INTRODUCTION TO THE JACoW COLLABORATION AND SPMS

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Introduction

The Scientific Programme Management System (SPMS) is an Oracle-based application developed by the JACoW Collaboration[1] relating to the scientific programme management of conferences and the publication of proceedings at the jacow.org site. It is delivered to JACoW Collaboration conferences together with the associated repositories containing 38,000 individual author profiles and over 5000 affiliations.

Originally developed to handle the activities related to the scientific programme from the time of abstract submission and proceedings production, SPMS now provides the full spectrum of functionality, including the running of meetings, the selection of invited and contributed oral presentations, re-classification of wrongly-classified abstracts, automated assigning of programme codes, editorial module for processing contributions and transparencies, interface with authors, publications, etc. Furthermore, modules have been gradually introduced to include registration, accommodation, refereeing, presentations management, poster session management, author reception, etc.

The principle author is Matthew Arena of Fermi National Accelerator Laboratory (arenam@fnal.gov), now responsible for the Scientific Programme Modules, development, debugging, etc. Ivan Andrian and Stefano Deiuri, Elettra, Sincrotrone Trieste (ivan.andrian@elettra.eu, and stefano.deiuri@elettra.eu). Developed the Registration, Accommodation and Refereeing Modules. Volker Schaa, GSI (v.r.w.schaa@gsi.de), is the author of the JACoW Proceedings Scripts Package (JPSP). The author of these tutorials (Christine Petit-Jean-Genaz, CERN (christine.petit-jean-genaz@cern.ch)) can be contacted with questions concerning SPMS functionality from the user side. The Regional Support Managers (http://jacow.org/About/TeamMembersRoles) set up and maintain conference instances. Ronny Billen (ronny.billen@cern.ch) at CERN publishes the proceedings of conferences as they become available, and works with Takashi Kosuge (takashi.kosuge@kek.jp) for the publication of proceedings at the mirror site at KEK. Jan Chrin, PSI (jan.chrin@psi.ch) and Anthony Cuffe, JLAB (cuffe@jlab.gov) manage the servers available for upload of contributions to proceedings for all JACoW events, irrespective of the hosting region.

The SPMS is available under General Public License (GPL) and can be used by anyone in stand-alone mode, i.e. without the associated repositories.

JACoW collaboration conferences have the benefit of a link to a Central Repository containing around 38,000 profiles of members of the accelerator community and addresses of the associated laboratories, universities and institutes. Companies and their staff participating in industrial exhibitions are also included in the Repository.

Repository data (profiles/accounts) is used by profile/account owners to log into SPMS instances to contribute to JACoW events, in connection with registration at events, with the e-mail utility for mailing conference announcements, exhibition announcements, etc. It is a shared resource and each Conference Administrator is bound to respect the quality of the data, and contribute to its maintenance with the Repository Manager. Christine Petit-Jean-Genaz (christine.petit-jean-genaz@cern.ch) is currently Repository Manager since the retirement of the previous Manager, Sue Waller.

The SPMS offers the following main functionality:

Scientific Programme Module
- Powerful e-mail utility
- Mailing Lists
- Scientific programme development and management
- Submission of Proposals for invited oral presentations
- SPC prioritizing and selection of invited orals
- Submission of contributions (abstracts) and QA by the Editor/Administrator
- SPC verification of main and sub-classifications of abstracts submitted
- SPC prioritizing and selection of contributed orals
- Monitoring progress on all activities via "attributes"
- Building programme/paper codes by session
- Automated programme code assignment for poster sessions
- Refereeing
- Editing and Quality Assurance
- Feedback to authors on status of processing (e-mail and electronic dotting board)
- Transparency Processing
- Presentations Management
- Poster Session Management

Event Management Modules
- Delegate and Industrial Exhibition Registration
- Student Grant Applications
- Prizes Applications
- Management of payments of fees and social programme
- Budget Reports
- Management of hotel bookings and deposits

Reports and Data Extracts
- Too many to list …

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[1] http://jacow.org/About/Articless

Automated production of publications (programme/abstracts booklets), post-conference proceedings production via the JACoW Proceedings Scripts Package (JPSP)

The JACoW Collaboration is actively pursuing the introduction of enhancements in all areas via discussions during the annual Team Meetings.

A flow diagram is annexed to this document showing the flow around SPMS, the Servers, the Central Repository.

Request/Delivery of SPMS Instances

A conference SPMS instance is delivered to JACoW collaboration conferences upon request to the JACoW Chairman and/or Coordinator (http://www.jacow.org under SPMS Terms and Conditions), on the understanding that:

1. The data supplied and collected with the SPMS system will under no circumstances be used for any other purpose than in connection with the organization of the conference in question (**conference and non-conference announcements to the *whole repository* are strictly forbidden**)

2. The e-mail utility may be used normally only *once* to announce the conference to those profile/account owners contained in the relative mailing lists, and *once* following the conference to announce the publication of the proceedings at the JACoW site

3. The data will not be provided to any external body for any purpose

4. Following the publication of the conference proceedings and repatriation of the data to the central repository, the link to the central repository will be cut and there will be no further maintenance of the system by central support

5. The email facility will not be used after the publication and announcement of the conference proceedings

6. The profiles and account information generated by the conference will be of the same quality as the data already in the repository (no dummy emails etc.)

7. Software installed using JACoW licenses will be un-installed immediately after the conference

The instances are delivered together copies of the Central Repositories:

a) a repository of profiles of individuals working in the accelerator field (total of ~38,000 individual profiles/accounts of people who have been authors, co-authors, participants in conferences, or exhibitors), including affiliation data residing in

b) a repository of affiliations, firms, etc., involved in accelerator activities (more than 5,000 entries).

Note that when a profile/account owner updates his/her profile/account via a conference instance, this updates the Central Repository, and from the Central Repository all other active SPMS instances are also updated/synchronised.
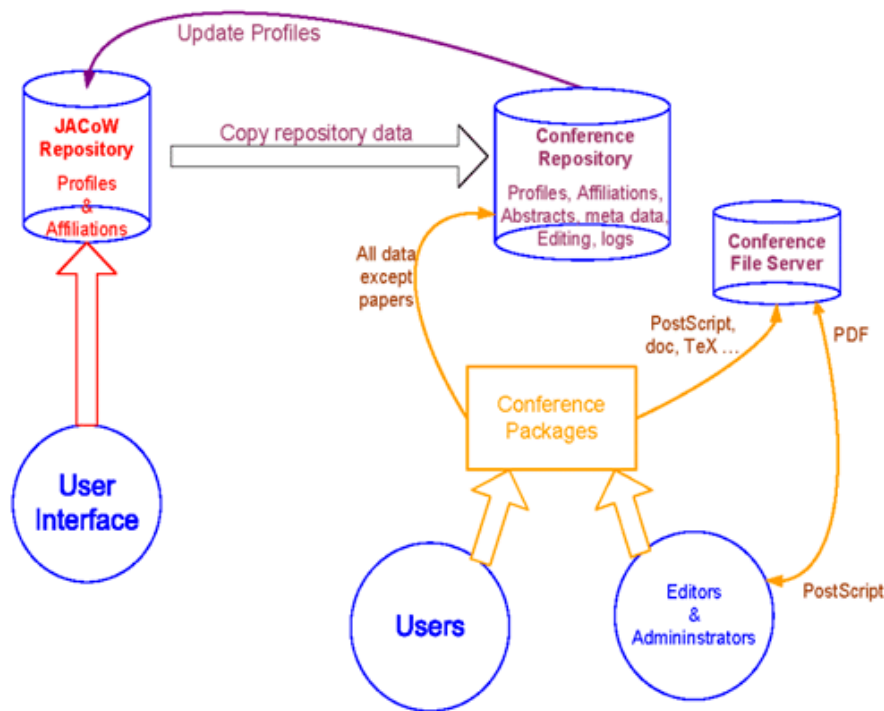
Regional Support Centres (RSC)

The JACoW Collaboration has set up Regional Support Centres in Asia (managed by Takashi Kosuge at KEK), in Europe (managed by Ronny Billen at CERN) and in the US (managed by the SPMS designer, Matt Arena at FNAL), to host the conference instances taking place in these regions. The approval to set up an instance is given by the JACoW Chairman and/or Coordinator once the requester has pledged to respect SPMS Terms and Conditions outlined above for the use of the SPMS and associated Repositories.

Regional SPMS Development Support

To share the load of SPMS development and debugging, the 2011 Team Meeting decided to set up SPMS development support, with one person per region. They are Matt Arena (arenam@fnal.gov) for the Americas, Ivan Andrian (ivan.andrian@elettra.trieste.it) for Europe and Tadashi Murakami (tadashi.murakami@kek.jp) for Asia. Tadashi later resigned and was not replaced. Questions about development should be directed to either Matt or Ivan, who should also be contacted for emergencies relating to existing functionality.

How SPMS Works

All interfaces to the central repository are web-based forms and these are used by administrators, editors, contributors, registrants and so on. The connectivity is illustrated below.