

SCIENTIFIC PROGRAMME MANAGEMENT BETWEEN SETTING UP AN SPMS INSTANCE AND THE CONFERENCE

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Introduction

This document covers the activities, and setting up of SPMS to deal with them, in the period between initial setting up and the conference.

Activities to be covered are:

- Abstract / Profile Attributes
- Identifying Contributions by content (Classifications, Main, or Main and Sub-classifications, Experts)
- Identifying Contributions by type (Invited Oral, Contributed Oral, Poster, ...)
- Activities of Committees
- Search Utility (search.html)
- Proposals for Invited Oral Presentations
- Prioritization of Invited Oral Presentation Proposals
- Accepting / Final Set of Invited Oral Presentations
- Preparing invitations to invited speakers (mail merge using the report all orals and a standard letter)
- Correction of Main and Sub-classifications for abstracts submitted
- Selection of Contributed Oral Presentations
- Scheduling of Poster Presentations
- Announcement of Industrial Exhibition via SPMS (e-mail utility)
- General Announcement of Conference via SPMS (e-mail utility)
- Abstract Submission
- Abstract QA
- Building Programme Codes for Oral Presentations
 - Sessions
 - Edit
- Building Programme Codes for Posters
 - Sessions
 - Location Codes
 - Main and Sub-classifications / Poster Sessions
 - Program Code Sort Order
 - Automatic generation of poster session programme codes
- Preparing for Upload of contributions to the proceedings (server JUDS)
- Piping SPMS Data to the Conference Website

ACTIVITIES

Invitations to Committee Members via e-mail (SPMS Roles)

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

Editor/Proceedings Administration / Email / SPMS Roles
[conference SPMS instance url]/email.roles

Invitations to Committee Members via Surface Mail

Click on the Functional Role (centre column) in the Authorize Screen:

[conference SPMS instance url]/authorize.html

to download an excel sheet of members with mailing address details, and merge with a standard invitation letter using the any Mail Merge functionality.

Proposals for Invited Oral Presentations

Around a year in advance of IPAC, a call for proposals for invited oral presentations is normally sent to members of the Organizing Committee, the Scientific Programme Committee and the Scientific Advisory Board, with a deadline to submit their proposals. This is a simplified abstract submission exercise via SPMS limited to a selected group of people.

To set up for proposals, the Administrator ensures the following parameters are set.

Overall Database Administration / Privileges, Roles & Users / Web Pages

[conference SPMS instance url]/app_maint.html

Ensure that the privilege **Search.%** in Webpages is assigned only to Conference Administrator and View SciProg Reports, ensuring that only the Organizers can search over all contributions at this preliminary stage. If in Webpages the privilege **Search.%** is not restricted to Conf. Administrator then unauthorized persons can view the proposals..

When the SPC will have finished working, the restriction on using the search utility can be removed, allowing everybody to search the contributions in SPMS.

Prior to opening for proposals for invited orals, the Abstract Submission Form needs some simple tweaking with respect to the Abstract Form used for general abstract submission.

Main Classifications: Enter Main Classifications in the screen:

Scientific Program Administration / Classifications / Main Classifications

[conference SPMS instance url]/
maint.tab?tab_name=classification_codes&order_by=classification_descr

Presentation Types: Enter Presentation Types in the screen:

Scientific Program Administration / Presentation Type (Contributions)

[conference SPMS instance url]/
maint.tab?tab_name=presentation_codes&order_by=presentation_descr

To be sure proposers will only see the appropriate presentation type (for example invited) when they are making proposals, set the appropriate presentation type in the Editor only column to “No” as shown below.

Presentation Code	Presentation Descr	Presentation Type Code	Max Pages	Editor Only	Reclassify/Sort Order	Include In Paper	Propose Oral
Delete	CO Contributed Oral	Oral	5	Yes	Yes 20		No
Delete	IO Invited Oral	Oral	5	No	Yes 10		Yes
Delete	P Poster	Poster	5	Yes	Yes 30		
Delete	T Tutorial	Oral	5	No	Yes 40		Yes
New							
New							
New							

System Parameters / PC – Set the parameter Enable PC Members to Propose Invited Orals to “Yes”.

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

In the Authorize Screen, Enter the Privilege “Propose Invited Orals” against the relevant role.

[conference SPMS instance url]/authorize.html

Normally only a Main Classification is required for proposals for invited orals (i.e. don’t bother with sub-classifications at this stage, keep it simple).

How the User Enters Proposals for Invited Oral Presentations

Logging in with the Propose Invited Oral Privilege brings the user to a screen with a link to Propose an Invited Oral:

Propose A New Invited Oral Logout Search My		
Modify Your Profile		
Paper ID	Function	Abstract
1001	Print Edit Speakers Withdraw File Upload	Title: Th for Pri Speaker: Ch Ge Or

Clicking on Propose a New Invited Oral brings the user to an Abstract Submission Screen. The proposer enters a title, selects the available type (invited oral) and writes a few words of abstract to describe the talk that is proposed, and then saves the proposal. In the next screen the proposer can make proposals for speakers.

Prioritizing Invited Oral Presentations

Once all proposals have been submitted, the SPC is invited to enter their preferences from the possibilities entered in the Priorities Screen:

Programme Committee / Priority Codes

[conference SPMS instance url]/
maint.tab?tab_name=priority_codes&order_by=priority_descr

Enter only 1st and 2nd priority:

Priority Code	Priority Descr
1	1st Priority
2	2nd Priority

In the Authorize Screen, enter the privilege “Set Invited Oral Priority” against the relevant role (SPC).

SPC members login with this privilege (and the privilege to propose invited orals) and use the search function to list proposals in their relevant Main Classifications, and the search result shows the list of contributions, with the possibility to enter a priority. As members enter their preferences, their names appear against their preference, as shown below.

ID: 1003 This is a second test abstract for an invited oral presentation	
Edit	Withdraw Print Authors
1st Priority	Clear my preference
	Preferred by: Christine Petit-Jean-Genaz at 17-JAN-18 01:51
2nd Priority	Set as my preference
Abstract	This is a second dummy abstract.
Proposed By	Christine Petit-Jean-Genaz (CERN Geneva Geneva)
Preferred Speaker	Yung-Sen Cheng (NSRRC, Hsinchu)
Alternative Speakers	Diana Lin (NSRRC, Hsinchu)
Main Classification	Control Systems
Type of Presentation	Invited Oral

Privilege to Accept the Prioritized Proposals

Since the privilege to *accept* prioritized proposals should be limited to only the person responsible for each Main Classification or a specific designated person, this privilege is entered via the screen:

Scientific Program Administration / Classifications / Main Classifications / Experts

[conference SPMS instance url]/expert.code?code=CS

To assign this privilege, search for an Account, enter the name of the appropriate person, and assign “Coordinator” privilege. Persons with this privilege (though they won’t see it as a privilege when logging in) will then see a new link to “Accept” as shown below:

ID: 1326 Review of the possible projects towards a HIGGS Factory	
Edit Withdraw Owner Print Log Authors Email Profile	
Requires QA Yes	Invited Oral First Priority
Editor Final QA Not Publishable Publishable No, Missing Paper ID, Editor Status Code is not Publishable, Final QA Not Publishable, Missing Copyright Form PDF No Slides No	Set as my preference Accept Preferred by: Kazunori Akai at 17-OCT-12 20:32, Alexander Valishev at 15-OCT-12 10:10, Qing Qin at 21-OCT-12 14:27, Jean-Pierre Delahaye at 14-OCT-12 21:11, Chuanxiang Tang at 22-OCT-12 22:22, Eric Prebys at 15-OCT-12 15:26, Yuhong Zhang at 15-OCT-12 10:16, Patric Muggli at 23-OCT-12 04:42, Robert Kephart at 03-OCT-12 08:58, Mark Alan Palmer at 18-OCT-12 10:09 Set as my preference Accept Preferred by: Markus Steck at 15-OCT-12 09:31, Michael Harrison at 09-OCT-12 13:09, John Fox at 17-OCT-12 17:39, Peter Ostroumov at 13-OCT-12 21:39, Wolfram Fischer at 10-OCT-12 12:42, Fulvia C. Pilat at 15-OCT-12 16:09, Thomas Roser at 12-OCT-12 09:54 Abstract Following HIGGS discovery at CERN, several accelerator technologies from linear to circular colliders using various kinds of particles from leptons (electron, positrons, muons) or gammas or hadrons in LHC. The speaker should review the various proposals outlining the
	Invited Oral Second Priority

It happens that SPC members need to edit proposals by changing the author, or editing the title/abstract.

To allow editing of proposals, the Administrator sets to Yes the

System Parameter / PC / Enable Abstract Edit
[conference SPMS instance url]/params.show_cats?cat=PC

An extra link to "edit", apart from the "print" and "authors" links appears.

ID: 1001 This is a Test P
[Edit](#) [Print](#) [Authors](#)
 Requires QA Yes

Once the PC has decided the invited orals, the Administrator can prepare the invitations, first "cleaning up" the unwanted proposals:

- a) *withdraw all proposals not accepted*, leaving only the final selection of invited orals in SPMS via the screen:

Programme Committee / Withdraw all proposals with no accepted priority
[conference SPMS instance url]/search.withdraw_nopriority

or

- b) manually withdraw proposals with no priority, leave proposals with 2nd priority for reference and send invitations to only 1st priority accepted proposals via a mail merge (see below)

or (author's preferred)

- c) "tweak" the presentation types: leave "accepted" proposals as "invited oral", add a new presentation type "invited oral 2nd priority", and withdraw individually all other proposals.

Prepare Invitations to Invited Speakers

The method of preparation of the invitations will vary depending on the size of the conference. IPAC has approximately 50 invited oral presentations and it is

therefore worthwhile introducing some automaticity. Smaller events may prefer to manually prepare each individual invitation. Described below is how to do it on the larger scale. The methods are:

Email: Editor/Proceedings Administration / Email Utility: Presentation Type: Invited Oral (a) or c) above)

Surface Mail: Programme Committee / Invited Extract to produce an excel file of the list of invited orals, and merge with a standard Mail Merge document (b) and c) above). An example of a standard invitation is included in the annexes to this document.

The invitations to invited speakers should contain variables such as:

Name, Affiliation and Address of Speaker
 Type of Presentation (Invited Oral)
 Main Classification
 Title of Presentation
 Brief Description of the Presentation (abstract)
 Duration of Presentation
 Date of Presentation
 Coordinator's Name and Email

Some of the above are already in SPMS: Type of Presentation (Contribution), Main Classification, Title of Presentation, Brief Description of the Talk (abstract).

When the SPC decides the invited talks, it should also slot them into the synoptic table of the conference. This will facilitate the task of assigning the talks to Sessions, and assigning the programme codes already at this stage, such that the invitations can provide complete information with the title, description, date and time of presentation, the session, the name of the Coordinator or SPC Chair who may need to be contacted for questions.

To be able to include a *date of presentation*, it is necessary to create Sessions (and consequently programme codes) as follows.

Creation of Sessions/Programme Codes

Programme codes are normally Session Codes plus sequence numbers. Programme codes must be unique to each contribution in the conference programme, and they should contain the keys to understanding when and where a presentation will take place, as well as indicate the type of presentation.

Programme codes are used to identify contributions during file upload by authors and file download by editors during the processing of contributions to the proceedings. Programme codes are built either manually or automatically. Very useful information is published on jacow.org:

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

To create sessions in SPMS, it is necessary to know what the full conference programme will look like, graphically. The attached synoptic table of IPAC'12 provides an outline – note the alignment of start and end times of parallel sessions such that delegates can move easily between them. The Administrator should keep this table to hand when creating sessions in SPMS.

The following are the building blocks that are needed to create sessions. Start with the screen:

Scientific Program Administration / Presentation Type (Sessions)

[*conference* *SPMS* *instance* *url*]/maint.tab?tab_name=presentation_option_codes&order_by=presentation_option_descr

Try to indicate a mixture of type of presentation (contribution, i.e. invited oral, contributed oral, poster, etc.) and when, with a code as in the screenshot below. IPAC requires a rather complicated set of sessions to correspond to the synaptic table in the annex to this document where there are several sessions in parallel and mixtures of blocks of presentations of different types.

	Presentation Option Code	Presentation Option Descr	Presentation Type Code
Delete	A	Awards Session	Oral ↕
Delete	CO	Contributed Oral Presentation	Oral ↕
Delete	O	Contributed Oral Presentation	Oral ↕
Delete	OA	Contributed Oral Presentation A Session	Oral ↕
Delete	OB	Contributed Oral Presentation B Session	Oral ↕
Delete	E	Entertainment	Oral ↕
Delete	YA	First Invited Oral After Coffee	Oral ↕
Delete	XA	First Invited Oral Before Coffee	Oral ↕
Delete	Y	Invited Oral After Coffee	Oral ↕
Delete	Z	Invited Oral After Noon	Oral ↕
Delete	X	Invited Oral Before Coffee	Oral ↕
Delete	IO	Invited Oral Presentation	Oral ↕
Delete	P	Poster	Poster ↕
Delete	YB	Second Invited Oral After Coffee	Oral ↕
Delete	XB	Second Invited Oral Before Coffee	Oral ↕
Delete	I	Session for Industry	Oral ↕
Delete	YC	Third Invited Oral After Coffee	Oral ↕
Delete	XC	Third Invited Oral Before Coffee	Oral ↕
Delete	EP	ePoster	Poster ↕

Check that the following parameters are correctly set:

Overall Database Administration / System Parameters / Conference / Conference Start Date

Overall Database Administration / System Parameters / Conference / Auto Gen Program Code – set to “Yes”

Location: Enter the room/auditorium where the presentation will take place in the screen:

Scientific Program Administration / Location Codes
[*conference* *SPMS* *instance* *url*]/maint.tab?tab_name=location_codes&order_by=location_descr

	Location Code	Location Descr	Capacity
Delete	PB	Electronic Poster Area Bourbon	15
Delete	A	Hall 209	500
Delete	B	Hall 218	500
Delete	C	Hall 221	500
Delete	P	Hall B (Plenary)	500
Delete	PC	Poster Area Canal	140
Delete	PD	Poster Area Decatur	112
Delete	PP	Poster Area Poydras	126
Delete	PR	Poster Area Royal	126
New			

Schedule the Invited Oral Presentations in SPMS via the link at the top of each contribution returned in the search:

Scientific Program Administration / Sessions

[*conference* *SPMS* *instance* *url*]/session_maint.html


Click on “New Session” and enter the relevant information, which will form the programme code:

Presentation: Select the Presentation Type (Contribution)

Date: Select the date of presentation

Start and End Times: Enter the start and end times of the SESSION

Title: Enter a description of the session, for example: Invited Oral Presentations in the field of Accelerator Technology – this text will eventually be included in the conference proceedings table of contents so it is wise to be clear.

IPAC 2013 Session Maintenance Christine Petit-Jean-Genaz Logout Search My Schedule Home Find Profiles 									
New Session									
Session	Type	Date	Start	End	Title	Location	Chair	Sort	
EDIT MOXB1	First Invited Oral before coffee	Monday 13-MAY-13	0930	1000	Plenary Invited Oral Presentation (Synchrotron Light Sources and FELs)	Grand Ballroom 1	Add Chair	10	Delete
EDIT MOXBB1	Second Invited Oral before coffee	Monday 13-MAY-13	1000	1030	Plenary Invited Oral Presentation (Hadron Accelerators)	Grand Ballroom 1	Add Chair	20	Delete
EDIT MOYAB1	First Invited Oral after coffee	Monday 13-MAY-13	1100	1130	Plenary Invited Oral Presentation (Circular and Linear Colliders)	Grand Ballroom 1	Add Chair	30	Delete
EDIT MOYBB1	Second Invited Oral after coffee	Monday 13-MAY-13	1130	1200	Plenary Invited Oral Presentation (Particle Sources and Acc. Techniques)	Grand Ballroom 1	Add Chair	40	Delete
EDIT MOYCB1	Third Invited Oral after coffee	Monday 13-MAY-13	1200	1230	Plenary Invited Oral Presentation (Synchrotron Light Sources and FELs)	Grand Ballroom 1	Add Chair	50	Delete
EDIT MOZB1	Invited Oral afternoon	Monday 13-MAY-13	1400	1500	Invited Oral Presentations (Accelerator Technology)	Grand Ballroom 1	Add Chair	60	Delete
EDIT MOODB1	Contributed Oral afternoon	Monday 13-MAY-13	1500	1600	Contributed Oral Presentations (Accelerator Technology)	Grand Ballroom 1	Add Chair	70	Delete
EDIT MOZB2	Invited Oral afternoon	Monday 13-MAY-13	1400	1500	Invited Oral Presentations (Circular and Linear Colliders)	Grand Ballroom 2	Add Chair	80	Delete

The sort field should contain numbers that will indicate the order in which the sessions should be sorted to produce the full conference programme booklet. Starting at 10, proceed via 20, 30, 40, etc., so that if new sessions are decided later they can be inserted easily. The screenshot above shows how the programme codes in the left hand column are built from the information entered.

Much later in the organization of the conference, when the Session Chairs are decided, they should be entered in

the column "Chair". It will be possible to send mails to Session Chairs entered there via the e-mail utility.

Remember that if there are several poster sessions areas, then as many poster sessions as locations need to be entered. Use a different letter per poster session location. The locations are entered in the locations screen as discussed previously.

EDIT	MOPPC	Poster	Monday 21-MAY-12	1600	1800	Poster Session	Poster Area Canal	Add Chair
EDIT	MOPPD	Poster	Monday 21-MAY-12	1600	1800	Poster Session	Poster Area Decatur	Add Chair
EDIT	MOPPP	Poster	Monday 21-MAY-12	1600	1800	Poster Session	Poster Area Poydras	Add Chair
EDIT	MOPPR	Poster	Monday 21-MAY-12	1600	1800	Poster Session	Poster Area Royal	Add Chair

Enter Programme Codes into the SPMS for Each Invited Oral Presentation

Search SPMS for the invited oral presentations decided by the SPC. For each one, click on "Sessions" at the top of the page under the logo, click on "Add New Session", Select the session in the dropdown list, add the sequence number, the presentation type, the programme code type (for invited and contributed orals this should be "primary"), enter the start time of the presentation, and the duration in minutes, as shown in the screenshot below.

Abstract: 1003 This is a second test abstract for an invited oral presentation

Presentation Type Invited Oral

Session

Sequence#

Presentation Type

Program Code Type Secondary

Start Time For oral presentations only. Format: HHMM - no other punctuation.

Duration

Streaming Video URL

Invitations to Invited Speakers

Check through all invited oral entries in SPMS and the programme codes assigned as described above, check the titles are properly formatted (title case), that the abstract text is suitable for including in a paragraph in a standard letter and that the session information is complete.

Invitations can be sent either:

- Via surface mail: Program Committee / Invited Extract, plus Mail Merge document
- Via e-mail
- both.

To produce a mail merge, download the excel spreadsheet behind the Report

General/Data Extracts/All Orals

It will be named Invited Abstract and it will contain the session information. Tweak this to provide the information to be inserted into the standard letter to speakers.

An example of a standard letter in Word is attached. Use the Tools / Mail Merge Manager.

When the whole exercise of selecting invited orals is finished, return to the PC Parameters screen and disable the relevant parameters.

Return to the Authorise Screen and disable all privileges concerning invited oral proposals and prioritizing.

Return to the Experts Screen and disable the Coordinator privileges.

Attributes to Monitor Responses and Other Matters

To monitor the responses to invitations, use the Abstract Attributes functionality:

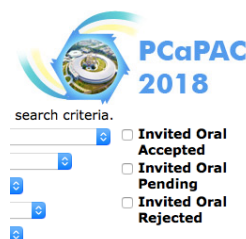
Scientific Program Administration / Abstract Attributes
[conference SPMS instance
url]/maint.tab?tab_name=attribute_codes&order_by=attribute_descr

In this screen, create attributes as shown below. As responses are received, search for the individual contribution, click on "Edit" and at the bottom of the page enter the status, pending, accepted, rejected ...

- ☐ Invited Oral Accepted
☐ Invited Oral Pending
☐ Invited Oral Rejected

Note: QA is recorded o

Abstract attributes are also shown to the right of the search screen. As responses to invitations are received, search here for the overall picture of "pending", "accepted", "rejected".



Attributes can also be used in connection with profiles to identify for example students with grants, or students competing for prizes. In this case, use the Find Profiles link to the profile of the student, for the profile of the student, in the profile click on Additional Attributes and click on the additional attributes.

To retrieve a group, click on Find profiles, and click on the attribute concerned to return the whole group.

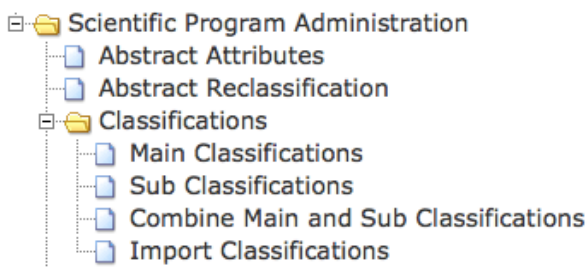
Abstract Submission

If the conference is using Main plus Sub-classifications, make sure they are all entered via the screens:

Scientific Program Administration / Classifications / Main Classifications

Scientific Program Administration / Classifications / Sub Classifications

Scientific Program Administration / Classifications / Combine Main and Sub Classifications



To open abstract submission:

In the System Parameters / Email

Overall Database Administration / System Parameters / Email

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

decide whether the parameters concerning copies of mails re abstract submission etc., are set according to reflect needs.

Check that authors can only enter the presentation types desired via the screen:

Scientific Program Administration / Presentation Type Contributions

[conference SPMS instance
url]/maint.tab?tab_name=presentation_codes&order_by=presentation_desc

In the Editor Only column, the presentation types that should be visible should be set to “No”.

In the System Parameters / User

Overall Database Administration / System Parameters / User

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

set to yes, the system parameter User/Accepting Abstracts.

Abstract QA

As abstracts are submitted, and prior to turning them over to the SPC, the scientific secretary should quality assure them because this information will eventually appear in the programme booklet and proceedings:

Title in title case

Abstract text entered properly

Footnotes properly formatted

Funding Agency really Funding Agency and not request for financial support

Search all contributions, with “Requires Initial QA” to the right of the screen set to Yes.

Work through, and for each contribution, click on “edit”. If changes are made, click on

Save changes and record QA

If no changes are made, simply click on

Record QA only.

Following the deadline for abstract submission

Following the abstract submission deadline, and once all abstracts have been quality assured, it is necessary to prepare for the PC to:

- check the classifications entered by the authors are correct,
- make proposals for contributed oral presentation.

At this point, freeze the user updates to classification and presentation type in the screen

Overall Database Administration / System Parameters / PC

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

Freeze User Updates to Classifications [Yes](#) Prevent users from changing their abstracts' classification. Set to Yes when the program committee begins abstract reclassification.
Freeze User Updates to Presentation Type [Yes](#) Prevent users from changing their abstracts' presentation type. Set to Yes when the program committee begins changing abstract presentations.

SPC Verification of Main and Sub-classifications entered by Submitting Authors

Submitting authors wrongly classify their abstracts in approximately 15 to 20% of submissions. The first job of the SPC is to check these, since the scheduling within the poster sessions is based on the content, either simply main classifications, or the combination of main plus sub-classifications.

Turn off Abstract Submission in the System Parameters/User screen
[conference SPMS instance url]/params.show_cats?cat=USER

Set the system parameter

Overall Database Administration / System Parameters / PC to
[conference SPMS instance url]/params.show_cats?cat=PC

Enable PC Re-classification – to “Yes”

In the screen:

Overall Database Administration / Authorize
[conference SPMS instance url]/authorize.html

assign the privilege to Propose Classification Changes to the appropriate committee (SPC).

SPC members will login with this privilege enabled. They will see a link to “Program Committee Access” and a screen to select those contributions that may need re-classification, as shown below.

The result of the search above will bring up a screen where there are links to all contributions to “Propose New Classification” as shown below.

Clicking on “Propose New Classification” will bring up a new screen where the SPC member can propose a different Classification, as shown below:

Refreshing the screen will show the result:

The name of the proposer appears in the proposal.

The proposer can decide to withdraw the proposal via the appropriate link "withdraw My Proposal".

Once the exercise of proposing re-classifications is complete, the SS disables the SPC privilege to Propose New Classifications assigned to the whole SPC in the Authorize Screen, leaving the PC parameter Enable PC Reclassification enabled, and enables the privilege to propose/approve the proposals to selected individuals via the Main Classifications/Experts screen:

Scientific Program Administration / Classifications / Main Classifications / Experts
[conference SPMS instance url]/maint.tab?tab_name=classification_codes&order_by=classification_desc

Attention. The privileges shown above (Reclassify Propose/Approve and Presentation/Propose/Approve) are not visible upon login:

Please select the privileges you want enabled

- ☐ Accept/Reject Proposed Invited Orals
- ☐ Conference Administrator
- ☐ Presentations Management
- ☐ Propose Invited Orals
- ☐ Set Invited Oral Priority
- ☐ Transparency Editor
- ☐ View SciProg Reports

but they are enabled for the people entered in the Experts screen upon logging in.

PCaPAC 2018 is not accepting abstracts at this time.

[Modify Your Profile](#) [Program Committee Access](#)

Paper ID	Function	Abstract
----------	----------	----------

Experts with the responsibility to accept/reject proposals can

- select contributions in the Classification of their responsibility, or
- not select any Classification

The search result will distinguish those proposals for which the Expert has propose/accept/reject privileges, and those for which he does not. In the screenshot below the author assigned propose/approve privileges to herself in the Classification "Controls" and one can see the possibility to accept/reject proposals in that Classification:

1022	Another dummy entry
Presentation	Poster
Classification	Infrastructure and Networking, Management of IT Projects, Cyber Security
Proposed Classification	Accept Reject Control Systems Withdraw My Proposal Christine Petit-Jean-Genaz (CERN)
Speaker	Todd Satogata - JLab
Abstract	All about infrastructure.
Author	Volker RW Schaa - GSI
Co-Authors	Todd Satogata (JLab, Newport News, Virginia)
1023	A Controls Abstract
Presentation	Poster
Classification	Control Systems Propose New Classification
Speaker	Volker RW Schaa - GSI
Abstract	A dummy abstract about controls
Author	Volker RW Schaa - GSI
Co-Authors	

Normally only very few persons should be assigned the accept/reject privilege to avoid overwriting. Privileges should typically be reserved for the person responsible for the Classification, the SPC Chair, and the Scientific Secretariat.

Once the re-classification exercise is over, it is advisable to disable the re-classification propose/accept/reject privileges in the Experts screen.

Selection of Contributed Oral Presentations

Similar to the procedure for proposing reclassifications, check that the option to change presentation type (i.e. from poster to contributed oral) is correctly entered in the screen:

Scientific Program Administration / Presentation Type (Contributions)

[*conference* *SPMS* *instance url*]/maint.tab?tab_name=presentation_codes&order_by=presentation_descr

To the right of the table, under "Propose Oral", ensure that the correct option is entered. In this case the Propose Oral in the line "Contributed Oral" should be set to "Yes".

Presentation Descr	Presentation		Max	Editor	Reclassify	Sort Order	Include		Propose
	Type	Code	Pages	Only			In Paper	Oral	
Contributed Oral	Oral	<input type="button" value="v"/>	5	Yes	<input type="button" value="v"/>	20	<input type="button" value="v"/>	<input type="button" value="v"/>	Yes <input type="button" value="v"/>
Invited Oral	Oral	<input type="button" value="v"/>	5	Yes	<input type="button" value="v"/>	10	<input type="button" value="v"/>	<input type="button" value="v"/>	No <input type="button" value="v"/>
Poster	Poster	<input type="button" value="v"/>	5	No	Yes <input type="button" value="v"/>	30	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>

Reclassify	Sort Order	Include In Paper	Propose Oral
20		Yes	
10		Yes	No
30			

Set to "Yes" the Enable PC Presentation option in the screen:

Overall Database Administration / System Parameters / PC

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

Enable PC Presentation [Yes](#) Allow Program Committee members to change the presentation type of abstracts. Enabling this function automatically freezes user updates to presentation types.

In the Authorize screen

Overall Database Administration / Authorize

[*conference* *SPMS* *instance url*]/authorize.html

assign the privilege to Propose Presentation Changes to the SPC.

SPC members will then be able to login with the privilege "Propose Presentation Changes".

Please select the privileges you want enabled

- ☐ Accept/Reject Proposed Invited Orals
- ☐ Conference Administrator
- ☐ Presentations Management
- ☐ Propose Invited Orals
- ☒ Propose Presentation Changes
- ☐ Set Invited Oral Priority
- ☐ Transparency Editor
- ☐ View SciProg Reports

Via the link Program Committee Access, members will again select the Classification in which they are interested (or not enter a preference and search over ALL contributions), and will have the possibility to Propose New Presentation Types as shown below. Note that as described above, the only contributions available for proposals for a change in presentation type are Posters.

Logout Search My Schedule Home

Classification

Sub Classification

Sort Order

☒ Display all abstracts in the selected classification.

☐ Display only the abstracts proposed for a change in presentation type.

☐ Display the abstracts not proposed for a change.

Note: The following presentation types are available for reclassification.
Poster

SPC Members will work through the result of their search, and click on "Propose New Presentation Type" as necessary:

1004 New proposal

Presentation Poster [Propose New Presentation Type](#)

Classification Hardware Technologies and Component Integration, System Modeling and Automation

Speaker Volker RW Schaa - GSI

Abstract New dummy

Author Volker RW Schaa - GSI

Co-Authors

Clicking on "Propose New Presentation Type" will offer the possibility to select "Contributed Oral", i.e. "upgrade" from "Poster":

Propose a New Presentation Type

Presentation ☒ Contributed Oral

Refreshing the screen following a proposal for a new presentation type will appear on the screen as follows:

1023 A Controls Abstract

Presentation Poster

Proposed Presentation [Withdraw](#) Contributed Oral Christine Petit-Jean-Genaz (CERN)

Classification Control Systems

Speaker Volker RW Schaa - GSI

Abstract A dummy abstract about controls

Author Volker RW Schaa - GSI

Co-Authors

Once the exercise to propose changes in presentation type is complete, it is necessary to proceed to the SPC discussion, and accept/reject proposals.

As for the previous exercise of proposing re-classifications, the names of the persons with the privilege to accept/withdraw proposals for a change of presentation type are entered into the screen:

Scientific Program Administration / Classifications / Main Classifications / Experts
[conference SPMS instance url]/maint.tab?tab_name=classification_codes&order_by=classification_descr

	Name	Coordinator	Reclassify	Propose	Approve	Presentation	Approve	Standard	Ref
Remove	Christine Petit-Jean-Genaz, CERN	Yes	No	No	No	Yes	No		

Upon logging in and searching over all proposals, these persons will see the links to accept/withdraw proposals for the Classification for which they have the privilege:

1023 A Controls Abstract

Presentation Poster

Proposed Presentation [Accept](#) [Withdraw](#) Contributed Oral Christine Petit-Jean-Genaz (CERN)

Classification Control Systems

Speaker Volker RW Schaa - GSI

Abstract A dummy abstract about controls

Author Volker RW Schaa - GSI

Co-Authors

1023 A Controls Abstract

[Change to Contributed Oral?](#)

Clicking on the link "Change to Contributed Oral?", as shown above will change the presentation type of the contribution to the new one *in SPMS*. The contribution will no longer appear in the list of *proposals*.

A search over the SPMS for Contributed Orals:

Main Classification

Sub Classification

Type of Presentation ☒ Contributed Oral

Presentation Group

Affiliation

will return those contributions where the change of presentation type was accepted:

[Logout](#) [Print](#) [Search](#) [My Schedule](#)

ID: 1023 A Controls Abstract

Speaker Volker RW Schaa (GSI, Darmstadt)

Authors Volker RW Schaa (GSI, Darmstadt)

Abstract A dummy abstract about controls

Funding Agency

Type of Presentation Contributed Oral

Main Classification Control Systems

IMPORTANT: Accepting proposals for a change of presentation type immediately changes the proposal to a definite type, i.e. the change in SPMS is final. The SPC member cannot undo the change. Only the Administrator can re-set the status.

Invitations to Authors of Contributions Accepted for Contributed Oral Presentation

Once the above re-classifications and selection of contributed oral presentations exercises are complete the SPC decides the date/time of presentation, or schedule into sessions. The Synoptic Table mentioned above when discussing invited oral presentations should be used to slot in the contributed orals in time and space. When that is done, the Administrator can enter the programme codes, as outlined for invited proposals.

Search on the presentation type "Contributed Oral" and for each contribution click on "Sessions" to enter the session and sequence number, which will constitute the Programme Code:

ID: 1023 A Controls Abstract

[Edit](#) [Withdraw](#) [Owner](#) [Editor](#) [QA](#) [Sort/File/Edit](#) [Final QA](#) [Print](#) [Log](#) [Authors](#) [Email](#) [Profile](#) [Sessions](#)

Requires QA Yes

Editor

Final QA Not Publishable

Publishable No, Missing Paper ID, Editor Status Code is not Publishable, Final QA Not Publishable

Speaker Volker RW Schaa (GSI, Darmstadt)

Authors Volker RW Schaa (GSI, Darmstadt)

Registered

Abstract: 1023 A Controls Abstract

Presentation Type Contributed Oral

Session TUOCA - Contributed Oral Presentations in the Classification Controls

Sequence# 1

Presentation Type Contributed Oral

Program Code Type Primary

Start Time 1400 Format: HHMM - no other punctuation.

Duration 20

Streaming Video URL

When the contribution has been scheduled, click on "Submit". The contribution now has a programme code.

Abstract: TUOCA01 A Controls Abstract

Paper ID TUOCA01

Presentation Type Contributed Oral

Program Session TUOCA -- Contributed Oral Presentations in the Classification Controls

10/16/2018 1400 -- 1530

Main Auditorium

Capacity: 500

[Add New Session](#)

Program Code	Presentation Type	Start Time	Duration	Streaming Video URL
Primary TUOCA01	Contributed Oral	1400	20	

When all contributions have been scheduled, the invitations can be sent to the primary authors/presenters of the selected contributed oral presentations via the e-mail utility:

Editor/Proceedings Administration / Email / Email Utility [conference SPMS instance url]/email.html

Compose the mail, using the variables listed at the bottom of the page (as shown below), and send the invitations.

Use the EXACT text below as substitutes for abstract/session values.

[[Chair's Email]]
[[Copyright URL]]
[[Editor's Email]]
[[Login URL]]
[[Paper ID]]
[[Paper Title]]
[[Presentation Type]]
[[Publications URL]]
[[Search URL]]
[[Session Date]]
[[Session End Time]]
[[Session End Time - 30]]
[[Session ID]]
[[Session Location]]
[[Session Start Time]]
[[Session Start Time - 30]]
[[Session Title]]
[[Recipient's Name]]
[[Presentation Start]]
[[Presentation Duration]]
[[Contribution ID]]

To be able to monitor the responses from the primary authors/speakers, create new abstract attributes via the screen

Scientific Program Administration / Abstract Attributes

[conference SPMS instance url]/maint.tab?tab_name=ATTRIBUTE_CODES&order_by=attribute_descr&action=

Attribute Code	Attribute Descr	Edit Early
Delete IOA	Invited Oral Accepted	<input type="button" value=""/>
Delete IOP	Invited Oral Pending	<input type="button" value=""/>
Delete IOR	Invited Oral Rejected	<input type="button" value=""/>
New COA	Contributed Oral Accepted	<input type="button" value=""/>
New COR	Contributed Oral Rejected	<input type="button" value=""/>
New COP	Contributed Oral Pending	<input type="button" value=""/>

The proposals not accepted for oral presentation may remain in SPMS until all speakers have responded to the invitations. Once all responses have been received, the Administrator/SS should remove all rejected proposals, ensuring all contributions have a valid presentation type.

At this time SPMS contains all contributions with a specified type of presentation, invited oral, contributed oral, and what is left are posters.

Poster Presentations

Contributors whose work/abstracts will be presented as posters (i.e. all contributions not in SPMS as oral contributions) are informed their work is accepted for poster presentation via the e-mail utility:

Editor/Proceedings Administration / Email / Email Utility
[conference SPMS instance url]/email.html

Since we know from experience that 15 to 20% of all abstracts submitted on the deadline for abstract submission will not materialize, mostly because authors do not get permission to travel, it is wise to include in this mail a message for contributors who will not be able to present their work in person to either withdraw it, or to ensure a co-author will present it by clicking on "authors" and assigning "presenter" to the co-author who will present the work.

Rental of poster panels represents a significant amount in the conference budget and empty panels look ugly and sloppy.

At this point, the "search" restriction can be disabled to make SPMS searchable. This is done via the Webpages:

Overall Database Administration / Privileges Roles and Users / Webpages
[conference SPMS instance url]/app_maint.html

Remove Search.html from the list to allow all contributors to search over the whole SPMS.

Enter programme codes for posters as late as possible (around 3 weeks before the conference), allowing authors to withdraw if they can't attend and present their work, and repeat this request each time there is a contact with authors, i.e. on the deadline for early registration, when the guidelines for the preparation of contributions, or the guidelines for the upload of contributions are published at the website, when paper upload is enabled.

Automatic Assignment of Programme Codes to Poster Presentations

This chapter deals with how to automatically assign programme codes to poster presentations.

IMPORTANT TO NOTE: Around 15 to 20% of all contributions submitted upon abstract submission will not materialize, mostly because the authors do not get permission to travel and they forget to withdraw the contribution. It is wise to assign programme codes to posters only around three weeks before the conference, just before paper upload is enabled. No programme code changes should be made once paper upload is enabled.

To **automatically** assign programme codes to posters when Main plus Sub-classifications are used the SPC should have decided, based on the oral presentations, when posters would be presented in time and space.

The scheduling of poster presentations is organized via the screen:

Scientific Program Administration / Combine Main and Sub-classifications
[conference SPMS instance url]/class_maint.html

As shown below, use the link to "New Session" on the right hand side to assign the contributions with the main plus sub-classifications to the desired locations.

The link behind New Session goes to the list of poster sessions entered in the Sessions Screen:

Select a New Session

Once all groups of contributions of Main plus Sub-classifications have been assigned to a date/time/place, it is time to automatically generate the programme codes for each individual contribution. First check that the system parameter:

Overall Database Administration / Conference / Enable Automatic Poster ID Assignment

is set to "Yes".

Then indicate the order in which posters should be sorted within each area via the screen:

Scientific Program Administration / Program Code Sort Order

Field Name	Sort Order
Main Classification	5
Sub Classification	7
Country of Presenter	10
Town of Presenter	20
Affiliation of Presenter	30
Last Name of Presenter	40
First Name of Presenter	50

From the above, one can see that, for each area, posters will first be sorted by Main plus Sub-classification, then the country/town/affiliation/last name/first name of the **presenter**. This means that posters are grouped by subject matter, and then by institute, such that if a presenter has to present several contributions, they will be grouped together.

Next, in the screen

Scientific Program Administration / Assign/Move Paper IDs

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

Click on "Reset All Poster Paper IDs".

This will apply the above mentioned sort order to all posters.

Important: SPMS assumes that primary submitting authors are the presenters, unless the primary author enters this otherwise when he/she creates his abstract. Unfortunately, when primary authors are unable to attend, and when the work will be presented by a co-author, they often omit to change the presenter. The requirement that submitting authors enter the name of the presenter can be mentioned in the various exchanges with authors, but we know from experience that it is not followed without numerous reminders.

Once the automatic assignment is complete, in the same screen, click on the link to "Disjointed Authors". If presenters have contributions in several different main and sub-classifications, scheduled elsewhere in the session, it is possible to group them together. To do this, enter the Contribution ID of the contribution to be moved, as well as the new session code and sequence number:

[Reset All Poster Paper IDs](#)

Move Abstract/Paper ID

To Session

Sequence

All contributions around this will be re-sequenced.

As soon as the programme codes are considered final, disable the parameter to enable automatic poster ID assignment.

When contributions are withdrawn (as they will be over the time up to the conference), the gaps will appear in the screen Validate Paper ID Sequences.

Assignment of Programme Codes to Posters when only Main Classifications are Used

In the case of smaller conferences, such as PCaPAC or the ICFA Workshops, where only Main Classifications are used, assigning programme codes to posters is achieved as follows.

Ensure the sort order entered in the screen:

Program Code Assignment / Program Code Sort Order
[\[conference SPMS instance url\]/maint.tab?tab_name=program_sort_fields&order_by=sort_order%20nulls%20last](#)

reflects needs. In the table below the contributions will be grouped first by main classification, and then by country/town/affiliation/last and first names of presenter. This is called the "village system" which allows for one author to cover several contributions.

Field Name	Sort Order
Main Classification	5
Country of Presenter	10
Town of Presenter	20
Affiliation of Presenter	30
Last Name of Presenter	40
First Name of Presenter	50
Sub Classification	

In the screen:

Program Code Assignment / Bulk Assignment
[\[conference SPMS instance url\]/paper_ids.bulk_search](#)

Enter the presentation type "Poster" and the Main Classification and search using the button at the bottom of the page.

The search result brings up all poster presentations in the selected main classification and the possibility to enter:

- a session (among those created under sessions)
- a presentation type (poster)
- a programme code type (primary)
- a session start time
- the duration of the session

2 abstracts matched your query.

New Search

Bulk Session Assignment

Session TUPK - Poster Session

Presentation Type Poster

Program Code Type Primary

For oral presentations only.

Start Time 1600 Format: HHMM - no other punctuation.

Duration 120

Assign

Note: These abstracts will be sorted as follows. You may change the sort order on the [Program Sort Order Screen](#).

1. Main Classification
2. Country of Presenter
3. Town of Presenter
4. Affiliation of Presenter
5. Last Name of Presenter
6. First Name of Presenter

Searching SPMS for posters in Controls (the search criteria used above) returns the following:

ID: 1021 - TUPK001 Lots of contributions to this conference

Type of Presentation Poster

Main Classification Control Systems

Sub Classification

ID: 1003 - TUPK002 This is a second test abstract for an invited oral presentation

Type of Presentation Poster

Main Classification Control Systems

Sub Classification

2 abstracts matched your query.

If there is only one poster session, it is not necessary to do multiple searches over the different Main Classifications. The SPMS will order first by Main Classification and then by the "village system".

Production of Programme Booklet/Abstracts Brochure

The JPSP (JACoW Proceedings Script Package) developed by Volker Schaa is a collection of tools and scripts to generate the proceedings from data managed in SPMS and stored on PSI or JLab file servers to be published on JACoW at CERN and KEK. JPSP can be used pre-conference to generate abstract booklets, during the conference to check on errors in the processed PFs, and post conference to generate the proceedings. Read more on jacow.org at:

<https://www.jacow.org/Editors/Scripting1>

The scripts may be used to produce:

- The **Programme Booklet**, which contains conference information prepared by the LOC (front matter), and the conference schedule/programme showing titles and authors (main matter).

- The **Abstracts Brochure**, which contains conference information prepared by the LOC (front matter), and the conference schedule/programme showing titles, authors and abstracts (main matter).

Several conferences now question the need to print these publications for all participants. They are sometimes simply linked to the conference website, or sometimes only a small number are printed for participants who prefer not to use a mobile app.

A "mobile app" was first developed for IPAC'15, and its development has continued over IPACs '16, '17 and '18 as a JACoW project. More information can be found on jacow.org.

Communication with Authors/Speakers / Publishing Information pertaining to the Scientific Programme at the Conference Website

Good communication with authors/participants is essential to coordinate all aspects of the conference organization. The SS/Administrator is often the person best placed to ensure this by regularly contacting authors from the time of acceptance of poster presentations.

Gradually publish the following:

At the time of acceptance of poster presentations (around 3 to 4 months before the conference) write to all invited speakers, contributed speakers and poster presenters with important information. Annexes 4, 5 and 6 provide examples. These communications should in particular point to information published at this time at the conference website:

The new information concerning the scientific programme that should be published at the conference website at this time should include:

1. List of all oral presentations and speakers
2. Synoptic Table of the Conference Schedule, or Overview

Around one month later, just in advance of the deadline for cheap registration (2 months before the conference), send an e-mail to all contributors (see Examples in Annexes 7, 8 and 9), reminding of the deadline for early registration, and informing them that the following information has been published at the conference website:

Guidelines for the Preparation of Contributions to the Proceedings (all contributors)
 Guidelines for Upload of Contributions to the Proceedings (all contributors)
 Guidelines for Speakers (only to speakers)

Pursuing poster presenters to ensure that there is a registered primary author/presenter is a more diligent affair. Annex 10 is the succession of mails to poster presenters. While it is rare to withdraw any abstracts, the successive mails to poster presenters normally produce the reaction that almost all will have a registered presenter.

Setting up for Upload of Contributions to the Proceedings

While SPMS conference instances are created and used in the three regions, Asia, Europe and the US, conference organizers are strongly advised to organize the **upload** of contributions to the proceedings via the two upload servers: PSI (run by Jan Chrin (jan.chrin@psi.ch)) and JLAB (run by Anthony Cuffe (cuffe@jlab.org)).

Organizers should collaborate with Jan and Anthony to enter the specific information into the SPMS system parameters. Adequate time for setting up and testing should also be foreseen. The parameters to be set are:

Overall Database Administration / System Parameters / Web Configuration

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

Author File Upload Script http://jacow.web.psi.ch/cgi-bin/conf/y16/jpac16ackr/JACoWfile_upload

The full URL to the file upload script for paper submission. This script is independent of the Oracle SPMS code. The script may be written in any programming language such as Perl or PHP. The URL may point to any machine, not necessarily the machine upon which the database runs.

Editor Download Script <http://jacow.web.psi.ch/cgi-bin/conf/y16/jpac16ackr/editor.zipdownload>

The full URL to the file download script for editors. This script is independent of the Oracle SPMS code. The script may be written in any programming language such as Perl or PHP. The URL may point to any machine, not necessarily the machine upon which the database runs.

Conditions for Upload

Several screens have default settings as follows:

Editor/Proceedings Administration / Platform Codes
[conference SPMS instance url]/maint.tab?tab_name=platform_codes&order_by=platform_desc

	Platform Code	Platform Descr
Delete	PC	Intel PC
Delete	LINUX	Linux
Delete	Mac	Macintosh
Delete	UNIX	Unix

Editor / Proceedings Administration / File Types
[conference SPMS instance url]/maint.tab?tab_name=file_type_codes&order_by=file_type_desc

File Type Code	File Type Descr	Reg Exp	Error Msg	Required Transp Flag
Delete	O Other Supporting Files		Upload of \"Other Supporting File\" can	No - Yes
Delete	PDF Portable Document Format	\\.PDF\$	PDF filename must be named *.PDF	No - Yes
Delete	PS Post Script File	\\.PS\$	Postscript filename must be named *.P	No - Yes
Delete	POST Poster	\\.poster\$ \\.PPT \\.PPTX \\.PPS \\.PPSX \\.PDF \\.ODI	Poster filename must be named *.post	No - Yes
Delete	SRC Source File (MS Word, Open Office or L	\\.\\.(TX DOC DOCM ODT)\$	Source filename must be named *.DOC	No - Yes
Delete	MOV Talk Movies		Talk movie filename must be named *	No - Yes
Delete	TRAN Transparencies	\\.TALK \\.\\.(PPT PPTX PPS PPSX PDF ODP)	Transparency filename must be name	No - Yes

When editors begin processing, contributions are assigned automatically by SPMS according to a weighting. SPMS is delivered with a default set of file thresholds as follows:

Editor/Proceedings Administration / Presentation File Combinations

[conference SPMS instance url]/present_files.html

JACoW Central Repository Presentation File Codes														
Christine Petit-Jean-Geneas														
Presentation	Other Supporting Files	Portable Document Format	Post Script File	Poster	Source File (MS Word, Open Office or LaTeX)	Talk Movies	Transparencies							
	Weight	Editor	Always	Weight	Editor	Always	Weight	Editor	Always	Weight	Editor	Always	Weight	Editor
Contributed Oral	0	No	No	4	Yes	No	2	No	No	0	No	0	No	Yes
Invited Oral	0	No	No	4	Yes	No	2	No	No	0	No	0	No	Yes
Poster	0	No	No	4	Yes	No	2	No	No	0	No	0	No	Yes

and a default file upload threshold:

System Parameters / User / File Upload Threshold

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

The file upload threshold is set at 3 by default. Since authors are required to upload a pdf and a source file, plus figure files, a weight of 2 for pdf files, and a weight of 1 for source files means that when an editor calls for a paper to be edited, SPMS will propose first those with a weight of 3 (a pdf and a source file). When there are no more contributions uploaded with a threshold of 3, the threshold should be reduced to 2 meaning contributions proposed for editing will be pdf files. When there are no more contributions with a threshold of 2, the threshold is reduced to 1, meaning there are only contributions remaining where only a source file was uploaded.

When the above is in place, set to “yes” the parameter:

System Parameters / Users / Accepting File Uploads
[conference SPMS instance url]/params.show_cats?cat=USER

How to Integrate SPMS Data to the Conference Website

Around 2008 Ivan Andrian and Stefano Deiuri developed several apps to extract data from SPMS for publication directly at the conference website. These are the list of participants, the interface with booth space registration, and the scientific programme with all programme codes.

This is an extremely useful feature. It is written up in detail on jacow.org.

Annexes

1. Example of a Synoptic Table
2. Example of an Invitation to make an invited oral presentation
3. Example of an invitation to make a contributed oral presentation
4. Example of acceptance of a contribution for poster presentation
5. Example of Email to Invited Speakers following the acceptance of poster presentations
6. Example of Email to Contributed Speakers following the acceptance of poster presentations
7. Example of Email sent to Invited Speakers one month prior to the conference.
8. Example of Email sent to Contributed Speakers one month prior to the conference.
9. Example of Email sent to Poster Presenters at the time programme codes have been assigned, one month prior to the conference

Annex 1: IPAC'12 Synoptic Table

[illegible]

Annex 2: Example of Standard Letter Invitation to make an Invited Oral Presentation



THE SEVENTH INTERNATIONAL PARTICLE ACCELERATOR CONFERENCE Busan, Korea, 8-13 May, 2016

Dr. «First» «Last»
«Affiliation»
«Address_1»
«Address_2»
«Address_3»
«PO_Box» «Mail_Stop»
«Country_Code» - «Postal_Code» «Town»
«Zip_Code»

Geneva, 3 July, 2015

Dear Dr. «Last»,

The seventh International Particle Accelerator Conference (IPAC'16) will take place in Busan, Korea from 8 to 13 May, 2016. It is expected that it will attract over 1000 participants worldwide for a lively scientific programme including more than 40 hours of oral presentations, and over 1400 poster presentations.

Following proposals from the Scientific Advisory Board and the Scientific Programme Committee, and on behalf of the Organizing Committee of IPAC'16, I have pleasure in inviting you to make a «Duration»-minute invited oral presentation (including 5 minutes for questions) entitled «Title», tentatively scheduled on «Date» within the Session on «Main_Classification».

«Abstract»

If you have any questions concerning the title or scope of the presentation, or the organization of the session, please do not hesitate to contact «Coordinator» («Coordinator_Email») and «Deputy_Coordinator» («Deputy_Coordinator_email») who are the Coordinators for this Session. You may of course also contact me directly (isko@postech.ac.kr).

We do hope you can accept this invitation to participate at the Conference, and thereby personally contribute to the success of IPAC'16. I would very much appreciate a formal reply addressed to me care of our Scientific Secretariat at the address given below, or by e-mail (christine.petit-jean-genaz@cern.ch), if possible by 17 July. We will publish the full list of invited presentations and speakers at the conference website, in conjunction with the general announcement of the conference and the call for papers.

Yours sincerely,

A handwritten signature in dark ink, appearing to read "In Soo Ko".

In Soo Ko
Pohang University of Science and Technology
IPAC'16 Scientific Programme Committee Chair

Scientific Secretariat
Christine Petit-Jean-Genaz
CERN-BE
CH - 1211 Geneva 23
Mobile: +33 789 503786
E-mail: Christine.Petit-Jean-Genaz@cern.ch

SPC Chairman
In Soo Ko
Pohang University of Science and Technology
Physics Dept.
KOR - Pohang, Kyungbuk 790-784
E-mail: isko@postech.ac.kr

Example of an Invitation to Make a Contributed Oral Presentation sent via SPMS

Dear [[Recipient's Name]],

This mail is addressed to you via the [Conference Title] instance of the SPMS, as the primary submitting author indicated on a contribution submitted for presentation at this conference.

On behalf of the IPAC'16 Scientific Programme Committee, which met on 12 and 13 January, we are happy to inform you that the submission (Contribution ID[[Contribution ID]]) entitled

[[Paper Title]]

was selected for contributed oral presentation (20 minutes including 5 minutes for questions), tentatively scheduled on [[Session Date]].

Please let us know whether you are able to accept this invitation, and also confirm the speaker/presenter entered in the abstract, by return mail, but in any case before

Thursday, 28 January

Very best regards on behalf of the [Conference Title] Organizing Committees under the Chairmanship of [OC/SPC Chairs]

Name of SS/Conference Administrator

[Conference Title] Scientific Secretariat

Example of Mail Accepting Poster Presentations sent via SPMS Email Utility (3 to 4 months prior to the conference)

Dear [[Recipient's Name]],

This mail is addressed to you as the Submitting (Primary) Author of the contribution submitted to [Conference Title], entitled

[[Paper Title]] (Contribution ID [[Contribution ID]]).

On behalf of the [Conference Title] Scientific Programme Committee, which met on [Date of Meeting], we are pleased to inform you that this contribution has been accepted for poster presentation.

Please note:

- Authors of contributions selected for contributed oral presentation have been contacted separately
- Students shortlisted for the [Student Prize] have been contacted separately
- Students whose application for a student grant was successful have been contacted separately.

We regret very much to inform those students who applied to be considered for the [Student Prize], or for a student grant, and who have heard nothing from us, that their applications were unsuccessful. We encourage them to search alternative funding sources via their laboratories, universities or other funding agencies.

All contributions to the conference may be viewed by logging in via your JACoW SPMS account:

[SPMS Conference url]

or simply via

[SPMS Conference url] /search.html

Searching by - type of presentation - will return the 30-minute Invited Oral presentations, the 20-minute Contributed Oral presentations, or the Poster presentations.

The programme and overview of all oral presentations will be available very shortly at the Conference Website

[Conference Website]

Authors are reminded that no contributions are accepted for publication only. Any work that is not presented at the conference will be excluded from publication in the proceedings.

Furthermore, the SPC reserves the right to refuse for publication, any work not properly presented in the poster sessions (manuscripts of contributions to the proceedings do not qualify as posters).

Over 1800 abstracts have been submitted for presentation at [Conference Title] , and the job of scheduling them into the conference programme will begin in the coming weeks.

IMPORTANT:

1. If for any reason you know that you, or a co-author, will NOT be able to present the poster at the conference, please be so kind as to withdraw the entry in SPMS at your earliest convenience, either by logging into your profile/account and clicking the link to withdraw, or by notifying the Scientific Secretariat by return mail.

2. Please note that only contributions where an author is a registered delegate will be scheduled for presentation at the conference.

Information concerning the scientific programme schedule, poster preparation, templates and guidelines for the preparation and upload of papers for publication in the proceedings will be published shortly under Author Information at the Conference Website.

On behalf of the Local Organizing Committee, may we remind you to register (with the exception of students with grants) and book your accommodation as soon as possible.

Please note that the registration fee will increase after [Deadline] .

Participants requiring an invitation letter for visa purposes are advised to check out the information published at the conference website and to undertake the formalities as soon as possible.

We will contact all authors regularly as preparations for the scientific programme progress.

Looking forward to greeting you in [Conference city] at [Conference title]

Names
Scientific Secretariat

on behalf of

Names of OC/SPC Chairs

Example of Mail to Invited Speakers sent via SPMS Email Utility at the time of acceptance of poster presentations (3 to 4 months prior to the conference)

Dear [[Recipient's Name]]

This mail is addressed to all invited speakers via the [Conference Title] Scientific Programme Management System (SPMS).

We first of all thank you again for accepting our invitation to make an invited oral presentation at [Conference Title]. We are convinced this will contribute to a really exciting scientific programme. For reference, the 30-minute presentation entitled [[Paper Title]] is scheduled on [[Session Date]] at [[Presentation Start]].

Over 1800 contributions were submitted in response to the call for papers in December. Fifty-one were selected for contributed oral presentation, and the remainder will be scheduled for poster presentation.

All contributions to the conference may be viewed by logging in via your JACoW SPMS account:

[SPMS Conference url]

or simply via

[Conference url] /search.html

Searching by - type of presentation - will return the 30-minute Invited Oral presentations, the 20-minute Invited Oral Presentations in the Session on Engagement with Industry, the 20-minute Contributed Oral presentations, and Poster presentations.

The programme of all oral presentations will be available very shortly at the conference website under Scientific Program.

The Local Organizing Committee is now actively concentrating on all aspects of the organization to make this [Conference Title] as huge a success as the previous events.

Please take careful note of, and act on, the following:

- please check the title and abstract of your contribution entered in SPMS; they will appear in the programme booklet, abstracts brochure and proceedings as entered in SPMS: login to SPMS using your JACoW username and password at:

[SPMS Conference url]

Click on the edit link to modify the title and/or abstract. Click on the link to authors to add co-authors as necessary.

- if you have not already done so, please register to attend the conference by logging into the SPMS (url above) and clicking on the link to Delegate Registration; please note that the deadline for early (reduced fee) registration is Wednesday, March 2; please note that fees are due for all speakers since all available funds are directed to the student grant programme;

- if you need a visa to enter [Country of conference], please read the information published at the conference website, at [Conference Website url]; it is wise to begin early;

- please provide us ***if possible by return mail***, but at least by [deadline 2 months prior to the conference], with a brief description of your current professional activities which we will pass to the Session Chair to facilitate the introduction of your talk.

Guidelines for speakers and upload of transparencies will be published at the conference website in due course.

We will also shortly be publishing guidelines for the preparation and upload of contributions to the proceedings. It is understood that all speakers will submit a paper for publication in the proceedings. The deadline for upload is:

[Deadline for paper upload for IPAC midnight the Wednesday before the conference]

The JACoW Editorial Team will begin processing contributions immediately on this deadline with the aim to publish the pre-press version of the proceedings by the last day of the conference. The Team relies on the cooperation of all authors to submit on deadline to achieve this ambitious goal.

Please do not hesitate to contact us with any questions you may have.

Best regards,

SS/Administrator
Scientific Secretariat

On behalf of the Organizing and Scientific Programme Committees of

Names of OC and SPC Chairs

Example of Mail to Contributed Speakers sent via SPMS Email Utility at the time of acceptance of poster presentations (3 to 4 months prior to the conference)

Dear [[Recipient's Name]],

This mail is addressed via the [Conference Title] Scientific Programme Management System (SPMS) instance to primary authors with contributions accepted for contributed oral presentation at the conference.

We first of all thank you again for accepting our invitation to make a 20-minute contributed oral presentation at [SPMS Conference title] entitled:

[[Paper Title]]

scheduled on [[Session Date]]. We are convinced this will contribute to a really exciting scientific programme.

All contributions to the conference may be viewed by logging in via your JACoW SPMS account:

[SPMS Conference url]

or simply via

[SPMS Conference url] /search.html

Searching by - type of presentation - will return the 30-minute Invited Oral presentations, the 20-minute Invited Oral presentations scheduled in the Session on Engagement with Industry, the 20-minute Contributed Oral presentations, or the Poster presentations. You may also search by Session (towards the bottom of the search page).

The programme overview of all oral presentations will be available shortly at the conference website:

[Conference Website]

under Scientific Program.

IMPORTANT: Please take careful note of, and act on, the following:

- please check the title and abstract of your contribution entered in SPMS; they will appear in the programme booklet, abstracts brochure and proceedings as entered in SPMS: login to SPMS (url above) using your JACoW username and password; clicking on the links to edit, or authors, will allow you to update the data;
- if you have not already done so, please register to attend the conference by logging into the SPMS (url above) and clicking on the link to Delegate Registration; please note that the deadline for early (and reduced fee) registration is [Deadline] ; this does not apply to students with grants who will be informed how to register in due course;
- if you need a visa to enter [Country of conference], please request the invitation for visa purposes at your very earliest convenience; see the conference website for information on obtaining a visa;
- please provide us ***if possible by return mail***, but at least by [Deadline around 2 months before the conference], with a brief description of your current professional activities which we will pass to the Session Chair to facilitate the introduction of your talk.

Guidelines for speakers and upload of transparencies will be published at the conference website in due course.

We will also shortly be publishing guidelines for the preparation and upload of contributions to the conference proceedings.

It is understood that all speakers will submit a paper for publication in the proceedings. The deadline for upload is:

[Deadline for upload for IPAC is the Wednesday midnight before the start of the conference]

The JACoW Editorial Team will begin processing the contributions immediately on the deadline, aiming to publish a pre-press version of the proceedings by the end of the conference. Respect of the submission deadline is crucial for the Team to achieve this goal and we thank you in advance for your understanding.

Please do not hesitate to contact us with any questions you may have on the above. We will be in touch regularly as we get closer to the conference.

Thanking you again for your willingness to contribute to the scientific programme and success of IPAC'16.

Best regards,

Name of SS

[Conference Title] Scientific Secretariat

On behalf of the [Conference Title] Organizing and Scientific Programme Committee Chairs

Names

Example of the Last Mail to Poster Presenters sent via SPMS Email Utility just prior to assignment programme codes to posters. The Conference took place from 8 to 13 May

Mail dated 31 March, 2016

Dear [[Recipient's Name]],

This mail is addressed to all primary/submitting authors of contributions accepted for poster presentation at [Conference Title] where on March 30 ***there was no registered co-author/Presenter***.

We regret to inform you that all contributions without a registered Presenter, and where primary authors did not contact us with a valid reason to schedule the work, will be withdrawn on March 31. Individual notifications will be sent to the primary authors concerned.

Names

[Conference Title] Scientific Secretariat

Last Reminder, March 28, 2016

Dear [[Recipient's Name]],

This mail is addressed to all primary/submitting authors of contributions accepted for poster presentation at [Conference Title], ***without a co-author/Presenter who has registered to attend the conference. ***

Further to our earlier mails of 29 February, 11 and 21 March, reproduced below, we are now proceeding to schedule posters in the conference program by assigning the program codes.

Since there is no registered Presenter for your poster:

[[Paper Title]]

Contribution ID: [[Contribution ID]]

and with no reaction or justification* from you by

Wednesday, March 30,

we must regrettably withdraw this contribution from the list of poster presentations, and it will not appear in the conference schedule.

Thank you for your understanding.

Names

[Conference Title] Scientific Secretariat

P.S. Contact us urgently by hitting %22return%22 if you/a co-author/Presenter will definitely be attending the conference but are awaiting a visa, or confirmation of funding, or other valid reason. Only these can be considered for presentation.

Mail of 21 March

Dear [[Recipient's Name]],

This mail is addressed to all primary authors of contributions accepted for poster presentation at [Conference Title], without a registered co-author.

Further to our earlier mails of 29 February and 11 March, reproduced below, we are now preparing to schedule posters in the conference programme by assigning the programme codes.

IMPORTANT: As we wrote previously, we can only schedule posters where a co-author is a registered participant who can present the work in the poster sessions. The absence of Presenter means we cannot schedule the work for presentation.

To date, neither you, nor any co-author is registered. If the work will not be presented, we invite you to login to [SPMS url]

and click on WITHDRAW to remove the contribution from SPMS.

IMPORTANT: If you do not react to this mail, our third mail to authors of contributions where no Presenter is registered, we will regrettably have to withdraw the contribution for you.

Thank you in advance for your understanding.

Best regards,

Names
[Conference Title] Scientific Secretariat

Mail of 11 March

Dear [[Recipient's Name]],

This mail is addressed to all primary authors of contributions accepted for poster presentation at [Conference Title].

Further to our earlier mail dated February 29, 2016 reproduced below, the March 2 deadline for early registration is now past and we are proceeding to schedule poster presentations into the schedule of the week of the conference.

As we wrote previously, only contributions where an author is registered will be scheduled into the conference programme. All contributions without a registered participant must be withdrawn. By only scheduling contributions where an author is registered we aim to avoid the up to 20% of 'no shows' encountered at previous events. No shows are ugly empty poster panels, the rental of which represents a significant cost for the conference budget.

To date none of the authors on your contribution entitled:

[[Paper Title]] (Contribution ID [[Contribution ID]])

is registered to attend the conference.

If you, or a co-author, are unable to attend and present the work, we would be most grateful if you could login to SPMS at

[SPMS url]
and withdraw the contribution.

We thank you for your understanding and prompt reaction.

Best regards,

Names
[Conference Title] Scientific Secretariat

Mail of 29 February

Dear [[Recipient's Name]],

This mail is addressed to all primary authors of contributions accepted for poster presentation at [Conference Title].

With the exception of students with grants, who should already have registered via a special form, we take this opportunity to remind you all other contributors that the deadline for delegate registration, with the early, reduced, registration fee, is this coming

Wednesday, March 2, 2016.

After this date the registration fee will increase. Information about delegate registration is published at the conference website ([Conference Website]). The link to Delegate Registration is via SPMS ([SPMS url]).

We should like to remind you that only work where at least one author is a registered participant will be scheduled for presentation in the conference programme. If neither you, nor a co-author, can attend the conference and present the work, please login to SPMS and withdraw the contribution.

All work properly presented at the conference can be published in the conference proceedings at the Joint Accelerator Conferences Website (JACoW.org). JACoW has recently revised its Templates, with in particular clear and precise guidelines for the formatting of references and citations. Please take a few minutes to download and check out the new Templates (<http://www.ipac16.org/author-information/proceedings.html>) before embarking on the preparation of your contribution(s) to the proceedings.

We will be in touch regularly in the coming weeks with more information about the conference and the scientific programme. In the meantime, please do not hesitate to contact us with questions, or if anything is unclear.

Best regards,

Names
[Conference Title]Scientific Secretariat

on behalf of the Chairs of the Local, Scientific Programme, and International Organizing Committees