accept with changes, or reject the paper.

Drafts that are accepted or accepted with changes now have a status of Await final or Await draft revisions respectively. When the author has uploaded the final version of an accepted draft the state will appear as accepted until they have paid the proceedings fee and accepted the copyright. Once the author completes those steps the paper will have a status of finalized. When a paper has been accepted with changes and the author uploads a draft revision, the status changes to Review Revisions. The details page allows you to accept or reject the revision, which becomes the final paper. An accepted draft revision will have a status of accepted and the author will be asked to pay the proceedings fee and accept copyright.

Approved papers are not yet finalized. Authors must complete the Final requirements listed in Appendix D.
2013 Deadline Dates

August 1, 2012
- Abstract Submission Open

September 4, 2012
- Workshop Application Open
- Distinguished Lecture Application Open
- Panel Session Application Open
- Abstract Reviewers Assigned Open

September 21, 2012
- Abstract Submission Closed

October 5, 2012
- Abstract Review Deadline

October 8, 2012
- Program Chair Session Requests Open

October 19, 2012
- Abstract Accept or Reject Notification to Author Deadline
- Draft Papers can be submitted as soon as Abstracts are Accepted or Rejected

October 26, 2012
- Program Chair Session Requests Closed
- Workshop Application Closed
- Distinguished Lecture Application Closed
- Panel Application Closed

November 27, 2012
- PIC Meeting

December 7, 2012
- Session request approvals sent to Program Chairs
**2013 Deadline Dates Continued**

**January 7, 2013**
- Draft Paper Submission Deadline

**March 8, 2013**
- Draft Paper Reviews due to Program Chairs. Please note, reviewers will receive and comment on any draft changes they requested.

**March 24, 2013**
- Draft Paper Accept or Reject to Authors Deadline

**April 7, 2013**
- Author Final Paper Upload Deadline
- Author Registration Deadline
- Author Accept Copyright Deadline
- Author Pay Proceedings Fee Deadline

**April 7, 2013**
- Early Bird Registration Deadline

**April 8 - April 19, 2013**
- Papers Assigned to Sessions

**April 19, 2013**
- Deadline for Details for all sessions
- Session Cancellation Deadline (sessions not cancelled by this date are final)
- Participation in Division Mixer Deadline

**May 17, 2013**
- F&B and AV Request Deadline
- Program Chair Session "DONE" Deadline

**May 24, 2013**
- Deadline for Shipping Division Mixer Materials to ASEE Headquarters
July 2013

- 2014 Call for Papers due for Prism Magazine

2013 Timeline for Best Paper Process

Note: Program Chairs need to select and submit one paper from their division to their PIC Chair for consideration as the Best PIC Paper.

March 22, 2013

- Best Division Papers due to PIC Chairs

April 5, 2013

- Best PIC Paper due to PIC chairs

April 12, 2013

- Best Paper to ASEE Headquarters
Appendix C – ASEE Best PIC Paper and Best Conference Paper Competitions Rubric

Your final task in regards to papers is to nominate the best papers from your division. Each division may select up to 10% of its papers as best papers, but only one best paper per division may be submitted to the division PIC for consideration in the PIC Best Paper competition.

Title _______________________  Author________________________

<table>
<thead>
<tr>
<th>CONTENT</th>
<th>3 - Excellent</th>
<th>2 – Good</th>
<th>1 – Satisfactory</th>
<th>0 – Needs Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Originality</td>
<td>Content contains highly original treatment of, or new perspective on, the topic.</td>
<td>Content contains some original treatment of, or new perspective on, the topic.</td>
<td>Content contains moderately original treatment of, or new perspective on, the topic.</td>
<td>Content contains minimal original treatment of, or new perspective on, the topic.</td>
</tr>
<tr>
<td>Research Approach</td>
<td>The research approach is novel and/or sophisticated and appropriate for the purpose of the paper, and is consistent with the perspective (quantitative, qualitative, mixed, or more specific).</td>
<td>The research approach is advanced and appropriate for the purpose of the paper, and is consistent with the perspective (quantitative, qualitative, mixed, or more specific).</td>
<td>The research approach is basic, but still appropriate for the purpose of the paper, and is consistent with the perspective (quantitative, qualitative, mixed, or more specific).</td>
<td>The research approach is inadequate and/or not appropriate for the purpose of the paper.</td>
</tr>
<tr>
<td>Results</td>
<td>Data collection and assessment results are very clear and logical, strongly supporting the goals of the paper.</td>
<td>Data collection and assessment results are clear and logical, supporting the goals of the paper.</td>
<td>Data collection and assessment results are somewhat clear and logical, moderately supporting the goals of the paper.</td>
<td>Data collection and assessment results need improvement.</td>
</tr>
<tr>
<td>Scholarship</td>
<td>Content reviews and builds on appropriate prior work to a significant extent.</td>
<td>Content reviews and builds on appropriate prior work to a moderate extent.</td>
<td>Content reviews and builds on appropriate prior work to a limited extent.</td>
<td>Content does not review and build on appropriate prior work.</td>
</tr>
<tr>
<td>FOCUS</td>
<td>Relevance</td>
<td>Goals</td>
<td>Order</td>
<td>Conclusions</td>
</tr>
<tr>
<td>---------</td>
<td>-----------</td>
<td>-------------------------------</td>
<td>-----------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td></td>
<td>The paper makes a highly significant contribution to the field of engineering education.</td>
<td>The goals are strongly developed and explicitly stated.</td>
<td>The order in which ideas are presented is explicitly and consistently clear, logical and effective.</td>
<td>The conclusions are very well formulated and are strongly supported by the data.</td>
</tr>
<tr>
<td></td>
<td>The paper makes a significant contribution to the field of engineering education.</td>
<td>The goals are developed and explicitly stated.</td>
<td>The order in which ideas are presented is reasonably clear, logical and effective, but could be improved.</td>
<td>The conclusions are well formulated and are supported by the data.</td>
</tr>
<tr>
<td></td>
<td>The paper makes a moderate contribution to the field of engineering education.</td>
<td>The goals are not fully developed and/or stated.</td>
<td>The order in which ideas are presented is occasionally confusing.</td>
<td>The conclusions are moderately effective and are only partially supported by the data.</td>
</tr>
<tr>
<td></td>
<td>The paper makes a minimal contribution to the field of engineering education.</td>
<td>The goals are not developed and/or stated.</td>
<td>There is little apparent structure to the flow of ideas, causing confusion.</td>
<td>The conclusions are minimally effective and do not appear to be supported by the data.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LANGUAGE</th>
<th>Style</th>
<th>Mechanics</th>
<th>Style</th>
<th>Mechanics</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The paper is clear, concise, and consistent. It is easily understandable and a pleasure to read.</td>
<td>The writing is near perfect with little to no grammar or spelling errors.</td>
<td>Minor grammar or spelling errors are present, but do not detract from the content. Content is clear.</td>
<td>Some grammar or spelling errors are significant and detract from the content. Paper requires further editing.</td>
</tr>
<tr>
<td></td>
<td>The paper is mostly understandable, with occasional inconsistencies that could be improved.</td>
<td>The paper is mostly understandable, with occasional inconsistencies that could be improved.</td>
<td>Multiple sections of the paper are difficult to read/understand. The paper could be better structured or more clearly explained.</td>
<td>Multiple sections of the paper are difficult to read/understand. The paper could be better structured or more clearly explained.</td>
</tr>
<tr>
<td></td>
<td>The paper is difficult to read/understand due to sentence/paragraph structure, word choices, lack of explanations, etc.</td>
<td>The paper is difficult to read/understand due to sentence/paragraph structure, word choices, lack of explanations, etc.</td>
<td>The paper is difficult to read/understand due to sentence/paragraph structure, word choices, lack of explanations, etc.</td>
<td>The paper is difficult to read/understand due to sentence/paragraph structure, word choices, lack of explanations, etc.</td>
</tr>
</tbody>
</table>

Each row is to be scored independently from zero to three points.
Appendix D – Author Responsibilities

Each Author who submits an abstract to the ASEE Annual Conference & Exposition is responsible for:

- Reading the information and following the instructions within the Author's Kit throughout every step of their submission (this is extremely important)
- Submitting their abstract and paper directly through the paper management system as a PDF ONLY
- Checking the PDF in the Paper Management System after each submission of their abstract and paper to ensure that the file transmitted properly
- Ensuring that they only have one account in the Paper Management System
- Meeting all deadlines for submission fees and payments
- Making sure that their co-authors are properly added on their submission
- Contacting ASEE staff immediately if there is a problem with their submission or account
- Contacting ASEE staff immediately (after reading the Author's Kit) with any questions or concerns that they may have
- Assigning someone to make their submission and/or payment for them if they are not available to do so themselves (be sure to provide that person with all necessary account information to do so) and

Please Note: There is a $100 publication fee for each accepted paper in addition to the registration fee, and must be paid by the appropriate deadline in order for their paper to be presented and published.

ASEE has the right to withdraw papers from the Annual proceedings if fees are not paid. All registration & proceedings fees are final & cannot be refunded after the Author Registration Deadline.