STREAM LEADER AND SESSION ORGANISER GUIDELINES MODSIM2023

These guidelines have been developed to help ensure the success and smooth operation of your stream or session in conjunction with others at MODSIM2023.

For MODSIM2023 we are using the conference management system Ex Ordo. Please read these instructions to familiarise yourself with how the system works and how best to use it for MODSIM.

Contents

Program Committee Chairs
Dr Jai Vaze
Ms Susan Cuddy

MODSIM Proceedings Editor
Ms Karen Mobbs

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mssanz.org.au/modsim2023

1.   People and Roles

1.1.   Stream Leaders

For each of the Streams, there are usually two leaders. This is to ensure that there is a strong leadership in place for each of the Streams to assist with the promotion and identification of sessions and the review of extended abstracts and papers. They should decide who will be the Program Committee (PC) representative and who will be the deputy. This will ensure that the Streams are always represented in PC deliberations. A current list of MODSIM2023 Stream Leaders can be found at https://mssanz.org.au/modsim2023/streams.html.

One of the major activities for Stream Leaders is the identification of possible Keynote speakers. The choice of the Keynotes is the responsibility of the Stream Leaders in consultation with PC Co-Chairs and the key organisers. We will largely rely on Stream Leaders to select their keynotes. The following criteria and conditions guide the selection of keynote speakers:

- Stream Leaders and Session Organisers should not self-select/nominate for a keynote talk
- Keynote talks are offered for streams with a reasonable number of abstracts/papers in their stream, i.e. more than 30.
- A session talk may be labelled 'invited' provided there are more than 7 talks in the session.
- Registration fees for the invited speakers and keynotes will **not** be waived.

Details of Keynotes should be sent to the Program Co-Chairs (Jai Vaze and Susan Cuddy) via the MODSIM2023 email address (modsim2023@mssanz.org.au).

Key jobs for Stream Leaders are:

- checking to see that their Session Organisers are doing their reviewing promptly and efficiently and whether assistance is required
- attending (one organiser per Stream) phone hook-ups every 2–3 weeks in the last 6 months leading up to MODSIM2023 to report on progress etc. It is expected that Stream Leaders will take responsibility for advertising MODSIM2023 to the wider scientific community by mentioning MODSIM to colleagues and encouraging them to submit session proposals, abstracts/papers and attend.

1.2.   Session Organisers

Session Organisers collectively play a very important role at MODSIM conferences. They coordinate scientific input to the conference in their chosen discipline. Session Organisers volunteer a description of a session and are then responsible for coordination of abstract/paper reviews and for coordinating and chairing their respective sessions at the actual congress. **Note Proposals for Sessions are NOW CLOSED.**

2.   Important dates

- Submissions open: November 2022

- Deadline for submission of Full Papers: 10 March 2023

- Notification of acceptance/rejection, revisions required: 21 April 2023

- Deadline for submission of Extended Abstracts: 5 May 2023

- Revised full papers due: 10 May 2023

- Corrected Extended Abstracts and Full Papers finalised: 17 May 2023.

3.   Submission of Extended Abstracts and Full Papers

Authors must submit their Extended Abstract or Full Paper using Ex Ordo, accessible from the MODSIM2023 website at https://mssanz.org.au/modsim2023. For each submission, the author must indicate their preferred presentation type ('oral' or 'poster'). It is anticipated that each delegate will receive only one oral presentation with additional presentations to be given as posters.

Note that for MODSIM2023, sessions will not proceed unless they have at least 4 oral presentations. If not, Stream leaders will help to merge sessions as appropriate.

Only full papers will appear in the Proceedings. However, **all** abstracts will also be published online in a separate document, and be available through the Congress app. The Extended Abstract should give an overview of the problem area, broad findings and outcomes or implications and be self-contained.

3.1.   Submission and review process

The submission and review process will be handled exclusively using the Ex Ordo online conference system accessible through the Congress website at https://mssanz.org.au/modsim2023/.

There is a template (MS Word or LaTeX) that authors must use when preparing submissions. See https://mssanz.org.au/modsim2023/instructions.html.

All **Full Papers** submitted **must** be reviewed by **two** independent reviewers with relevant knowledge and expertise. One reviewer may be a Session Organiser if they are independent from the authors.

Session Organisers are responsible for managing the review process including:

- Allocating the two reviewers
- Following up on late reviews
- Notifying decisions to the authors
- Ensuring that revisions have been appropriately addressed in the final version to be uploaded to the proceedings.

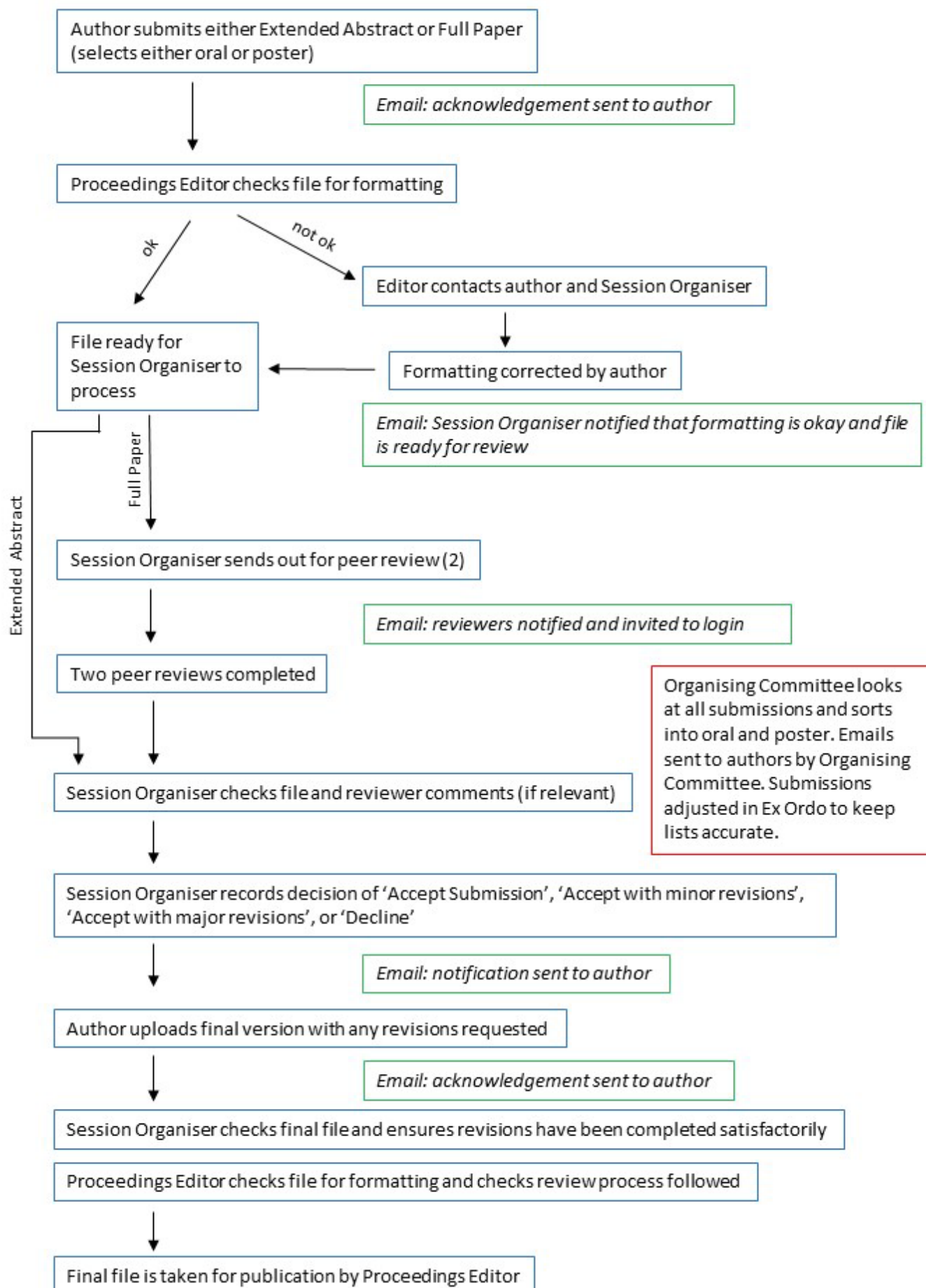Duties for Session Organisers during MODSIM are outlined in Section 6.

Extended Abstracts can be accepted by the Session Organisers without formal review **or** allocated to one or two reviewers if the Session Organiser prefers. Session Organisers can also request revisions for Extended Abstracts if necessary.

The MODSIM Proceedings Editor, Karen Mobbs, will assist with checking submissions for compliance with formatting requirements. This allows Stream Leaders and Session Organisers to concentrate on assessing content of Extended Abstracts and Full Papers.

Filtering process:

- The Proceedings Editor will look at each submission once it is submitted through Ex Ordo.

- If a paper has formatting issues the Proceedings Editor will contact the author directly and let the Session Organiser know to wait until the formatting issues have been addressed.

- The Session Organiser should **not** allocate reviewers or accept the submission until notified by the Proceedings Editor that a new, correctly formatted file has been uploaded.

- The Proceedings Editor will also check each finalised submission and liaise with the author if changes are required before the submission can be published.

MODSIM 2023 submission process

Author submits either Extended Abstract or Full Paper (selects either oral or poster)

Email: acknowledgement sent to author

Proceedings Editor checks file for formatting

ok

not ok

Editor contacts author and Session Organiser

File ready for Session Organiser to process

Formatting corrected by author

Email: Session Organiser notified that formatting is okay and file is ready for review

Full Paper

Extended Abstract

Session Organiser sends out for peer review (2)

Email: reviewers notified and invited to login

Two peer reviews completed

Organising Committee looks at all submissions and sorts into oral and poster. Emails sent to authors by Organising Committee. Submissions adjusted in Ex Ordo to keep lists accurate.

Session Organiser checks file and reviewer comments (if relevant)

Session Organiser records decision of 'Accept Submission', 'Accept with minor revisions', 'Accept with major revisions', or 'Decline'

Email: notification sent to author

Author uploads final version with any revisions requested

Email: acknowledgement sent to author

Session Organiser checks final file and ensures revisions have been completed satisfactorily

Proceedings Editor checks file for formatting and checks review process followed

Final file is taken for publication by Proceedings Editor

4.   Using Ex Ordo

An account will be created for you when you are assigned to your session(s) and you should receive an email. Login to Ex Ordo using this account. You can use this same account for being an author or reviewer. Please **do not** create multiple accounts with different email addresses.

When you login to Ex Ordo you will see a series of cards on a Dashboard. These can be useful, but also take note of the menu that appears across the very top of the screen, this can be an easier way to get to the correct screen for various tasks. Note you can filter cards on the Dashboard by role (e.g. Administrator, Author and Reviewer).
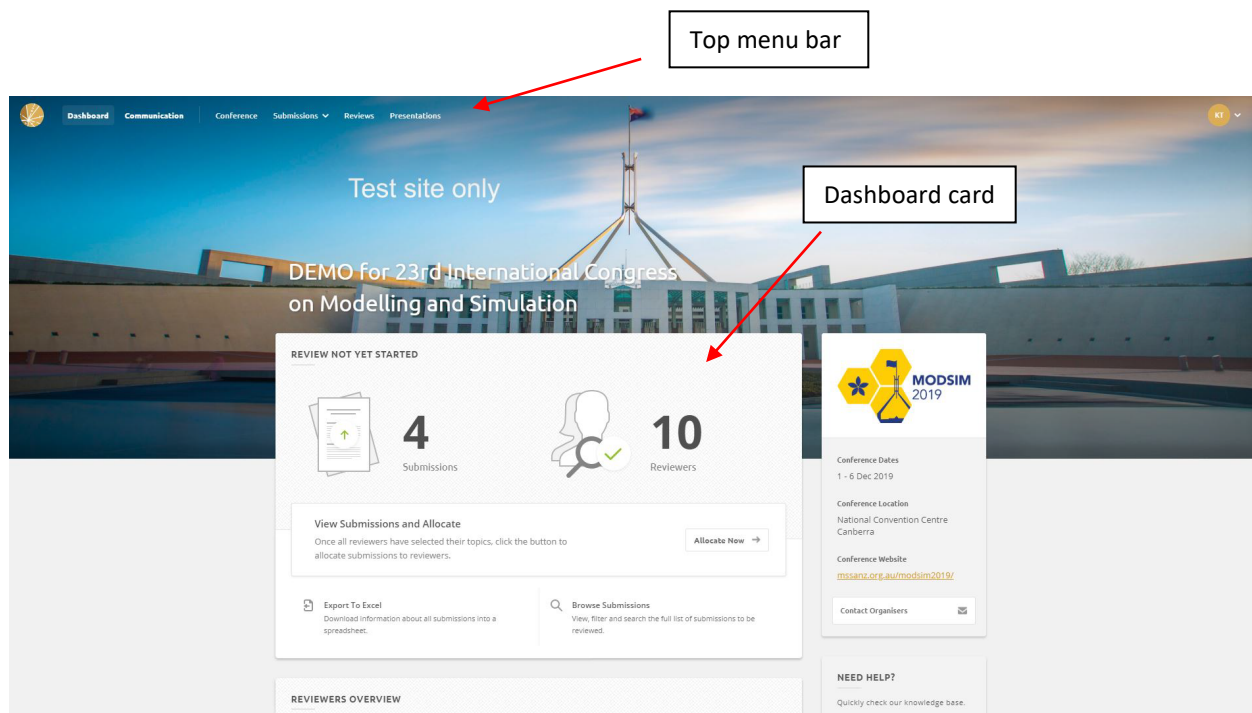
Dashboard – first time login
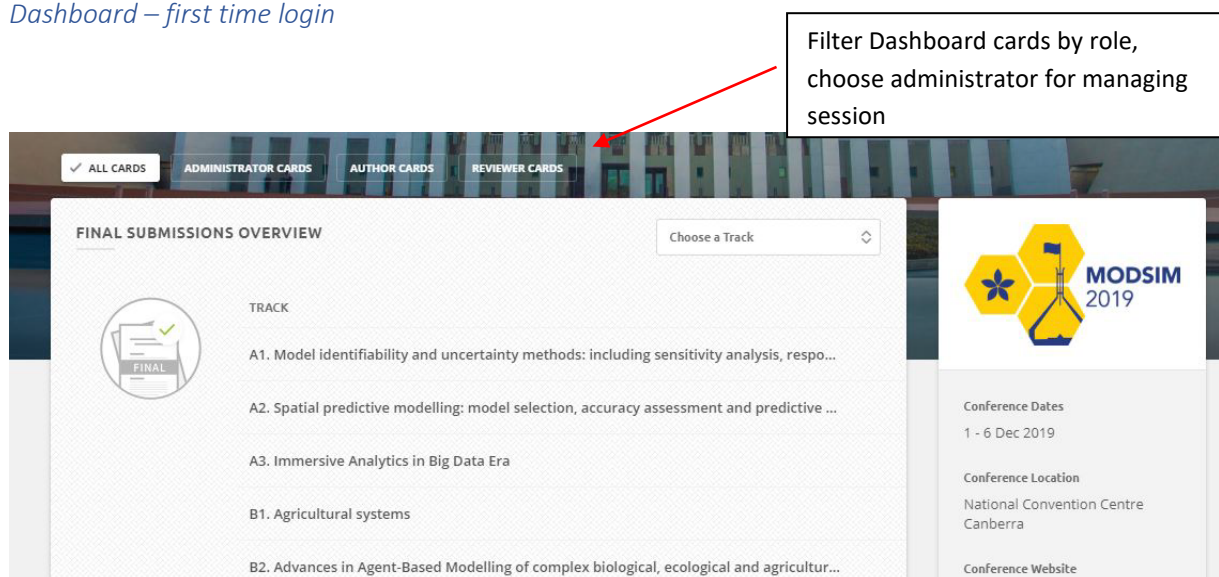
Filtering Dashboard cards by role

4.1. Viewing submissions in your session

When an author submits a new Extended Abstract or Full Paper it becomes an *Initial Submission* in Ex Ordo. To see this list, go to the *Submissions button* in the top menu and click on *Initial Submissions*. If you are only organising one session you will just see the submissions for your session. If you are organising more than one session, you should look for the *Choose a Track* dropdown menu to select each session. Note that Stream Leaders can see all sessions in their stream.

You can see the details of each submission by clicking on it in the list. You can also edit minor details (e.g. spelling mistakes in the title), view the attached file, and contact the authors.

You can sort or search the submissions. You can use status, format (oral, poster, extended abstract, full paper) and topics to filter the list.

The submission deadline is **5 May 2023**, so you should not need to check for new submissions after this date.

List of Initial Submissions

4.2. Review process

Ex Ordo has a system for automatically allocating reviewers to submissions. You can only do this step once, but after that you can still manually allocate reviewers. You can also check and edit all the suggested reviewers before sending out an email request to the reviewers.

For all review steps and to see the status of reviews always use the *Reviews button* in the top menu bar.

Before doing any steps make sure you have clicked the *Reviews button* and then, if you are organising more than one session, selected a track.

Before automatically allocating reviewers, first review the list of submissions and check the Extended Abstracts. You can use the Format filter to show lists of just Extended Abstracts (note there are two categories – oral and poster).

The Proceedings Editor, Karen Mobbs, will mark each Extended Abstract as it comes in, so that it does not need a review. All Extended Abstracts should say *Review Disabled* next to them. If not, click on a submission to expand it, then click on *Do Not Review*. Then click the *x* to contract the submission again.

Once you are happy that you are ready to allocate reviewers to Full Papers, click on the *Allocate Submissions button*. After the process is complete, you should see the list of submissions with reviewers allocated. You can click on any of these reviewer names to change them. Ex Ordo will give you the chance to choose a different person or invite a new reviewer if there are not enough reviewers with relevant topics available. **After** you have checked all reviewers are allocated to your satisfaction you **must** click the *Send to Reviewers button* to actually send an email to the reviewers and invite them to review the submissions. An email window will appear to confirm the email addresses and the content of the invitation email. **Make sure** you work through four steps and finally click on the *Send Message button*.

Allocating reviewers

Checking reviewers allocated

Emailing invitation to reviewers

4.3. Recording decisions

After reviewers have been allocated and notified the Reviews screen changes. Every submission that has had the review disabled (Extended Abstracts) can now have a decision recorded. The Full Papers can only have a decision recorded after two reviews have been completed. The summary at the top of the screen tells you how many submissions are in each state. Click on any box in this summary to filter the list below.

If new submissions come in at this stage, you will need to manually allocate reviewers.

You will not be alerted of new submissions, you need to login and check your list of submissions in Ex Ordo. Always click the *Reviews button* in the top menu bar to see the list.

When you see a new submission, it will have two lines with *No Reviewer* showing in orange. You can expand it in the list and allocate appropriate reviewers or click *Do Not Review* if it is an Extended Abstract. You can also download the submitted file.

When two reviews are complete for a Full Paper, the submission will appear in the *Decision Needed* list. Expand the submission to see the reviewer scores and comments.

To record a decision for a submission, click the *Assign a decision* dropdown box and select as appropriate. Once you have recorded the decision you will see the option to *Publish this Decision*.

Publishing a decision does **not** notify the authors automatically, you need to do this in a separate step.
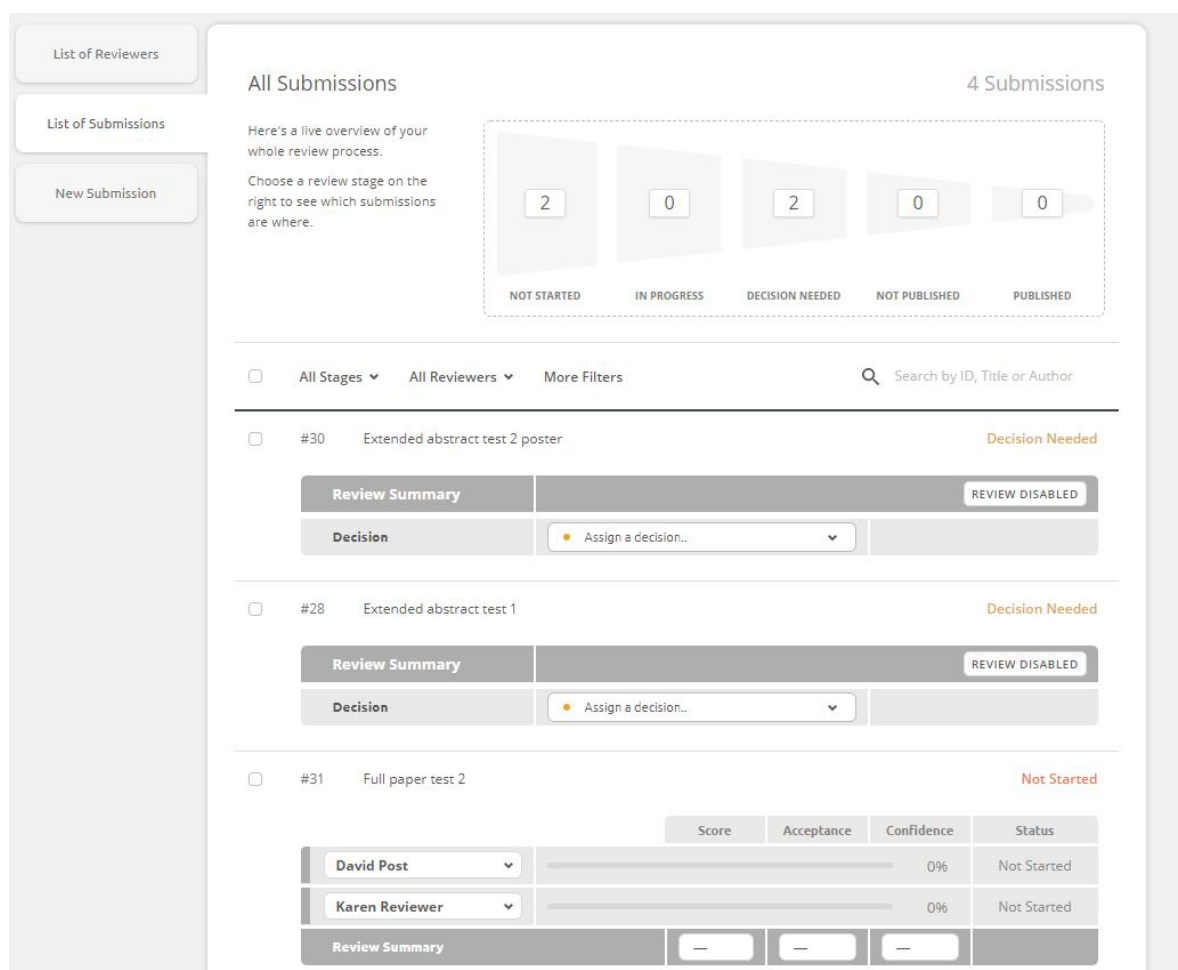
Recording decisions

4.4.   Notifying authors of decisions

You can choose to notify authors at any stage after you have recorded decisions. You may do this more than once.

The easiest way to do this is from your Dashboard (look for the *Dashboard button* in the top menu bar).

On the Dashboard you should see a card titled *Notification of Decisions*. This will have a *Notify Accepted Authors button*. Click this button to open the email window. There are four steps to work through. You can choose which acceptance format (e.g. Accept submission, Accept with minor revisions). Please filter the author type to be *Only Corresponding Authors*.

In step 2 you will see the content of the message pre-filled for you. You can add to this, but please do not edit the instructions for the author to prepare a final version for publication. Note all authors must complete this step regardless of whether revisions have been requested or not.

If you scroll down you can edit who the message appears to come from and who replies should go to.

Your reviewing and accepting tasks are complete once all submissions are *Published* and you have notified all authors.

The deadline for this step for full papers is **21 April 2023**. This allows time for authors to prepare their final submission.

Notifying authors

Notifying specific authors

4.5.   Reviewing emails sent

If you are not sure if an email has been sent to a reviewer or an author, you can check to see by clicking the *Communication button* in the top menu bar.

4.6.   Checking final submissions

To check on progress of authors preparing their final submissions, go to the *Submissions button* in the top menu and click on *Final Submissions.*

Each submission will say *Pending* or *Completed* next to it. To follow up with any authors who have not uploaded their final version, expand the submission in the list and click on *Contact Authors*.

When a submission is expanded you can also check the uploaded final version to make sure revisions have been completed satisfactorily. If you need to go back and check on reviewers comments for a particular submission, please click the *Reviews button* in the top menu bar and expand the submission from the list. You can see reviewers comments and author replies in this view.

Once all submissions are completed in the *Final Submissions* list you are ready for your session at MODSIM!

The deadline for final submissions is **17 May 2023**.

If you need help with Ex Ordo, please contact Karen Mobbs at modsim2023@mssanz.org.au or 0421 100 488.

List of Final Submissions

Karen Reviewer 🔒

Re-open Review

3.25
Score

4
Probably Accept

5
Very Confident

Technical Merit	4	**Good** - Seems technically sound.
Readability	3	**Acceptable** - Minor grammatical/spelling errors, o...
Relevance	4	**Relevant** - The submission is relevant to this conf...
Originality	2	**Low Originality** - This work presents a small incre...

Author Comments	Please make some changes, it is not good enough
Chair Comments	Make sure they fix it.
Author Rebuttal	Okay, I fixed it up.

Review Complete - Completed at 12:49pm on the 17th of January

Checking reviewer comments and author replies

5. Reviewing guidelines

Please note that reviewing is for a congress proceeding rather than for a refereed journal publication. As such, reviewers should accept papers that are of a high congress proceedings' standard. However, some fundamental minimum requirements must be guaranteed. These include:

- The paper communicates the science and the findings in a clear and cohesive manner which can be easily understood by a lay scientific audience.

- The paper refers to other related science and/or findings.

- The paper is professionally presented, abides by MODSIM2023 formatting requirements and contains key elements including an extended abstract, introduction, some reference to methods, findings and a bibliography.

5.1. Extended Abstract

Page one of the Full Paper must contain an extended abstract. The extended abstract should be a complete description of the problem area, broad findings and outcomes or implications and should be self-contained. Check that the extended abstract:

- Does not extend beyond page one (300–500 words)

- Contains a concise description of the subject of the research

- Contains a concise description of any findings being reported

- Can include figures and tables

- Does not list references – these should be listed at the end of the paper

5.2. Body of the Paper

- Always commences on page two, regardless of the length of the extended abstract

- Contains a concise description of the problem, issues, solutions and findings

- Contains a concise description of any relevant science or technology

- Has clear figures that are fully explained in the text and are legible

- Contains relevant citations; and all citations have corresponding references in the appropriate format at the end of the paper

5.3. Finally

We appreciate that paper reviewing represents a major time commitment and we thank Session Organisers for their contribution in ensuring the scientific quality of papers that will be presented at MODSIM2023 is maintained. For further clarification, please do not hesitate to contact the congress convenor at modsim2023@mssanz.org.au.

6. Session chair responsibilities (During the Congress)

Please ensure that someone will be there to chair the session. If none of the Session Organisers are available, please ask your Stream Leader to help find someone to chair the session.

6.1. Pre-session

- Check the room for your session, and be sure you know how to get there

- Check the authors and titles of papers in your session

- If you know the authors, please contact them and ensure that they load their presentations onto the computer in the Room before the session

- If you know that a presenter will not be able to present, notify the conference organisers (via modsim2023@mssanz.org.au) as soon as you can to update the program

- Arrive early (at least 15 minutes) at the session to meet the authors and to give them a briefing on how the session will be run

- Verify that the authors are present and that their presentation is loaded onto the computer, or prepared for the overhead projector

6.2. During the session

YOU MUST KEEP TO TIME

- Bring the session to order at the correct time and ask all attendees to be seated quietly.

- Welcome the audience, introduce yourself and provide the Session Title

- Inform all attendees that presentations will be 15 minutes, with 4 minutes for questions, and a 1-minute changeover

- Introduce each speaker, list their affiliation/s, and give the paper title

- Provide a 2-minute warning at the 13-minute mark of the talk

- If speakers go past 15 minutes, ask them to swiftly conclude their presentation

- Do not allow speakers to go past 19 minutes. In fairness to all other conference participants, ask them to cease talking and leave the podium at the 20-minute mark.

- **Do not adjust the time schedule for short presentations or no-shows. If a talk is under time, bring conversation back to any points that may have been foreshortened previously and wait for the official scheduling of the next talk.**