

SCIENTIFIC PROGRAMME MANAGEMENT JUST PRIOR TO, DURING AND IMMEDIATELY FOLLOWING THE CONFERENCE

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Introduction

This document covers the activities related to the scientific programme organization after the main organization is complete, when all contributions have been assigned programme codes, when the conference website carries all pertinent information, and the SPMS is set for upload. [See the JACoW.org site for the numerous tutorials presented at JACoW Team Meetings.](#)

Proceedings Office, Editing, Quality Assurance, Author Reception, Presentations Management and Processing of Transparencies, Poster Session Management

IPAC and most other JACoW events process the contributions to the proceedings during the conference. Most conferences these days have a small team of "expert" or "core" editors who arrive a few days in advance of the conference. Their aim is to process up to 80% of the contributions to the proceedings before the authors arrive. More editors arrive for the conference period, including novices who get hands on editing training with JACoW experts. The aim is generally to finish editing and QA during the conference to publish "pre-press" (without the "wrappers", i.e. preface, photos, etc.) and to publish finally on JACoW a few weeks later.

This is an ambitious aim but has proven completely achievable when the IT Managers have provided the optimum setup and the team includes experts, and is properly coordinated.

[An excellent overview of the workflow in proceedings offices was presented by David Button at the JACoW Team Meeting in 2015.](#)

Coordination

The Scientific Secretariat/Editor-in-Chief coordinates all activities relating to the scientific programme. This person will have already worked closely with the IT Manager, the Presentations Manager, the Poster Session Manager on the texts already published at the Website during the period leading up to the conference. During the conference they work closely together to coordinate all activities since many are interdependent.

The Functional Roles in the Proceedings Office

The functional roles and privileges associated with production of the proceedings are:

Editor – Conference Editor privilege
[conference SPMS instance url]/authorize.html

Editor = QA / Editor QA privilege
[conference SPMS instance url]/authorize.html

Author Reception = Sort and File privilege (SRTF)
[conference SPMS instance url]/authorize.html

The different groups of people carrying out activities in the Proceedings Office are assigned the privilege to view/edit pages in the screen:

Scientific Program Administration / Contribution Log Codes
[conference SPMS instance url]/maint.tab?tab_name=log_codes&order_by=log_desc r

Log Code	Log Descr	Do Not Delete	Srtf Function	Publish	Activity Log	Chart Flag	Status Code	Hide Names	Referee Screen
AC	Abstract Created	Yes	<input type="checkbox"/>						
AB	Abstract Initial QA Performed	Yes	<input type="checkbox"/>						
AOC	Abstract Owner Changed	Yes	No	<input type="checkbox"/>					
AU	Abstract Updated	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AW	Abstract Withdrawn	Yes	No	No	<input type="checkbox"/>				
REDC	Author rejected the Editor's changes	Yes	No	No	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The column Srtf Function is used to customize the screen seen by Author Reception staff.

The column Activity Log is used to customize the screen seen by Editors.

Editor

Editors logging in with Conference Editor privilege come to the screen:

Editor/Proceedings Administration
[conference SPMS instance url]/editor.html

PCaPAC 2018 Paper Editors' Page

Tuesday
Wednesday
Thursday
Friday
Platform *No Preference
Source Type Any Type
Paper ID

Active Papers

Open All Close All
SPMS
Editor/Proceedings Administration
Abstract Search/Edit
Activity Log - Staff
List My Papers
My Contributions
My Profile
Reassign "Red" Dot Papers
General
Programme Committee
Scientific Program Administration

Each editor enters the platform of preference (pc, mac, etc.), and the source type preference (Word, LaTeX), and then clicks on Get Next Paper. SPMS assigns papers for processing depending on those available with the threshold entered in the screen:

Editor / Proceedings Administration / Presentation File Combinations

[\[conference SPMS instance url\]/present_files.html](#)

As the papers are edited they are listed under "Active Papers" as processing gets under way.

When editors have finished editing, they assign the editing status, green, yellow, red, and enter their comments. To assist in identifying problems in papers, there is a set of error codes already entered in SPMS by default. This list is found under

Editor/Proceedings Administration / Paper Error Codes

[\[conference SPMS instance url\]/maint.tab?tab_name=error_codes&order_by=error_d_escr](#)

Entry of an editing status by an editor in SPMS triggers a default e-mail to the primary author. The texts of these automatic e-mails can be customized in the screen:

Editor/Proceedings Administration / Processing Status Codes

[\[conference SPMS instance url\]/maint.tab?tab_name=status_codes&order_by=status_desc_r](#)

When the status is green, the author is normally simply informed that the paper was successfully edited and that it will go on to quality assurance, i.e. **it will no longer be possible to make changes.**

When the status is yellow, meaning the editor has had to open the source file to correct mistakes, or has corrected numerous errors in the pdf, the author has the opportunity to accept or reject the editor's changes. He responds to the e-mail and his comments are recorded in the Reports which the Scientific Secretariat checks regularly:

General / Reports / Green Dot Reports / Author Dot Reassignments.

[\[conference SPMS instance url\]/rpt_user_dot_reassign.html](#)

When an author simply accepts the changes, the status of the contribution is automatically switched from yellow to green in SPMS. Using this Report the Editor-in-Chief ensures the Author Reception is aware of the status change so the staff can retrieve the contribution filed in the Yellow Dot status papers, manually switch the colour of the status to green on the contribution, and place the paper ready for QA. See further below.

Editor/QA

When a good percentage of the papers has been edited, a group of editors is assigned the task of quality assuring processed papers with green dot status. Normally editors do not QA their own papers. SPMS is set up to disallow this via the System Parameters:

System parameters / SPMS Configuration

[\[conference SPMS instance url\]/params.show_cats?cat=DB](#)

where the parameter "Allow an editor to QA a paper they edited" is set to "No". If during the conference all papers have not been quality assured, then the Administrator can switch this parameter to Yes to facilitate QA after the conference when a number of the guest editors are no longer available.

The privilege of Editor/QA is assigned via the Authorize Screen

Overall Database Administration / Privileges Roles & Users / Authorize

[\[conference SPMS instance url\]/authorize.html](#)

The editors login with Editor/QA privileges and work via the screen:

Editor/Proceedings Administration / Paper Final QA

[\[conference SPMS instance url\]editor.qa](#)

PCaPAC 2018 Paper QA Christine Petit-Jean-Genaz

Select a Paper to QA

Note: You cannot QA a paper if you are the editor
To disable this feature go to the SPMS Configuration section on the System Parameters page and change the parameter "Allow editor to QA a paper they edited" to Yes

Tuesday
Wednesday
Thursday
Friday

There are no more papers to QA

Open All Close All

SPMS
Editor/Proceedings Administration
Abstract Search/Edit
My Contributions
My Profile
Paper Final QA
General
Scientific Program Administration



Complete information concerning the editing of contributions is published at the JACoW.org website. See in particular the [Tips and Tricks](#).

Regular Verification of Papers Processed by Editors via JPSP

Throughout the processing of contributions by editors, the JPSP scripts are regularly run to check certain parameters of the final pdf files for publication are correct, such as JACoW page size, font embedding, bounding box problems, etc. This procedure allows for the editors to correct problems before the end of the conference and the running of the scripts to pull the final publication package together, when any problems have to be addressed by the editor-in-chief alone.

Author Reception

Staff in Author Reception are assigned the “Sort and File” privilege via the screen:

Overall Database Administration / Authorize
[\[conference SPMS instance url\]/authorize.html](#)

In earlier days Author Reception collected Copyright Forms, and hard copies of contributions. These activities are no longer required and the tasks of Author Reception have evolved to include:

- providing an interface between authors and editors
- keeping track of filing the hard copies of contributions processed by the editors, normally yellow and red dot status in one set of folders. Green dot papers are not normally filed since they will move over to Quality Assurance (QA) very rapidly
- assisting authors with questions: Author Reception Staff have the privilege to search the SPMS to see the status of a paper and read the log to note the comments of the editor
- cross-checking the titles and authors entered in SPMS against those entered in the contributions to the proceedings, and correcting as necessary.

The last item above is the extremely important. The integrity of the titles (formatting, typing errors, etc.) and ensuring the author lists are correct is the essence of ensuring the quality of the final published proceedings.

When the processing status of a contribution changes, i.e. from no status, to the status assigned by an editor, and to a red, yellow or green dot status, this triggers an e-mail to the author, who has options depending on the status:

Green dot: the author takes note

Yellow dot: the author can accept/reject the version produced by the editor from the source file via SPMS

Red dot: the author can submit new files according to the instructions of the editor.

When an author accepts the editor’s version (yellow), the dot status changes in SPMS from yellow to green. A report in SPMS shows this status change.

The Conference Administrator/Editor-in-Chief must check this report frequently to ensure the author comments are taken into account, and that the Author Reception manually changes the dot status from yellow to green and pushes the paper out for quality assurance.

A report in SPMS follows the automatic change of status: General / Reports / Green Dot Reports / Author Dot Reassignments

[\[conference SPMS instance url\]/rpt_user_dot_reassign.html](#)

The screen

Scientific Program Administration / Contribution Log Codes

[\[conference SPMS instance url\]/maint.tab?tab_name=log_codes&order_by=log_desc r](#)

needs to be customized such that the Author Reception staff see only what is necessary. For example, with or without copyright form receipt, with or without hard copies. This is adjusted via the column “Srtf Function”:

Log Code	Log Descr	Do Not Delete	Srtf Function	Publish	Activity Log	Chart Flag	Status Code
Delete AC	Abstract Created	Yes :				Yes :	
Delete AB	Abstract Initial QA Performed	Yes :	No :		Yes :		
Delete AOC	Abstract Owner Changed	Yes :	No :				
Delete AU	Abstract Updated	Yes :			Yes :	Yes :	
Delete AW	Abstract Withdrawn	Yes :	No :	No :			
Delete REDC	Author rejected the Editor's changes	Yes :	No :	No :	No :	No :	
Delete CF	Copyright form Received	Yes :	Yes :		Yes :		
Delete DR	Dot Reassignment	Yes :			Yes :	Yes :	
Delete E	Edit Complete	Yes :			Yes :	Yes :	
Delete FREM	File Removed	Yes :					
Delete FUP	File Uploaded	Yes :				Yes :	
Delete QAF	Final QA Failed	Yes :			Yes :		
Delete FQ	Final QA Passed	Yes :			Yes :		
Delete A	Danar Accinnart	Yes :			Yes :		Assigned to an Editor :

The settings in this screen also define what is in the Activity Log screen (the column Activity Log).

Activity Log

The screen behind Activity Log – Staff
[\[conference SPMS instance url\]/rpt_activity.html](#)

The activity log is known as “big brother” since it shows the progress of all staff working on processing the conference proceedings.

The visible activities in the Activity Log are adjusted via the screen

Scientific Program Administration / Contribution Log Codes

[conference SPMS instance

url]/maint.tab?tab_name=log_codes&order_by=log_desc
r

The Functional Roles and Activities related to Presentations Management and Processing of Oral Presentations

There is usually a Presentations, or Speaker Ready Office at each sizeable JACoW event. The Office is equipped with computers, normally including PC and Macintosh. It is advisable to test the uploaded presentations on the platform they were prepared on.

Several Managers are on hand to run the office. They are available to assist the speakers who normally pass by the office to ensure that the files uploaded have not been corrupted, and that fonts, animations, etc. are correct.

When the Managers have successfully retrieved uploaded files, they test them, and then just in advance of the session transfer them to the auditorium, where they should be presented on the platform they were prepared on, i.e. macintosh or pc.

The Presentations Management privilege is assigned in the Authorize screen.

Logging in with Presentations Management privilege leads to a screen displaying all oral presentations and the status of upload:

Editor/Proceedings Administration / Presentations Management

[conference SPMS instance url]/transparencies.display

PCaPAC 2018 Contributions With Transparencies

Christine Petit-Jean-Genaz

Logout Search My Schedule Home

Paper ID	When	Contribution Title	Speaker
TUXA01 No Files Upload Email	Tuesday 09:00	This is a Test Proposal for an Invited Oral Presentation	Christine Petit-Jean-Genaz - European Organization for Nuclear Research Beams Department (BE)
TUCOA01 No Files Upload Email	Tuesday 14:00	A Controls Abstract	Volker RW Schaa - GSI Helmholtzzentrum für Schwerionenforschung GmbH

The Guidelines for Speakers communicated to them by e-mail, and published at the conference website normally request upload/submission of transparencies at least half a day in advance of the presentation. If the transparencies have not been uploaded, then the e-mail link allows the Managers to contact the speakers.

All oral presentation files are recognized in SPMS by a programme code underscore talk (TUA01_TALK) and suffix (ppt, pdf, docx, etc.):

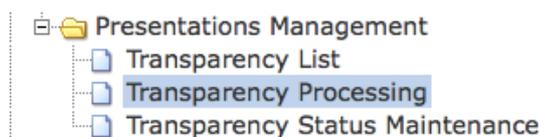
More information concerning the tasks of the Presentations Managers, the soft and hardware, networking etc. is described [at jacow.org](http://jacow.org).

Processing of Transparencies

Work for the staff with the responsibility to process the oral presentations normally begins after the first oral session, i.e. during the second session on the first morning of the conference, they begin processing the slides presented in the first session.

The staff processing transparencies login with the privilege Transparency Processing, which is as usual assigned via the Authorize Screen.

Upon login they see several options within the Directory Presentations Management:



Clicking on Transparency Processing brings up the screen which allows them to select the oral presentations available for processing.

PCaPAC 2018 Transparency Maintenance

[Logout!](#)

Day	Invited Oral				Contributed Oral			
	Total	Assignable	Assigned		Total	Assignable	Assigned	
Tuesday	1	0	0	0 0 0	1	0	0	0 0 0
Totals	1	0	0	0 0 0	1	0	0	0 0 0

There are no active transparencies assigned to you.

This screen is the equivalent to the screens seen by the staff working on editing, and quality assurance.

The processing of oral presentations is described in full in several JACoW TM presentations:

<http://www.jacow.org/Editors/ProcessingSlides>

http://www.jacow.org/uploads/Editors/Slides_Processing_Manual_V4

Agenda

Editor/Proceedings Administration / Presentations Management / Agenda

[conference SPMS instance url]/agenda.html

This screen contains the full conference programme in a format similar to InDiCo, compiled from all of the screens and activities covered earlier. For each Session slot, there is the title of the session. Clicking on the session reveals the information such as Chair, Place, Time, plus the talk(s) to be presented.

While this screen is often used for JACoW Team Meetings, it is rarely used during conferences because all documents and presentations uploaded are visible and available for download, which is to be discouraged since it would be without the author's permission.

A number of speakers prefer to make their presentation, and then provide a second pdf file of the presentation, for the proceedings, in particular if the presentation contains sensitive information.

Poster Session Management

Poster Session Managers are required to be available when participants are mounting their posters, normally during the period before the morning coffee break. They verify that the posters are correctly placed according to the programme code, that the quality is adequate (manuscripts of contributions to the proceedings are not considered as “posters”), and later that the presenter is in place to discuss the work during the poster session.

The Poster Session Manager role is assigned via to the Authorize screen

Overall Database Administration / Privileges, Roles & Users / Authorize
[\[conference SPMS instance url\]/authorize.html](#)

There are two methods for Poster Session Managers to enter the status of poster presentation (posted, manned, adequate quality) in SPMS.

a) By logging into SPMS following the session:

Logging in with Poster Police privilege, the Managers see a screen showing the poster sessions (see below).

PCaPAC 2018 Poster Police

[Logout](#)

[Edit](#) [Print](#) TUPK Poster Session

Email questions, problems or suggestions to the [JACoW Users Mail](#)

Clicking on Edit for each Poster Session, the Managers reach a screen that is editable:

PCaPAC 2018 Poster Police						Christine Petit-Jean-Genaz				
						Logout	Search	My Schedule	Home	Find Profiles
ID	Presenter	Title	Manned	Posted	Satisfactory	Picture	Comments			
TUPK001	Volker RW Schaa - GSI	Lots of contributions to this conference	Yes <input type="button" value="↓"/>	Yes <input type="button" value="↓"/>	Yes <input type="button" value="↓"/>	No <input type="button" value="↓"/>				
TUPK002	Yung-Sen Cheng - NSRRC	This is a second test abstract for an invited oral presentation	Yes <input type="button" value="↓"/>	Yes <input type="button" value="↓"/>	Yes <input type="button" value="↓"/>	No <input type="button" value="↓"/>				

They are able to switch from the default "Yes" for posters Manned/Posted/Satisfactory to No as necessary.

For cases where the poster does not meet the quality criteria (Satisfactory column), the Poster Session Manager can take a photo, set the Picture column default to “yes”, and enter a comment in the Comments column.

It is important to have a reliable record of poster presentations since only posters which respect the criteria, i.e. have a “Yes” in the three columns Manned, Posted, Satisfactory, are seen by the scripts which pull the JACoW publication package together.

During and post-conference, prior to final publication, the Editor should review the status of all contributions. For situations where a contribution has been successfully processed, and passed QA, but where the poster was not properly posted, the Editor should contact the author. It could be that the presenter posted the contribution in the wrong place, and was therefore overlooked by the Poster Session Manager. For cases where there was a single author, who was not registered and attending the conference, the contribution would not normally be published.

b) Via the JACoW Poster Police App:

Stefano Deiuri has developed an App for tablets that simplifies the work of the Poster Session Managers. [Complete information on how to download and use the app is published at the JACoW.org site.](#)

IMPORTANT: Since the scripts that pull the final publication package together will only see those poster presentations with the three flags (posted/manned/adequate quality), it is essential that the Administrator/Coordinator checks the status of all contributions in SPMS during and immediately after the conference, and to contact authors as necessary, prior to running the scripts.

Some guidelines for Poster Session Management is published in Annex: 1.

E-dotting Board

The E-dotting Board is the means by which authors present at the conference can check on the processing status of their uploaded contributions.

General / Reports / Electronic Dot Board

[conference SPMS instance url]/edot.html

As contributions to the proceedings are uploaded by the authors, assigned to an editor, processed and given a status, this is recorded in a Report known as the E-dot Board.

The "physical" E-dot Boards are normally large flat screens placed close to the Author Reception/Proceedings Office, and at any other strategic position at the conference venue.

The stages of processing are shown in coloured cells, normally the dot colour system, which contain instructions:

Grey cell: Paper uploaded, ready to process
Black cell: Assigned to an Editor

Green cell: Paper successfully processed
Yellow cell: Please go to Author Reception
Red cell: Please go to Author Reception

The parameters which must match the size of the screens are set via the System Parameters:

Overall Database Administration / System Parameters / E-dot Board

**[conference SPMS instance url]/
params.show_cats?cat=EDOT**

Editor Instructions Font Size 12	Enter the font size in Pixels.
Header Background Color #009999	Enter the color in # notation or by name.
Header Font Size 30	Enter the font size in Pixels.
Header Text Color #FFFFFF	Enter the color in # notation or by name.
Refresh rate in seconds 10	
Table cell font size 14	
Table column count 15	
Table row count 18	

POSTER SESSION MANAGEMENT AT IPAC'16

Christine Petit-Jean-Genaz

IPAC Poster Presentation Policy

Any work accepted for *presentation* at the conference, which is not *presented* at the conference, is excluded from publication in the proceedings.

The Scientific Programme Committee reserves the right to reject the publication of papers where the work has not been properly presented or manned in the poster sessions. ***Manuscripts of contributions to the proceedings (or enlargements of them) are not considered as posters and work presented in this way will not be accepted for publication.***

All authors are aware of this policy, it is published at the conference website, and the application is strict. Only the Scientific Secretariat or SPC Chair can decide in cases of doubt.

Session Organization

IPAC Poster Sessions are generally de-coupled from the oral presentations and take place each afternoon from Monday to Thursday, from 16:00 to 18:00.

All contributions to the programme have a programme code whereby

- the first two letters correspond to the day of presentation, Monday, Tuesday, Wednesday, Thursday (i.e. MO, TU, WE, TH.)
- the third letter corresponds to the type of presentation. For poster presentations the third letter is P.
- the fourth letters indicate the location (area) of the poster session:

O for Ocean Area (1 floor), divided up into Red, Blue, Yellow and White areas

M for Mountain Area (3 floor), divided up into Red, Yellow, White areas

for IPAC'16

- the programme code for oral presentations finishes with 2 digits, 01, 02, 03, etc., or 3 digits 001, 002, 003 etc. corresponding to the poster presentations, poster panel numbers.

Session Organization and General Policy

Posters should be mounted before the morning coffee break on the day of the session such that they can be visited by conference participants during the day. They must be manned during the session from 16:00 to 18:00 and removed at the end of the session.

Poster Session Manager Responsibilities

Poster Session Managers are

- present during the early part of the day (08:30 to 10:30) to assist contributors in mounting their posters,
- if Presenters find they are manning several posters in different areas, the Managers can either try to fix this on the floor, or send them to the Proceedings Office to discuss with Christine how to group them
- ensure that posters are posted, manned and respect quality criteria (no manuscripts are allowed) during the poster session
- enter the status into SPMS at the end of each poster session by means of the app developed by Ivan Andrian and Stefano Deiuri, or via the interface in the Proceedings Office (first option is best).

Only posters flagged in the SPMS as posted, manned and respecting quality criteria are selected by the SPMS scripts and accepted for publication.

The Poster Session Managers inform the Scientific Secretariat (Christine or Kyung-Sook) immediately should problems arise – unexpected “new” contributions, contributions not matching the announced poster presentation criteria (manuscripts), etc.

If participants have to man several posters, and they are far apart, the Poster Session Managers can help re-arrange to move posters together.

At the end of the poster session participants must remove their posters

We have to look out for:

Poster is Posted

Poster is Manned

Poster is of "Quality OK", i.e. *NOT* three pages of manuscript.

If there is any problem with the "quality", the Poster Session Manager should note it down, take a photo, and report to Christine immediately, preferably during the morning.

It is wise to have the address of a printing shop at hand in case participants lose their posters. There is one published at the conference website: Daejoo AD Co., Ltd. Their e-mail address is: cown6631@hanmail.net

While a deadline for printing of 3 May was given for authors wishing to order a print job, the Poster Session Managers might find themselves called upon to solve last minute problems of loss in transit for example and urgent publication needs.

Student Poster Session, Sunday May 8

Tentative

13:30 Students post up posters

14:00 Jury begins visiting posters – first round

16:00 Jury goes to Meeting Room to discuss first round

16:30 Jury visits shortlisted candidates for poster prizes

18:00 Finished

People in charge of student poster session judging: Qing Qin and Todd Satogata.

In parallel with the judging of the student posters, there will be a parallel exercise of judging the 7 candidates shortlisted for the Mark Oliphant Prize. The students competing for the Oliphant Prize know they are shortlisted. The posters are scheduled within the student posters, which are grouped by Main and Sub-classification.

The Prize Committee Chair Shin-ichi Kurokawa will lead the judging. Christine is the Secretary of the Prizes Committee so she can inform further about this as necessary.

An abstracts brochure for the student poster session is under preparation and will be available on Sunday morning May 8.

IF THERE ARE ANY PROBLEMS, COME TO SEE CHRISTINE IN THE PROCEEDINGS OFFICE