AC/cr (10 June 2003)

# Summary Notes of the Seventh Meeting of the
# Joint Accelerator Conferences Website (JACoW) Steering Committee
# held during PAC'03 on Thursday, 15 May 2003 from 12:00 to 14:00
# in the Senate Suite, Hilton Hotel, Portland, Oregon

Present:     PAC:          Matt Arena ('01 and '03 Database), Joe Chew ('03 Editor), G. Dugan
                                ('05), C. Horak ('05), Gerry Jackson ('01 SPC Chairman), Ed Lee ('03
                                SPC Chairman), Peter Lucas ('01 Editor), J. Patton ('05 Database),
                                Sara Webber ('01 and '03)
                  EPAC:        Jan Chrin ('04), Leif Liljeby ('98), Christine Petit-Jean-Genaz (JACoW
                                Secretary), John Poole (JACOW Chairman and Webmaster for Europe),
                                Chris Prior ('04 SPC Chairman), Leonid Rivkin ('02 SPC Chairman)
                  APAC:        Yong Ho Chin ('98 and Webmaster for Asia), Jincheol Kim ('04)
                  Cyclotrons: F. Marti ('01 SPC Chairman), T. Tanabe ('04)
                  DIPAC:
                  ICALEPCS: Jincheol Kim ('03)
                  Linac:        Cathy Eyberger ('98), Jincheol Kim ('02), Michaela Marx ('04),
                                Nick Walker ('04 Editor)

## 1.    Introduction

John Poole, JACoW Steering Committee Chairman, welcomes the members of the Steering Committee and invited persons.  For newcomers, he notes that the JACoW Steering Committee meetings take place once per year during PAC and EPAC conferences, and that Team Meetings take place usually towards the end of each year, either in the US or in Europe.  Invitations are extended to the SPC Chairmen of each conference series (PAC, EPAC, APAC, Cyclotrons, DIPAC, ICALEPCS, Linac) to whom JACoW reports in order to ensure good communication.  He is happy to see the excellent attendance at the present meeting.

## 2.    Approval of the Tentative Agenda of JACoW/7 and the Notes of JACoW/6

The tentative Agenda, and the Notes of the Steering Committee which took place on 6 June 2002 during EPAC'02 at the La Villette Conference Centre in Paris, are approved.

## 3.    Status of PAC'03 Proceedings Production

Joe Chew reports that without a deadline for submission of contributions in advance of the conference, a number of contributions to the proceedings had been submitted prior to the conference, but most uploading was in fact taking place during the conference.  He notes that of 1460 abstracts, approximately 980 contributions to the proceedings had been received.

Fears of low attendance and low sponsorship had led the organizers to try to make savings. This could be seen in the comparatively fewer computers and printers available in the proceedings office, and fewer supporting staff, compared to PAC'01.  He thanks Sara Webber who has had to take on the major part of proceedings office organization in view of Joe's other commitments.

Ed Lee, the Program Chair, mentions that in view of some difficulties experienced by some contributors to upload their papers, the deadline for submission of contributions to the proceedings was being extended to the end of May.

John Poole estimates that approximately 500 contributions to the proceedings have not materialized. There are also many empty poster panels indicating "no shows". While the SARS virus has prevented a certain number of delegates from attending the conference, no clear analysis can be made in the absence of the accounting usually made by the "poster police", abandoned due to lack of resources.

## 4.    JACoW Status Report and Review of Meetings

John Poole reports that the revised JACoW Terms of Reference and Boundary Conditions have been approved by each of the collaborating series of conferences (APAC, CYCLOTRONS, DIPAC, EPAC, ICALEPCS, LINAC, PAC).

He notes that 19 sets of Proceedings are now published at the JACoW site, including the Proceedings of PAC'67, 87, 89, 91, 93 all produced within the framework of the PAC project to scan proceedings dating from the pre-electronic era. The Editors of Cyclotrons'01 are working hard to produce files that conform to the JACoW standard. Linac'96 and Linac'02 should be ready soon.

Gerry Jackson reports that money is now available to finalize the PAC Scanning Project, and if all goes well this should be complete by the end of this year. The EPAC and LINAC series have expressed interest to join in the scanning project.

John Poole reports in detail on the Team Meeting (2 days) combined with a Database Workshop (2 days) that took place at LBNL in November 2002 with 20 full-time participants plus some local part-timers.

The Team Meeting addressed and made significant progress on a number of technical issues related to electronic publication and in particular the decision to publish the meta data relating to conference proceedings at the JACoW site for the free use of libraries. The Database Workshop, and the JACoW Project to build a common facility to be used for the data gathering and maintenance, scientific programme management and proceedings production for accelerator conferences formed the backbone of the meetings.

A considerable amount of animated and enthusiastic discussion at the Workshop thus lead to more work and substantial progress during the first half of this year. The one-day follow-up Database meeting that took place just prior to PAC'03 was the occasion to finalize and refine on a number of points, to polish the functionality of the Oracle Database and its Plug-Ins, and to set the scene for completion and testing this summer and autumn, ready for full implementation in connection with EPAC'04.

This ambitious project has been brought about through a very dynamic JACoW collaboration. It has been made possible through the enthusiasm, competence and efforts of a small core of people. Particular mention should be made of Matt Arena, FNAL and Pascal Le Roux, CERN, the men behind the PAC'01 and EPAC'02 Oracle Databases. The EPAC Conference Coordinator, Christine Petit-Jean-Genaz, CERN, and Sara Webber, FNAL, provided substantial input through their experience of scientific programme management. Martin Comyn and

Ivan Andrian, the Workshop Rapporteurs, lead the discussion and had an eye to the overall coherence of the project. The Workshop participants contributed immensely to the quality of the discussions. Under the chairmanship and attention to detail of John Poole, the results should soon provide all members of the JACoW collaboration with a tool that can be customized to fit any scientific programme of any conference. The Plug-Ins of Accelerator *Institutions*, and the Contributor *Profiles*, being developed and to be maintained by Christine Petit-Jean-Genaz, will form the mailing lists for conference announcements, and will substantially automate data entry in connection with scientific programme management.

John Poole's transparencies are reproduced in Annex 1 to these Notes. The Summary of the LBNL Team Meeting is published at the JACoW site (http://www.JACoW.org under "Meetings"). The Summary of the Database Workshop and Follow-up Meeting will also be published there in due course.

## 5.    Future Conferences

Jincheol Kim from POSTECH was unable to attend the meeting due to unforeseen circumstances but he was able to supply his transparencies and they are appended to these Notes. A brief summary of his presentation follows.

Jincheol Kim explained that he is the database and website administrator for the **ICALEPCS'03** conference which will be held from 13 to 17 October. The website was available early in February (icalepcs2003.postech.ac.kr) and by the time of PAC, 240 abstracts had been received. The editorial facilities were presented and it was noted that they include a presentation previewing facility (for verification that the electronic presentations will work). Papers will be numbered after the ISAC/PC meetings in May and paper submission will open on June 1.

Jincheol also reported that the preliminary version of **LINAC'02** proceedings was completed by December 1. However, late submissions and re-submissions were received up to the end of March which delayed the process. The proceedings are now completed and Prof. Won Namkung presented a CD-ROM to John Poole for publication on JACoW.

Toshiya Tanabe of RIKEN reports that **Cyclotrons '04** will take place from 18 to 22 October 2004 in Japan.

Jan Chrin of PSI reports that **EPAC'04** will take place from 5 to 9 July 2004 in Lucerne, Switzerland. EPAC'04 will be the first conference to use the new JACoW Database mentioned earlier. The deadline for the submission of contributions to the proceedings will be a little in advance of the conference and the aim will be to accomplish all processing and QA by the end of the conference. Efforts are being made to avoid expensive computer rental through the use of computers ordered under blanket orders at CERN and PSI.

Nick Walker of DESY reports that **LINAC'04** will take place at the end of August in Luebeck and will be organized by DESY and GSI. He will be working on the Proceedings, together with Volker Schaa, who is currently involved in the production of the proceedings of DIPAC'03. He reports that DESY will be responsible for the conference website, which will be running shortly, and that there are a number of open questions concerning the database. The First Announcement will be made in the autumn and the deadline for the submission of abstracts will be after Christmas.

G. Dugan reports that **PAC'05** will take place from 16-20 May 2005 in Knoxville. Norbert Holtkamp will chair the OC and Swapan Chattopadhyaywill chair the Program Committee. Preparations will begin shortly.  Charlie Horak and Jeff Patton will be involved in the production of the proceedings.

Christine Petit-Jean-Genaz invites representatives of each conference series to provide her with details of the conferences as they become available:

- the url of the conference website
- the name of the Editor, or person responsible for the production of the proceedings
- the names of Chairmen, in particular the Chairman of the Program Committee

to facilitate the organization of JACoW meetings and communication of information.

## 6. Future Meetings

- JACoW Team Meeting, Europe, December 2003, exact dates to be announced
- JACoW Steering Committee, Thursday 8 July 2004 during EPAC'04

Christine Petit-Jean-Genaz

Annex 1:  Status of ICALEPCS'03