

DELIVERY AND INITIAL SETTING UP OF AN SPMS INSTANCE FOR SCIENTIFIC PROGRAMME MANAGEMENT - THE BASICS

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Introduction

SPMS instances are delivered by the Regional SPMS Support Centre Managers (Takashi Kosuge for Asia, Matt Arena for North America, Ronny Billen for Europe) with a set of default system parameters, and a set of most common Roles and corresponding Privileges. See how to request the creation of an instance here:

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

The **Conference Administrator** privilege (highest, “god”) is assigned to the person designated to run the SPMS for the conference. This person is normally, and “historically”, the person running the **Scientific Secretariat**.

The **Conference Administrator** privilege is also assigned by default to the **Database Administrator** role, assigned in all instances to the Regional Support Centre Managers mentioned above, and to Ivan Andrian, Christine Petit-Jean-Genaz and Volker Schaa.

OVERALL DATABASE ADMINISTRATION / PRIVILEGES, ROLES AND USERS

Instances of SPMS contain default sets of roles, and privileges are/can be assigned to them, for example:

- the Conference Administrator (Scientific Secretariat/Editor) has access to **all privileges and screens in the SPMS upon delivery of the instance via the Conference Administrator privilege**
- committee members (OC/SPC) can be assigned privileges, at the appropriate time, relating to proposals for invited orals, prioritizing proposals, selecting contributed oral presentations and prioritizing them, correcting main and sub-classifications, access to scientific programme reports, etc.
- a Registration Manager can be assigned the privilege to Manage Registration, giving access to the screens associated with delegate and exhibition registration
- a Conference Editor will (later) be assigned the privilege to access the pages relating to processing of contributions to the proceedings, and also the Quality Assurance exercise
- a Presentations Manager is normally later assigned the privilege to access the pages relating to the running of the upload and download of oral presentations,
- a Poster Session Manager is normally later assigned the privilege to access the pages he needs to enter information relating to poster presentations – i.e. posted, manned, etc.

All roles and privileges are managed via the screens

Overall Database Administration Folder / Privileges, Roles & Users / **Authorize**

Overall Database Administration Folder / Privileges, Roles & Users / **Functional Roles**

Overall Database Administration Folder / Privileges, Roles & Users / **Privileges**

A fourth screen

Overall Database Administration Folder / Privileges, Roles & Users / **Webpages**

is for advanced users to modify the default settings, or create new ones. *Do not make changes to these settings unless you are certain you understand the implications.*

Note that, clicking on the role in the centre column of the **Authorize** screen will generate an excel spread sheet of profile data of all persons with the corresponding role. These sheets can be used to produce letters when merged with a standard word documents, etc.

Upon delivery of an instance, the Administrator should check all default roles and privileges and enter the names of the persons who will fill the roles. The privileges should be added as needed.

The names of all persons with a role: OC/SPC/SAB/LOC member, Editor, Poster Session Manager, Exhibition Manager, Author Reception, Presentations Manager, etc. should be entered as soon as known, and privileges entered, and removed, as required.

OVERALL DATABASE ADMINISTRATION / SYSTEM PARAMETERS

Conference Administrators should first become familiar with the SPMS system parameters located in the folder Overall Database Administration, as shown in the screen shot below.



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Clicking on the link “System Parameters” brings up the following screen.



The link behind *JACoW Users Mailing List* directs to JACoW's Sourceforge site for problems, requests for new functionality, etc. The link behind *JACoW Legal and Privacy Statements* leads directly to the <http://jacow.org> site. Both links appear on all pages in SPMS.

Upon delivery of an instance, a number of parameters are set to a “standard default”, but the Conference Administrator should check through carefully that the instance corresponds to requirements. A number of the default settings will remain the same throughout the organization of the conference, but others will change as different activities are undertaken. Also, some conferences deviate slightly from the “standard” default settings, for example some events allow the upload of posters, IPAC now offers partial refereeing ...

The system parameters are grouped under main headings: Conference, User, URLs, Email, Web Configuration, SPMS Configuration, Image URLs, Registration, Hotel Handling, Experts/Referees, PC, Post Conference, E-Dot Board.

System Parameters are discussed in detail in the SPMS documentation in jacow.org:

- <http://www.jacow.org/Editors/IntroductiontoParameters#Initialsettings>
- <http://www.jacow.org/Editors/Conference>
- <http://www.jacow.org/Editors/User>
- <http://www.jacow.org/Editors/WebConfiguration>
- <http://www.jacow.org/Editors/SPMSConfiguration>
- <http://www.jacow.org/Editors/Registration>
- <http://www.jacow.org/Editors/ExpertsReferees>
- <http://www.jacow.org/Editors/PCProgramCommittee>
- <http://www.jacow.org/Editors/Post-Conference>
- <http://www.jacow.org/Editors/E-DotBoard>

This document provides a brief overview of the main settings. Setting up for Registration is described in documentation published on jacow.org.

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

This document covers only basic use of forms.

E-mail Utility

The parameters for the e-mail facility are found under System Parameters.

Important: Note that the “from” e-mail address used on all outgoing mail must match the domain of the SMTP server. The e-mail address entered as *Administrator* is used as the “reply to” address in all email sent to users via SPMS.

Lodged in the Folder Editor/Proceedings Administration, the SPMS e-mail utility is divided into several parts:

- Email History: a record of all mails sent via SPMS
- Email Utility: the screen used to send mails to selected groups of contributors by selecting relevant criteria
- SPMS Roles: the screen used to send mails to the various actors, members of committees, etc.
- Session Chairs: the screen used to send mails to session chairs.

Note that the General Conference Announcement, sent (*only once!*) to the conference mailing list, is sent via a different screen:

Overall Database Administration / *Email Utility (Repository)*

In line with JACoW's privacy policy, copying, or the assembling of extracts or replicates of mailing lists, is strictly forbidden.

REPORTS

Numerous extracts and reports are incorporated in SPMS. They are found in the folders:

- General / Data Extracts
- General / Reports

These extracts/reports are described briefly in this document on Setting up SPMS, and also in connection with the various activities.

SYSTEM PARAMETERS

Conference Parameters

[conference SPMS instance url]/params.html

Obvious, obligatory ones concern the **title, place, time zone offset, start date and duration**, are required for the initial setup and are entered by the Database Administrator when creating the instance.

The deadline dates are self-explanatory.

Invitation only conference is probably only used by LINAC.

Auto Gen Program Code and Enable Automatic Poster ID Assignment are very useful, respectively to build the session name part of programme codes, and to enter the sequence numbers for poster presentations. Smaller events may prefer to manually enter a programme code, but, all automation saves time ...

Poster Police is generally set to yes. Most conferences require that posters are properly posted and presented for acceptance of publication of a contribution to the proceedings. Setting this parameter to “yes” means the entries of the poster police will be recognized in the scripts that pull all contributions together for final publication. Only those contributions properly presented in the poster sessions go into the proceedings.

User Parameters

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

Most of these parameters will vary as the conference advances through the phases of organization and are self-explanatory (**Accepting Abstracts, Accepting File Uploads, Copyright Required**, etc.).

A few words of explanation re.

Allow Poster Transparency Uploads concerns a limited number of conferences, ICALEPCS for example, which publish posters in the proceedings.

File Upload Threshold is discussed later when SPMS is being configured for upload of contributions to the proceedings. This parameter controls the order in which papers are assigned to editors, by the file type requested, it will vary from the beginning of upload, and be modified as gradually editors work through “complete” sets of file uploads (pdf plus source for example), and gradually “incomplete” uploads of source files only, for example.

Freeze User Updates to Abstracts will be modified during the different phases of organization of the conference. The parameter will be enabled during abstract submission, disabled while the SPC is working, re-enabled when authors are uploading their contributions to the proceedings (the title, authors and abstract are often modified between the time of abstract submission and the time of the upload of the contribution to the proceedings). As soon as a contribution is processed and the status is set to green or yellow, the author can no longer modify the above.

Hide Program Codes. As long as the oral programme is not finalized, it is wise to hide the programme codes, which may have been entered as the schedule was being decided (in particular for the preparation of invitations with date of presentation), but which can change should speakers decline, etc.

Paper Hard Copy Required. In the past, authors were required to come to the conference with a hard copy of their contribution to the proceedings. The Author Reception entered whether, or not, the hard copy had been received. The author’s hard copy was used during Quality Assurance to compare the editor’s processed copy with the author’s version. In recent years the requirement for the hard copy has been progressively dropped by all conferences.

Sub-classification required. This parameter decides whether the sub-classification field is visible in the abstract submission screen. Normally, during the activity of proposing invited oral presentations by the SPC, the sub-classification is not considered essential. This parameter is enabled when full abstract submission is under way in response to the call for papers, if the conference opts for the mixture of Main plus Sub-classification.

Users can see the Agenda. This screen resembles the InDiCo screens. Normally set to “No” since, as oral presentations are uploaded, they are visible, and can be downloaded by all. This is not desirable in advance of oral presentations at a major conference. This screen is normally thus reserved for the Presentations Manager, unless the meeting is completely open, and in which case there is no problem for everybody to be able to see, and download, files.

VISA Invitation Letter. Entering “yes” will display a prompt for users. The visa requests are contained in the Registration Folder / Visa Invitation Letters since they are normally prepared by the Registration Manager or Local Organization Staff.

URLs

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

JACoW Template Guidelines. Instances normally have a link installed:

<http://jacow.web.psi.ch/authorInfo/checkList.html>

providing guidelines for authors to check when they are ready to upload contributions to the proceedings. It is of course also possible to enter a link, for instance to the conference website, where conference-specific instructions can be published.

Abstract Creation Instructions. No pre-prepared text is provided. Conferences normally prepare their own guidelines published at the conference website, and can insert a link to them via this parameter.

File Upload Instructions. Again, no pre-prepared text is provided. Conferences normally prepare their own

guidelines published at the conference website, and can insert a link to them via this parameter.

Help. Idem as above.

JACoW's Legal and Privacy Texts are pre-entered.

Idem for **Login Page Information Link**, Text and URL

Proceedings TOC (Table of Contents) Base URL. This is the link to access the pre-press version of the proceedings (simple table of contents and links to the pdf files of papers, normally not transparencies), i.e. a link to the server (can also be a part of the server used for the upload of contributions) where all pdf files will have been copied to at the conclusion of the conference, awaiting final publication on JACoW.

Program Guide and PDA Download. The URL to the programme guide, which is suitable for a PDA. Given most smart phones have internet access and can view the program guide online this option is no longer used.

Publications Home Page. This URL is the conference's main web site. The conference web site contains information regarding the conference, including links to SPMS. This URL is behind the conference logo in the upper, right corner of every SPMS page. Users can click the logo to return to the conference web site.

Reclassification Instructions. If necessary, the Scientific Secretariat can write up instructions for SPC members when they carry out the activity of checking the classifications of abstracts submitted to the conference. These instructions are these days sent only to SPC members via the e-mail utility.

Repository URL and URL Text are self-explanatory.

Email

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

Most of these parameters are self-explanatory.

“From” Email Address. It is important that the e-mail address entered here matches the domain of the SMTP server (further below). If this is *not* the case, it is possible to enter a “fictional” e-mail address, A local distribution list is recommend behind the "from" address, for example, PCaPAC18@kek.jp for the PCaPAC18 instance. The SPTP Host is already entered in the default settings **and should not be changed.**

Administrator's Email Address. Since this is the address for “reply to” for **ALL** mails sent via SPMS, it is important that the correct e-mail address is entered here. It is perhaps wise not to enter a list e-mail address here.

New affiliation requests/new profile creations: The e-mail address of the JACoW Repository Manager is entered here. However, if Administrators are informed of changes to profiles or affiliations they can make them via the “find profiles” link at the top of the page. If necessary, warn Christine Petit-Jean-Genaz of any changes made to the profile/affiliation data. Note: this parameter is used in the main repository only.

Send Co-author Email: When profiles are created, for example by a submitting author, for co-authors who do not yet have profiles, SPMS generates mails to the persons whose new profile has been created, inviting this person to login to SPMS and create an account, making them the "owner" of their profile.

It is wise to leave this parameter set to “No” when the Administrator is creating profiles, perhaps at the time of proposals for invited orals, or if the prizes are run through SPMS, in order to retain a certain confidentiality.

While it is tempting to set the parameter to “yes” to be informed about abstract submission and updates, new accounts, etc., one can be fast overtaken.

Web Configuration

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

Most of the URLs are pre-entered by the Database Administrator, and others will be entered gradually as the conference organization advances (Author File Upload Script/Editor Download Script).

SPMS Configuration

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

Again, many of the parameters are configured by the Database Administrator, but can be modified as necessary by the Conference Administrator.

Abstract Book Extract – Initials Only. The tendency is to include first names in full to avoid confusion between authors with the same family name and initials.

Additional Credit Line. Adds text to the “SPMS Author” note at the bottom of every SPMS page.

Allow editor to QA a paper they edited. Set to “no” during the conference when there is a team of editors. Can be set to “yes” when the editorial effort has disappeared and the Editor in Chief is left with the baby, or babies ...

CSS URL. Rarely used. A URL to a cascading style sheet.

Conference Program Report Interval. This parameter controls the time interval for each cell in the program

report timetable. It can be set to whatever suits the conference schedule.

Date Format String (Oracle). This parameter is set by default. It controls the default display for all date strings. It must be in a format recognized by Oracle.

Maximum Abstract Length. This refers to the abstract submission screen, and the length of the abstract text, which is by default set at 1200. It can be modified of course, and in the case where during QA it should exceed 1200, Administrators can change temporarily to fit in a few more characters, but should remember to set it back again afterwards ...

Maximum Footnote Length, and Maximum Funding Agency Length. As for the maximum abstract length, these two parameters are normally set at 200, but can be modified by the Administrator.

Minutes Between Syncs. When profile and affiliation data is updated in the Central Repository it is synchronized out to all conference instances. Each SPMS instance can set the interval between synchronizations. The 5 minute interval is set by default.

Paper ID Oral Sequence Length, Paper ID Poster Sequence Length. Depending on the number of oral and poster contributions to be numbered, the Administrator can set the maximum number of digits that will be possible in programme codes. The numbers of 2 and 3 are normally for the larger conferences. If the number of poster contributions in a session is less than 100, then the "3" can be set to "2", and the digits will appear for example as programmecode+01, rather than 001. Note: the total length of a programme code cannot exceed 10 characters, but every effort should be made to keep them as short as possible.

Rebuild CTX Index Online. Set by default by the Database Administrator.

SPMS Version String. Set by default, and the Database Administrator enters the version.

Standalone Database. This default is for conferences which are not part of the JACoW Collaboration and who do not have access to the Central Repository. It is set to "No" by default for all JACW conferences.

Image URLs

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

Most image URLs are entered by default.

Instances are delivered with the JACoW logo, or a smiley, in the top right hand corner. The Conference

Administrator should provide the image of the conference logo (the logo that appears at the top of all pages) to the Regional Support Centre Manager to replace the standard JACoW smiley logo.

Registration

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

These parameters are explained on jacow.org. This tutorial covers only basic forms in SPMS. More information on Registration may be found here:

<http://www.jacow.org/Editors/RegistrationModule>
<http://www.jacow.org/Editors/ExternalRegistrationSetup>

Hotel Handling

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

There is a hotel accommodation module in SPMS, which is rarely used. If any JACoW events wish to organize accommodation for conference participants (particularly interesting when the meeting is held in a hotel), they should contact Ivan Andrian.

Experts/Referees

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

These parameters concern refereed conferences. The only JACoW event today with light refereeing is IPAC. The following parameters are explained for the record, but people interested in refereeing should check out the information published on jacow.org or contact Todd Satogata or Ivan Andrian concerning organization.

Auto Assign: Set to "yes" to assign a paper to a referee when the PDF file (processed by the editor with a green dot) is uploaded.

Email Notice When PDF File is Uploaded: A possible text is:

The paper listed below is now available for review. Please log into the JACoW system (URL below) and click on the Referee link.

You will see the list of papers available for you to review. When you click on a paper ID, you have the option to Download that paper or submit your evaluation and comments.

If you are a co-author, or a member of a collaboration on a contribution which is assigned to you as a referee, please contact the SPC Chair, (name and e-mail of SPC Chair).

If you need access to Adobe or a printer during the conference, please come to the Proceedings Office. Refereeing Rules have been communicated to you by the SPC Chair.

Please submit your comments through the system as soon as possible so that we may take full advantage of the presence of the authors and referees, as well as the availability of editing help, during the conference.

*Thank you,
Signed by SPC Chair*

Email Notice when Paper Assigned: For manual assignment or reassignment the following is a possible text (almost identical to the above):

The paper listed below is now available for review. Please log into the JACoW system (URL below) and click on the Referee link.

You will see the list of papers available for you to review. When you click on a paper ID, you have the option to Download that paper or submit your evaluation and comments.

If you are a co-author, or a member of a collaboration on a contribution which is assigned to you as a referee, please contact the SPC Chair, (Name and e-mail address of SPC Chair).

If you need access to Adobe or a printer during the conference, please come to the Proceedings Office.

Please submit your comments through the system as soon as possible so that we may take full advantage of the presence of the authors and referees, as well as the availability of editing help, during the conference.

*Thank you,
Name of SPC Chair*

Expert Instructions: Insert here a possible text to Experts when they are initially identified.

The other parameters are self-explanatory.

Program Committee (PC)

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

These parameters will gradually be changed as the SPC activities evolve.

Enable Abstract Edit: PC Mode is enabled when one or several of these parameters are set to “yes”. Setting this parameter to “yes” allows PC members (or those persons

with relevant privileges assigned in the SPMS *Authorize* screen) to access the relevant screens.

PC Members to Propose Invited Orals: When set to yes, and the relevant privilege is assigned in the *Authorize* screen, PC members have access to the Abstract Submission screen to enter their proposals for invited oral presentations.

Enable PC Presentation: When set to “Yes” PC members can change the presentation type of abstracts when the privilege is assigned to them in the *Authorize* screen. A change of presentation type is usually from poster presentation to contributed oral presentation. This is generally used in the exercise of selecting contributed orals from among the contributions submitted following the call for papers.

Enable PC Reclassification: When set to “Yes” PC members can propose a change in the main and sub-classifications entered by authors, when the privilege is assigned to them in the *Authorize* screen. This is generally used to ensure all classifications are correct prior to selecting contributed orals. Note that this is very important since the posters are scheduled in the poster sessions according to their classifications. Approximately 20% of abstracts submitted are wrongly classified according to the “scope” of the main/sub-classifications.

The two “Freeze User Updates” parameters are set to “yes” when the PC is working either on re-classifications on selection of contributed orals, as described above.

Post Conference

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

Maximum Keywords per Abstract: No longer used.

Paper URL to JACoW: The base URL to the official proceedings on the JACoW website. It is used by the SPIRES extract.

SPIRES Conference #: The conference number issued by the Inspire (formally SPIRES) administrator and is required for the SPIRES export.

SPIRES Meeting-Note: This text is supplied by the Inspire administrator and is required for the SPIRES export.

E-Dot Board

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

These parameters are used to design the appearance of the electronic dotting board which shows the status of

processing which are: files received, assigned to an editor, green dot, yellow dot, red dot (see the screen

Editor/Proceedings Administration / Processing Status Codes

Folder Overall Database Administration / Privileges, Roles, Users

The screens accessed via this folder concern roles and privileges and how they are assigned to individuals or groups of individuals. SPMS contains a number of default roles and privileges, which cover all main activities.

Authorize: This is the screen used by the Conference Administrator to assign privileges (default privileges are listed in the privileges screen) to the persons with functional roles (default functional roles defined in the functional roles screen). The privileges assigned to persons with functional roles give access to the pages these persons need to fulfill their roles within the organization of the conference.

Clicking on the centre column (functional role) triggers the preparation of an excel spreadsheet showing all of the profile data of the individuals entered in the right hand column as users. This is particularly useful for the preparation of letters (mail merge between the excel spreadsheet and a letter prepared in Word for example).

Functional Roles: This screen contains a number of default functional roles common to the organization of accelerator conferences. It is possible to add new functional roles, and to edit the descriptions, but precaution is advised for beginners since the default roles often correspond to the privileges entered in the privileges screen. There is a match between functional role and privileges foreseen to those roles.

Privileges: Privileges allow access to different SPMS screens, which enable read and/or write privileges to data. As for the functional roles, a number of default privileges are already entered in SPMS. And again, while it is possible to add default roles, and to edit the existing descriptions, but precaution is advised for beginners.

Webpages: This is the screen that allows Conference Administrators to either modify existing functionality, or introduce new functionality. *Beginners might avoid modifying anything here until some experience of the system has been attained.*

Email Utility

Conference Coordinators/Administrators will be called upon to send e-mails on different occasions, to different groups of persons. This is done via two different areas of SPMS:

- Editor/Proceedings Administration / Email
- Overall Database Administration / Email Utility (Repository)

Editor/Proceedings Administration / Email

This directory contains 4 links:

[conference SPMS instance url]/ email.history

Email History: Simply the possibility to check back on mails sent via the Email utility screen.

[conference SPMS instance url] email.html

Email Utility: This screen is used to send mails to different **groups of contributors**, for example those with an oral or poster presentation, those with invited oral or contributed or poster presentations, those who have created an abstract, those who have uploaded files, those with a processing status, etc. This utility is used rather following the deadline for the submission of abstracts to provide information on the status of the organization of the scientific programme.

[conference SPMS instance url]/email.roles

SPMS Roles: This screen is used to send mails to the different groups of persons with **functional roles**, for example the SPC, the OC, the LOC, etc. as well as "Experts" as entered in the screen

Classifications / Main Classification

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

via the link "Experts".

Note that for the e-mail screens above, it is possible to use substitutes to personalize mails (first name, last name, etc.). Care should however be taken NOT to paste in text from Word since there may be some character substitution.

[conference SPMS instance url]/email.schairs

Session Chairs: As soon as Sessions and Session Chairs will have been entered in SPMS via the screen

[conference SPMS instance url]/session_maint.html
Scientific Program Administration / Sessions

it will be possible to send mails to Session Chairs via this screen.

REPORTS, DATA EXTRACTS

In the folder General numerous Data Extracts and Reports are available. They are compiled automatically as the conference organization advances.

This folder also houses the Statistics page, which is invaluable during the activity of processing contributions to the conference.

The data extracts and reports are too numerous to cover in this tutorial, but a few of the more interesting and useful are described below.

Data Extracts

Affiliations Mailing List (Excel): Clicking on this link extracts the whole list of affiliations (>5600 which are attached to individual profiles.

All Orals: Clicking on this link extracts a list of all oral presentations.

Author Index: A listing of all co-authors.

Conference Guide: A listing of all contributions with the Contribution ID, the title and author list. This can be used to produce a programme booklet for the smaller events that do not use the JPSP scripts.

Overview of Oral Presentations: A listing of all oral presentations by programme code, with title of presentation and speaker.

Via Mailing List: The mailing list for each conference. Clicking on the link "Profile Mailing List (Excel File)" will produce the list of profile owners and affiliation data who have indicated they wish to receive the general announcement of conferences. This is for use in surface mails. No e-mail address is included in this list.

In line with JACoW Privacy Policy, it is strictly forbidden to send mails/announcements to mailing lists other than the conference for which the Administrator has privileges.

The possibility to combine mailing lists is restricted to new series which combine several others, for example APAC/EPAC/PAC -> IPAC, or DIPAC/BIW -> IBIC.

Session Export: The list of sessions, with session chairs, Coordinators, etc.

Reports

Abstracts per day: All activities related to the scientific programme, including charts.

Activity Log: All activities carried out by editors (with editor privilege entered in the Authorize screen) – and indicated in the Activity Log column in the screen

[conference SPMS instance url]/rpt_activity.html

All orals: report of all invited oral proposals, together with priorities entered by the SPC.

Author counts: A report indicating the number of distinct primary authors, distinct accounts with abstracts and distinct co-authors in the conference instance, compared to the total number of profiles in the central repository, the distinct number of accounts in the total repository, and also distinct affiliations.

Conference Activity Charts: The charts derived from the Abstracts per day screen above.

Conference Program: An overview of all oral presentations in table format. Note that the minimum time between events entered in the system parameters / SPMS configuration, is important for this view.

Contribution Counts: This folder contains numerous important breakdowns/statistics relating to contributions, of particular interest to the SPC when reviewing the geographical and affiliation breakdowns.

Disjointed Authors: A screen used when assigning poster programme codes to show where one author is scheduled to present several posters with programme codes which are not adjacent.

Duplicate Abstract Titles: A screen for the Administrator to check that authors have not unwittingly submitted identical contributions.

Electronic Dot Board: A screen showing the electronically dotting board – for participants at the conference to promptly check the status of processing. The appearance of this screen, i.e. the texts, fonts, colours, etc. are managed via the System Parameter / E-dot Board screen.

Green Dot Reports: This folder contains several reports showing the status of processing, and including the author dot reassignments. This report is for the use of the Administrator during the conference. When editors assign a yellow dot to a contribution, the author receives a mail inviting him/her to download the editor's pdf, and to either accept or reject it. The acceptance changes the processing status from yellow to green automatically in SPMS, but the Administrator then needs to search for the editor's hard copy with the yellow dot, to re-file under green dot papers, ready for Quality Assurance.

Hardcopy without files: A report remaining from the days when authors were required to bring hard copies to

the conference. Handing in of hard copies was entered in SPMS, and used when the paper quality assurance was under way, when editors compared the author's hard copy with his/her processed one. This is now obsolete.

Initial QA with presentation type: A report showing the status of initial QA (when abstracts are submitted, or following modifications. All abstract QA should be completed prior to publication of proceedings.

Invitees List: A screen is used to enter the persons who can submit abstracts to invitation only conferences (Linac is the only invitation only conference in the JACoW Collaboration). This functionality can also be used to allow authors to submit contributions when normal abstract submission is already closed for "normal" events

List of Participants: A list of persons who have registered via a registration form in the Registration Module.

No-dot papers: A list of contributions with no processing status

Paper Counts by Platform / File Type: The report that appears in the Statistics page concerning uploaded files by file type, and showing those assigned to an editor.

Poster Police OK; No Files: A report showing where a poster was posted, but where no contribution to the proceedings was uploaded. Prior to publication of the proceedings the Administrator/Editor needs to verify that "stragglers" really do not intend to upload a contribution to the proceedings.

Poster Counts by Date: A report showing the number of posters presented daily.

Proposed Presentation Changes: A report showing where contributions are proposed for a change of presentation type, normally from poster to contributed

oral. Once the proposals are accepted, the report is no longer possible.

QA Comments w/o PDF: A report showing the logs of all contributions where there is a paper final QA comment, but without upload of a PDF file.

Referee: This folder contains several screens, all used in connection with the Refereeing Module.

Registration by Abstract: A report listing all contributions where co-authors are registered to attend the conference. This is of course only available if the Registration Module has been used, or if registration data has been fed into SPMS. Since most JACoW conferences require that authors be physically at the conference to present the work, it is up to the Editor to ensure that all contributions flagged as presented, actually were presented by a co-author.

Session Counts: A report listing each Session (by programme code) and the number of invited oral or contributed oral presentations by main classification.

Sessions: An overview of all sessions with the date, place, time, type of presentation, titles and speakers.

Statistics: The same screen mentioned above showing the status of processing of all contributions, with platform types, error log, etc.

Table of Contents: The screen used for the pre-press publication of the proceedings (sessions, titles, speakers and a link to the pdf file of the contribution to the proceedings.

Unregistered Papers: A screen showing the contributions where no author was registered as a participant. As for the Registration by Abstract screen above, this is used to cross check that in fact there were registered participants present to present the work properly, according to the SPC rules. Prior to publication it is up to the Administrator/Editor to contact authors where there is a doubt as to the proper presentation.