

CHPJG/2010 original document, revised in 2012, 2014, 2015 and 2016
ORGANIZING IPAC (AND OTHER JACoW EVENTS) ... WITH SPMS
AN ON-GOING SAGA ...

Christine Petit-Jean-Genaz, CERN,
Conferences Coordinator for IPAC in Europe, SPC Member, Scientific Secretariats and
Proceedings Production for IPAC'10 , '11, '12, '13, '14 and '16
JACoW Coordinator

Introduction

This note, originally prepared in preparation for the 2010 JACoW Team Meeting at Brookhaven National Laboratory, has been updated where necessary to provide more information, in particular on new functionality.

This is an on-going work, describing the main activities and the roles of the various individuals and committees involved in the organization of the scientific programme of an International (Particle Accelerator) Conference, and the production of the Proceedings.

It is based on the author's experience in the organization of the Asian, European and North American Particle Accelerator Conferences (APAC, EPAC, PAC), as well as the following events in the new International Particle Accelerator Conference series: IPAC'10, '11, '12, '13, '14, 16).

This note takes into account electronic publication activities introduced in the mid-nineties, the creation of the Joint Accelerator Conferences Website (JACoW) Site and Collaboration*, and the gradual introduction of the Scientific Programme Management System (SPMS) from 2004, developed by the JACoW Collaboration.

Other LOC responsibilities managed within and without the SPMS with relation to the management of registration, the industrial exhibition, the student grant programme, the poster session and presentations management, etc. are also addressed in the first part of this document, and described in more general terms in the second half.

The author aims to outline the basic

* <http://www.jacow.org>,
<http://www.elettra.trieste.it/SPMS/>

conference organization of IPAC, similar for other JACoW events, with particular emphasis on the scientific programme management, using SPMS functionality to the utmost. It is not intended as a rigid “must”, but rather as a description of how tasks can be handled with the available tools. There is of course room for improvement!

A list of major activities with soft deadlines is proposed in Annex 1.

The logo for the IPAC series, selected by the Particle Accelerator Conferences Coordination Committee (PACCC) in 2010 is shown below, red for Asia, blue for Europe and green for the US.



Figure 1: The IPAC Logos

ORGANIZING COMMITTEES

The organizing committees of IPAC, similar to other major events, are the (international) Organizing Committee (OC), the Scientific Programme Committee (SPC), the Local Organizing Committee (LOC), the Scientific Advisory Board (SAB), and the Editorial Board (EB).

With the introduction of a 3-year cycle and the merging of the former APAC, EPAC and PAC* into IPAC, first Asia and then North America, decided to adopt a similar approach to

* The former PAC, now called NA-PAC, continues on a two-year cycle.

the conference organization, described in the EPS-AG Revised Statutes and Rules, attached in Annex 2. The main concept is that the SPC is a sub-committee of the OC. For both the OC and the SPC, half of the members come from the region organizing the conference, and half from the rest of the world.

A Memorandum of Understanding, describing the coordination of IPACs, was signed by representatives of the three regions during IPAC'15 in Richmond, VA, USA. The MoU is published at the Website of the International Particle Accelerator Conferences Coordination Committee (IPACCC).

Organizing Committee (OC)

The IPAC OC is composed of 32 members, including the Chair. In Europe the Chair of the OC is also the Chair of the EPS-AG Elected Board. In Europe the OC is composed of the 16 members of the Elected Board, plus eight members from each of the other two regions. Further members, for instance the Scientific Secretariat, may be co-opted as necessary.

The OC decides policy, considers and approves, or rejects, proposals submitted by the SPC and the LOC. The OC normally meets twice, once at the outset of the organization, and once more during the conference.

Scientific Programme Committee (SPC)

The SPC is a sub-committee of the OC. It is composed of a Chair, who in Europe is the Chair-elect of the EPS-AG Elected Board, and 16 members: eight from the region, and four from each of the other two regions. Further members may be co-opted as necessary, normally the OC/LOC Chairs, the person(s) responsible for the Scientific Secretariat, a further LOC member to ensure good coordination with the LOC, etc.

The job of the SPC is to develop the whole scientific programme, including the Session on Engagement with Industry, manage the student poster session judging, etc.

The eight SPC members from the region, with the role of Session Coordinator, are each responsible for one of the eight Main Classifications adopted for the scientific

programme. Eight further members, four from each of the other two regions, act as Shadow, or Deputy Coordinators.

The SPC proposes membership of a Scientific Advisory Board (SAB), defines the Main and Sub-classifications used to group contributions by topic. With input from the OC and SAB, it proposes the programme of invited oral presentations. It proposes contributed oral presentations for the approval of the OC following the call for papers.

Local Organizing Committee (LOC)

The LOC is normally composed of staff from hosting institutes. The person responsible for the Scientific Secretariat is also a member of the LOC. In Europe, the LOC Chair, and a further LOC member, participate in meetings of the OC/SPC to ensure excellent coordination between these committees and the organization at the local level. The LOC meets as many times as necessary, the meetings becoming more frequent and targeting more specific issues as the conference approaches.

The LOC takes the responsibility for organizing the event at the local level, based on the decisions of the OC/SPC.

In Europe and Asia, Professional Conference Organizers (PCOs) are usually part of the LOC. The PCO generally takes responsibility for registration, accommodation, the organization of the industrial exhibition, together with the Industrial Exhibition Manager who is a LOC member, space management, the organization of social events, etc. Employing a PCO is less frequent for North American events.

Scientific Advisory Board (SAB)

The SAB is normally composed of 40 members from the region hosting the conference, and 25 each from the other two regions. The SPC Chair invites proposals for SAB members from SPC members, who generally consult with their colleagues on the OC.

The SAB does not meet. It is invited to submit proposals for invited oral presentations via the SPMS, and also make suggestions on the organization of the event. Members are kept

informed of developments, and those attending the conference are invited to the Chairman's cocktail. Following the conference the SAB is asked for feedback, which is passed on to the next conference organizers.

Scientific Secretariat (SS)

The job description of the SS in Europe varies depending on the conference. The SS includes at least one person who is responsible for the tasks listed below, and should join forces with at least one person with the responsibility for the IT side of the production of the proceedings: organizing the IT, the computers and printers set up and installed with appropriate software, perhaps also running the scripts to pull the final proceedings into the final JACoW publication scripts package (JPSP).

Until now (time of writing), the SS has set up a website for the Organizers (password protected for OC/SPC members), organizing all OC/SPC meetings, preparing Agendas and Notes, publishing all background or useful documentation, following up on actions, working closely with the OC/SPC/LOC Chairs and Committees to ensure excellent coordination across all committees.

The SS is normally responsible for all of the texts published at the conference website relating to author information and the scientific programme.

The SS is generally also the SPMS Database Administrator (DBA), ensuring that the system parameters reflect the different activities in the life of the organization of the conference, assigning the different privileges to the people responsible for the various activities.

The SS is the interface between the conference and the scientific programme organization and the contributors/delegates, managing all communications via SPMS. The SS is responsible for setting up and organizing the JACoW team ready for on-line processing of contributions to the proceedings during the conference, generally with an IT Manager, and for the publication of the proceedings at the JACoW site as soon after the conference as possible.

In North America, and in PAC jargon, the SS is sometimes known as the "Editor" with varying levels of responsibility. The involvement of this person in the activities of the OC/SPC/LOC has varied from event to event. When the author of this document accepted the SS role for IPAC'12 and NA-PACs '07, '11 and '13, she insisted on the role and responsibilities she had with respect to EPAC/IPAC, as undertaken in Europe and Asia. The personal opinion of the author is that full coherence (and successful prompt publication) is only possible if the SS is involved in *all* of the activities relating to the scientific programme or involving the use of the SPMS. The name of "editor" is left over from the days when a person collected outsize sheets of camera-ready copy and shipped them to a printer. A "Scientific Secretariat" may not be the best term, but the jobs described in these paragraphs do result in a more than full time activity at least during the year leading up to the conference. Scientific Programme Coordinator, could be a possible title for the person carrying out all of the above. The term of Editor should be reserved only for the person actually with final responsibility for the *publication* of the proceedings, if this person is different from the SS. For IPAC'12 in New Orleans the concept of Scientific Secretariat was adopted, with three persons: one essentially fulfilling the duties of the Scientific Programme Coordinator (the author), one who acted as "Editor-in-Chief" during the conference (with limited responsibilities (running Author Reception, collecting copyright forms, etc.), and one other taking on the organization of the student poster session, and also being available for problem solving. There was a further IT Manager.

IPAC'15 adopted the concept of Scientific Secretariat with Todd Satogata in this role, with a member of the LOC as "editor-in-chief" and with the addition of the IT Manager. IPAC'18 is apparently moving in the same direction.

The author was asked to lead the SS effort for IPAC'16 (Busan, Korea), with the added task of training people in these two regions in all of the activities that make up the organization of an

IPAC, as well as writing policy documents for future organizers. It is hoped that in time there will be teams made up of representatives of the three regions to ensure continuity in all activities contributing to the successful organization of an IPAC. Conference organization is a professional activity and in view of the size of IPAC it is wise not to try to improvise.

Editorial Board (EB)

Since the outset of electronic publication at EPAC, an Editorial Board (EB) has carried the responsibility for the production of the Proceedings. Members collaborate early on at the planning stage to ensure that the relatively complex hard- and software, server and networking requirements are met for pre-conference, conference and post-conference activities. The EB is usually composed of:

- the SS responsible for the interface with contributors through the SPMS and veracity of the metadata in the SPMS (table of contents, author index, wrappers)
- IT Manager (soft- and hardware, webserver, file server, networking, setting up of all computers, printers, etc.)
- the SPC and LOC Chairs (respectively for scientific content and for budget).

The members of the EB are designated Editors of the Proceedings. The EB does not meet. The SS is the Chair of the EB.

JACoW

IPAC is a member of the Joint Accelerator Conferences Website (JACoW) Collaboration. JACoW is based on an international collaboration in electronic publication of accelerator conference proceedings. Organization, membership conditions and requirements are set out in detail in a Charter published at the JACoW.org website.

Requests to join the Collaboration are approved by the Board of Directors. Membership is conditional on a commitment from each series that they will publish at least three sets of proceedings at the site and send

their Editors to the annual JACoW Team Meetings.

The persons or editorial boards with the responsibility for the publication of proceedings, sometimes known as "editors", of the past, current and future conferences in each series, members of the JACoW Collaboration, form the JACoW Team.

Team members new to electronic publication can take advantage of introductory "hands on" training in basic processing techniques during major JACoW events (IPAC, NA-PAC, LINAC, FEL, ICALEPCS, etc.). Conference editors with little experience can also call on help from JACoW's experts, normally by inviting them on to a guest editorial team during the conferences, on the condition that their local expenses are covered.

Each conference series is encouraged to build in a certain amount of continuity via the editors, inviting past and future editors as "guest editors" at each event.

More importantly, collaborating conference series undertake to send their Team members (Editors of the past, current and future event in each series), to the Team Meetings organized around the end of each year, rotating around Asia, Europe and the US.

Team Meetings provide the opportunity for members of the Collaboration to pursue in greater depth all issues related to electronic publication, as well as the development of tools such as the Scientific Programme Management System (SPMS), and the scripts which pull all of the individual files of contributions together into the final publication package known as the JACoW Proceedings Scripts Package (JPSP).

Professional electronic publication is not trivial, it cannot be improvised, and to publish according to JACoW's high standards implies that Team members receive adequate training, but also once their expertise is acquired, that they remain members of the Team for a certain period in order to assist in the training of new editors.

Since JACoW is based on good will, attendance at Team Meetings and participation in JACoW activities is essential to maintain

high standards and continuity and to the success of the entire venture. *JACoW therefore reserves the right to exclude from publication any conferences not respecting this condition.*

THE SCIENTIFIC PROGRAMME MANAGEMENT SYSTEM (SPMS)

The SPMS is an Oracle based application developed by the JACoW Collaboration. A certain amount of documentation for users is published at JACoW.org.

Originally developed to handle the activities related to the scientific programme and proceedings production, added functionality now provides the full spectrum of activities, including the running of meetings, the selection of invited and contributed oral presentations, re-classification of wrongly classified abstracts, automated assigning of programme codes, production of publications, etc. Furthermore, modules have been gradually introduced to include registration, accommodation, refereeing, presentations management, poster session management, author reception, etc.

The principle author is Matthew Arena of FNAL (arenam@fnal.gov), now responsible for the Scientific Programme Modules, development, de-bugging, support, etc. The Registration and Refereeing Modules were developed and are maintained by Ivan Andrian, Sincrotrone Trieste (ivan.andrian@elettra.eu). Stefano Deiuri, Sincrotrone Trieste, (Stefano.deiuri@elettra.eu) developed the scripts which bring SPMS data to conference websites. Volker Schaa, GSI (v.r.w.schaa@gsi.de), is the author of the automated post-conference proceedings production scripts. Christine Petit-Jean-Genaz, CERN (christine.petit-jean-genaz@cern.ch) can be contacted with questions concerning SPMS functionality from the user side.

The SPMS is available under General Public License (GPL) and can be used by anyone in stand-alone mode, i.e. without the associated repositories. GPL Download is via the JACoW site. It should be noted however that SPMS without the associated Central Repository (see below) is not failproof.

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

Repository data is used for mailing conference announcements, etc. It is a shared resource and each conference administrator is required to respect the quality of the data, correct erroneous entries, and to remove the repository data once the proceedings have been published.

The SPMS offers numerous reports and extracts, and provides the following main functionality:

Scientific Programme Module

- Scientific programme management
- Proposals for invited oral presentations by OC/SPC/SAB
- Submission of contributions (abstracts)
- Selection of contributed oral presentations by SPC
- Automated programme code assignment for poster sessions
- Refereeing
- Editing and Quality Assurance
- Transparency Processing
- Presentations Management
- Poster Session Management

Event Management Modules

- Delegate and Industrial Exhibition Registration
- Management of payments of fees and social programme
- Management of hotel bookings and deposits

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

The JACoW Collaboration has actively pursued the introduction of enhancements in all areas via discussions during the annual Team Meetings, as well as during the annual Stakeholders Meetings. A project to collaborate with InDiCo to include the missing editorial functionality is now under way. This projects

aims to "upgrade" InDiCo to include all of the currently missing editorial functionality.

Setting up SPMS Instances

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

- the data supplied and collected with the SPMS will under no circumstances be used for any other purpose than in connection with the organization of the conference in question (non-conference announcements, or mails to the whole repository are strictly forbidden)
- the data will not be provided to any external body for any purpose
- following the publication of the conference proceedings and repatriation of the data to the Central Repository, the link to the Central Repository will be cut and there will be no further maintenance of the system by central support,
- the email utility will normally not be used after the publication of the conference proceedings and repatriation, unless it is for the monitoring for example of a special PR-AB issue,
- the profiles and account information generated by the conference will be of the same quality as the data already in the Repository (no dummy email addresses, etc.),
- software installed using JACoW licenses will be un-installed immediately after the conference.

The instances are delivered together with two associated Repositories:

- a) a Repository of profiles of individuals working in the accelerator field (total of ~38,000 individual profiles/accounts of people who have been authors, co-authors or participants in conferences), including affiliation data residing in
- b) a Repository of affiliations, firms, etc., involved in accelerator activities (more than 2000 entries).

The flow diagrams in Annex 4 to this report shows how the SPMS works.

Regional Support Centres (RSC)

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

Regional SPMS Development Support

To share the load of SPMS development and de-bugging, the 2011 Team Meeting decided to set up SPMS development support, with one person per region. They are Matt Arena (arenam@fnal.gov) for the Americas, Ivan Andrian (ivan.andrian@elettra.trieste.it) for Europe and Tadashi Murakami (tadashi.murakami@kek.jp)¹ for Asia. While Matt and Ivan can be contacted on questions of development, all three can be contacted with emergencies relating to existing functionality.

Functionality

While the various activities are explained in the coming chapters, the SPMS, depending on the requirements of the SPC, is used:

- by the database administrator/SS to send conference announcements to all profile/account holders on their respective conference mailing lists
- to manage communication with contributors and committees via the e-mail utility
- by the OC/SPC/SAB to propose invited oral presentations
- for the selection of invited oral presentations by relevant committees, and the preparation of invitations to speakers
- for abstract submission

¹ Tadashi Murakami recently resigned and has not been replaced.

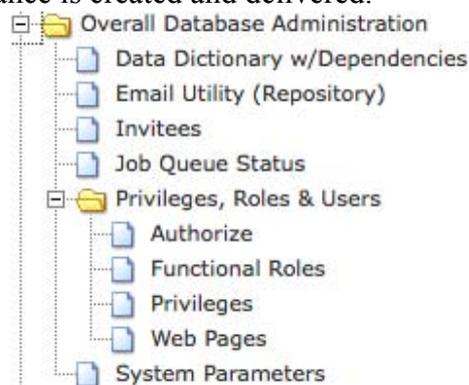
- by the SPC to ensure that the main/sub-classifications are correct
- by the SPC for the selection of contributed oral presentations
- for the preparation of invitations to speakers of contributed oral presentations
- to order poster presentations/assign programme codes into time and space in the conference schedule
- to enter session chairs and prepare invitations
- to produce publications (programme booklet/abstracts brochure) using Volker Schaa's scripts
- by editors when processing contributions to the proceedings, providing the editor/contributor interface
- to show the status of processing via the electronic dotting board
- to manage all exchanges with authors of papers submitted for publication
- to publish the "pre-press" version of the proceedings (immediately following conference, without author index or "wrappers"),
- to pull all contributions together for final proceedings production using Volker Schaa's JPSP scripts.

SPMS DELIVERY: DATABASE ADMINISTRATOR, SYSTEM PARAMETERS/PRIVILEGES AND ROLES

SPMS instances are created by the Regional Support Centres, with a set of default system parameters. The SS is normally the Database Administrator, the person who assigns privileges to roles, etc. Database Administrator privilege is normally also assigned to Christine Petit-Jean-Genaz, Volker Schaa, the RSC Managers (Matt Arena, Ronny Billen, Takashi Kosuge), plus any other LOC persons as required – though care should be taken not to give all privileges to too many persons.

Privileges are assigned to roles via the Overall Database Administration Folder / Privileges, Roles & Users / *Authorize* screen, as shown below. More information is available in the documentation published at JACoW.org.

All names of all persons with a role (OC/SPC/SAB/LOC/Editors, Poster Session Managers, Author Reception, Presentations Manager, etc. should be entered as soon as the instance is created and delivered.



SPC MAJOR ACTIVITIES

Identifying the Subject Matter of Contributions to the Conference Programme within SPMS

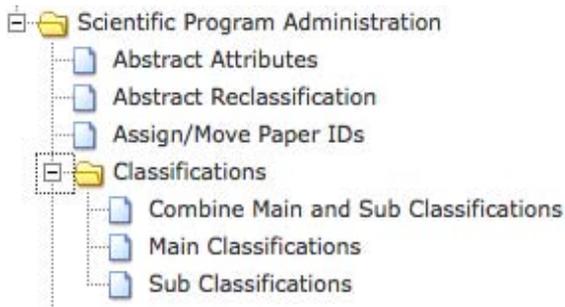
Scopes, Main and Sub-classifications

Main and Sub-classifications have been developed by successive SPCs to achieve a refined grouping of all contributions to a conference by field of activity. They are reviewed at the outset of the organization of each event (SPC/1) to ensure they are up to date. Main and Sub-classifications are used:

- to schedule oral and poster presentations within the conference programme,
- to follow the evolution of certain fields of activity via the statistics and reports built into the SPMS,
- to order or group the contributions to the proceedings by topic via the JPSP scripts.

As an example, the IPAC'11 Main and Sub-classifications, as well as the scopes that help authors to decide the correct classification are attached in Annex 5. These have evolved over the successive IPACs. They are published at conference websites. For the more recent versions see the IPAC'16 website at ipac16.org.

Main and Sub-classifications are entered into the SPMS via the Scientific Program Administration Directory, Classifications, Main Classifications, Sub-classifications, Combine Main and Sub-classifications:



See also the Documentation at JACoW.org.

Types of Presentation

Presentation Policy

In past years, EPAC SPCs used the percentages of contributions submitted by Main and Sub-Classification at the previous conference as a basis to decide the percentage time to be assigned to oral presentations by Main Classification at the next event. For example, if a majority of contributions submitted to the previous conference was devoted to technology (as is usually the case), the percentage of oral presentations in the Technology Classification reflected this. Over the years, less importance has however been attached to this method and with the exception of Applications, most Main Classifications are assigned a similar percentage of the time available for oral presentations.

IPAC scientific programmes are generally composed of three types of presentation: Invited Oral, Contributed Oral, Poster. NA-PAC offers Tutorials. Other JACoW events also offer five-minute “oral posters”. The SPMS needs to be set up to reflect all of the different types of presentation.

The ratio of invited oral vs. contributed oral presentations is decided by the SPC. The Synoptic Table developed for IPAC’16 is attached in Annex 6.

The types of presentation entered by default in the can be modified according to requirements. This is done via the table Presentation Type (Contributions) in the Scientific Program Administration Directory:

	Presentation Code	Presentation Descr	Presentation Type Code	Max Pages
Delete	IO	Invited Oral	Oral +	5
Delete	CO	Contributed Oral	Oral +	3
Delete	P	Poster	Poster +	3

The characteristics of the different types of presentation, for example the duration of presentation, or the number of pages of contribution to the proceedings, vary slightly between conferences. The number of pages assigned to the different types of presentation, and whether it might be increased with the arrival of electronic publication, has been discussed on various occasions. For the time being the 5 pages for invited orals and 3 pages for both contributed orals and posters is retained for IPAC, however since IPAC’14 an extra page is tolerated for References. Increasing the number of pages increases the amount of editorial work. It is generally felt that this ratio is sufficient for conference proceedings.

Invited oral presentation (25’ + 5’ discussion) with 5 pages of contribution to the proceedings

The SPC defines the invited programme based on proposals from the SAB, OC and SPC, and makes a proposal for the approval of the OC. Invitations to invited speakers are sent as far as possible in advance of the conference (around one year) to ensure availability of speakers; SPCs generally make their proposal for invited orals for OC approval immediately following the conference preceding it in the IPAC series, to be able to fine tune the proposals and speakers to the current situation.

Contributed oral presentation (15’ + 5’ discussion), with 3 pages of contribution to the proceedings

The SPC selects contributed oral presentations from the abstracts submitted in response to the call for papers during its meeting following the deadline for abstract submission (this deadline is usually around 5 months prior to the conference).

Poster presentation, with 3 pages of contribution to the proceedings

Posters are accepted (mostly)/rejected (rarely) by the SPC at its meeting following the deadline for abstract submission.

Conference Schedule

Oral Presentations

The number of parallel oral sessions at IPAC is limited to two, unless in the US where it may be three to comply with PAC OC Rules based on the participation (over 1000 estimated participants = 3 sessions in parallel).

The conference schedule is achieved by mapping the time available for oral presentations into 1 or 1.5-hour slots (mixtures of 3 x 20' for contributed orals, 2 or 3 x 30' for invited orals). Every effort is made to schedule parallel sessions with identical start and end times, with the same type of presentation, i.e. invited oral or contributed oral presentations, to enable delegates to pass easily between sessions. Annex 6 is the synoptic table of IPAC'14, an example of how to slot the different oral presentations into the time available.

Poster Presentations

All contributions which meet the scope of the conference, submitted in response to the call for papers and not selected for oral presentation, are accepted for poster presentation.

Posters are usually scheduled following the oral presentations in the same Main Classification (i.e. later the same day or later during the conference) to allow speakers the opportunity to mention interesting work to be presented in the poster sessions.

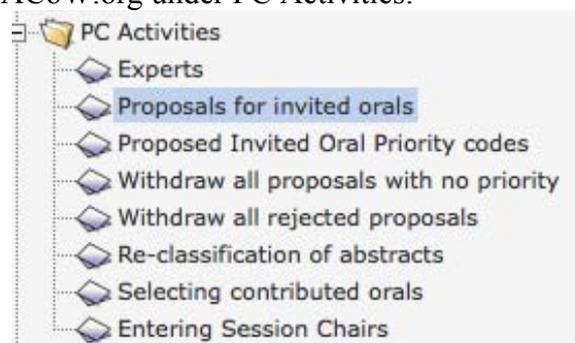
Two-hour poster sessions are scheduled at the end of each afternoon from Monday to Thursday, and are completely de-coupled from the oral presentations to allow all delegates, speakers and poster presenters, to attend all sessions.

Posters are normally first sorted by Main and Sub-classification to group papers on the same topic. A second sort by Affiliation and Presenter aims to facilitate the presentation of several posters by one presenter. If there are several

poster halls, some “tweaking” may be necessary when the same presenter has to present work on different subjects in several different places. There’s no perfect solution.

Proposals/Selection of Invited Oral Presentations

The selection of invited oral presentations is achieved via the SPMS. A complete description of the setup is provided in the documentation at JACoW.org under PC Activities:



The sequence of events is as follows:

- SAB/OC/SPC members enter proposals into the SPMS via their own profiles (guidelines for proposers are published at the documentation site). Proposals consist of a title and brief description of what the talk should cover, plus only a Main Classification to simplify the job;
- SPC members review all proposals prior to meeting;
- SPC Coordinators confer with their "shadows" or “deputies” to tag their priorities (1, 2nd and 3rd) to produce a preliminary list of preferred invited oral presentations and reserves;
- at the SPC meeting Session Coordinators announce the distribution of orals between invited and contributed presentations to fit the presentations into the amount of time allocated to the Main Classification (ensuring that the 20' and 30' minute slots fit into the 1 and 1.5-hour blocks);
- SPC Session Coordinators announce their proposals (talks and schedule within the synoptic table) to the full SPC for discussion, with the aim to ultimately ensure the best possible overall programme, eliminating overlap in content, avoiding

- clashes, ensuring good geographical and gender balance;
- the invited oral presentations are scheduled into the synoptic table
- the OC approves the SPC proposals;
- the SS enters the date of presentation, etc., according to the synoptic table into the SPMS, and prepares the invitations (mail merge between SPMS and standard letter in Word), announcing to speakers the date and time scheduled for the presentation;
- upon acceptance, the SS assigns “ownership” of the contribution to the speaker, removes the previous “owner” who in SPMS Invited Orals Mode was the Proposer;
- when the conference website goes online the SS informs the speakers and:
 - invites them to access their SPMS entry to update the title/abstract as necessary, and to enter a Sub-classification,
 - requests a brief outline of current activities for the use of the session chair to introduce the presentation,
 - mentions that no financial support for attendance at the conference is available for speakers (all available support goes towards student support),
 - mentions that it is expected that speakers will submit a contribution to the proceedings.

Call for Papers and Abstract Submission

A deadline for abstract submission approximately 5 months in advance of the conference allows time

- for the SPC to check that the main and sub-classifications are correct
- for the SPC to select contributed oral presentations,
- for speakers to be invited,
- for authors of poster presentations to be informed
- to assign programme codes to all scheduled contributions
- to prepare the various conference publications.

Authors submit their abstracts via SPMS using their JACoW profiles/accounts, selecting

immediately the Main and Sub-classifications from among the list proposed by the SPC (see above).

Main and Sub-classifications are essential for sorting posters and assigning programme codes, and for the running of the scripts to pull all contributions together at the final Proceedings production stage. The more refined the tuning of the Main and Sub-classifications, the less work for the SPC to correct mis-classifications.

A description of the Scope of the Main and Sub-classifications is normally published at the conference website to assist authors in correctly classifying their contributions. See Annex 5.

Guidelines on how to set up the SPMS for abstract submission are published at JACoW.org site. Instructions for authors should be published at the conference website.

The response to the Call for Papers is a good indication of the number of delegates to expect, and the number of poster panels and space for poster sessions to be foreseen. A rule of thumb is that of all abstracts submitted in response to the call for papers, around 60% of this figure will be delegates, and around 80% of this figure will be contributions to the proceedings. For IPAC’10 there were a little over 2000 entries in the SPMS (including 50 orals) at the conclusion of abstract submission. The conference finally counted 1250 participants and 1569 contributions to the proceedings. These figures are more or less constant with the exception of smaller dedicated workshops and invitation only conferences (see under Statistics: Abstracts Submitted vs. Number of Papers Published and Number of Participants, below).

Acceptance/Rejection of Contributions, Classification, Selection of Contributed Oral Presentations

Once abstract submission is complete, the SPC reviews them

- a) to check whether they correspond to the scope of the conference and are correctly classified, and
- b) to decide contributed oral presentations.

With the SPMS in "Program Committee Mode", the SPC:

All members, prior to the meeting:

- check that contributions are correctly classified (Main plus Sub-classification),
- propose alternative classifications as necessary,
- propose contributions for contributed oral presentation,

Session Coordinators, prior to the meeting:

- accept/reject proposals for re-classification of contributions,
- identify contributions that do not fall into the scope of the conference, such that the SS can inform the authors concerned and withdraw them,

All members, prior to the meeting:

- make proposals for oral presentation of contributions,

Session Coordinators, following thorough discussion and agreement during the meeting

- enter priorities for proposals for contributed oral presentation,

All members, during the meeting:

Once the contributed orals have been selected, the SPC:

- makes a final verification that as good a geographical/gender balance as possible has been achieved,
- decides the placing of contributed orals within the overall conference schedule (using the synoptic table),
- decides Session Chairs,
- decides the placing of posters during the conference,
- identifies contributions for possible publication in a special issue of PRST-AB (see below).

Following the SPC meeting:

- the OC is invited to approve the contributed orals
- SS invites the speakers by e-mail via SPMS with approximately one week for response,
- once speakers have accepted, the SS ensures that the presentation option for contributed orals is correct in the SPMS, and requests brief CVs for the use of the session chair in introducing the presentation,
- the SS informs all other contributors of the acceptance/rejection of their contributions

for poster presentation via the SPMS e-mail utility

- the SS enables the search facility in the SPMS, which shows the presentation type (invited oral, contributed oral, poster).

In the above e-mail communications, authors are encouraged to register prior to the deadline for “early”, “cheaper” registration, and are encouraged to confirm to the Scientific Secretariat that they will indeed present their work – or to withdraw their work if they cannot present it. The latter is particularly important in Europe where the number of poster presentations accepted is frequently larger than the number of poster panels available.

Another important message for contributors is that they enter the name of the presenter if they are unable to present the work themselves, since posters are sorted by Main and Sub-classification, and grouped by affiliation, and the last name of the presenter.

For IPAC’14 the SPC decided, in an attempt to reduce the “no shows”, to warn all contributors that only contributions where at least one author was registered would be scheduled. This required significant extra work for the SS, since in many instances the “default” presenter was also an absent primary author. The three weeks intensive work was however worth it since the number of “no shows” was reduced from around 20% in Shanghai to 3% in Dresden.

Statistics: Abstracts Submitted vs. Number of Papers Published and Number of Participants

Experience shows that approximately 20% of the abstracts submitted in response to the call for papers do not materialize as published work in the proceedings, in spite of repeated requests to contributors to withdraw work they know they cannot present at the conference. These are known as “no shows”.

At PAC’05 and ’07, over 1800 abstracts were submitted in response to the call for papers. This figure fell to 1400 papers finally published in the proceedings. For EPAC’08, 1600 contributions were submitted, and 1200

published. For IPAC'10 the figures were >2000 abstracts submitted and 1569 papers published.

The number of participants with respect to the number of contributions published in recent events is shown in Table 1.

Table 1: Papers Published vs Number of Participants

Conference	Papers Published	Participants
EPAC'04	936	900
EPAC'06/'08	1200	1150
PAC'05/'07	1400	1400
PAC'09	~1574	1264
IPAC'10	1569	1250
IPAC'11		
IPAC'12		
IPAC'13		
IPAC'14	1300	1150

The NA-PAC/IPACs in the Americas figures are not entirely comparable with APAC/EPAC/IPAC in Europe and Asia since APAC/EPAC/IPAC in Europe and Asia participants register for the full week, whereas NA-PAC/IPACs in the Americas offer "one day registration", as well as "cheap" registration for students and retirees which gives a potentially higher number of individual participants and number of papers published.

The number of abstracts submitted initially is a first approximation of the number of poster presentations, and hence the number of poster panels and space required.

This figure shrinks by approximately 10% as some authors withdraw work they cannot present. And the final number of papers published, as mentioned above, will be another 10 to 15% fewer corresponding to the "no shows".

Described earlier is how IPAC'14 successfully managed to reduce the number of "no shows". This should certainly provide food for thought.

Session Chairmen

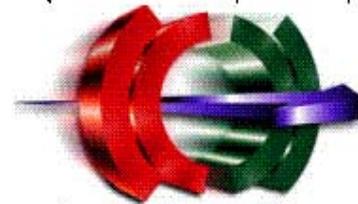
As mentioned above, Session Chairs are decided at the SPC meeting following abstract submission. They should only be invited

however once contributed oral speakers have accepted. In this way the invitations can be dispatched with precise information concerning the date, time and place of the session, the names of speakers and the titles of their presentations. Responses should be requested in good time for the names to be entered into the SPMS for the production of the conference programme. Brief CVs requested from all speakers are forwarded to Session Chairs to facilitate the introductions a couple of weeks in advance of the conference.

Special Issue of PRST-AB

PRST-AB is a fully electronic, open access, refereed journal in accelerator physics and technology (<http://prst-ab.aps.org/>). APAC, EPAC, PAC and IPAC, as well as other JACoW events have been publishing special conference issues for several years. EPAC/IPAC in Europe and Asia publish the PRST-AB logo at the conference website.

Physical Review Special Topics



Accelerators and Beams

The procedure to organize the publication of the special issue is as follows:

- the SPC decides a preliminary list of papers with potential for publication in PRST-AB at the SPC meeting following abstract submission,
- the Editor-in-Chief of PRST-AB (Frank Zimmermann) is invited to check whether the contributions correspond to PRST-AB criteria, he may add/remove proposals,
- during the conference the SPC checks all contributions, both oral and poster, and, via the SPC Chair/SS, provides the final list to the PRST-AB Editor-in-Chief for final approval
- the SS contacts all primary authors to elicit their work and follows progress (via the Attributes functionality in the SPMS),

copying all correspondence to the SPC Chair and the PRST-AB Editor-in-Chief.

The turnaround time between submission of a manuscript and publication in PRST-AB is approximately 3 months. If publication of the conference proceedings is immediately following the conference, one should aim to publish the special issue 6 months or so later.

The PRST-AB refereeing procedure is severe and a number of manuscripts that are submitted are rejected. The mail to potential authors for the special IPAC'10 issue of PRST-AB is reproduced in Annex 7.

SCHEDULING PRESENTATIONS

Sessions

In SPMS jargon, sessions are generally parts of the conference programme that take place:

- on a date
- at a time
- in a place
- with a content (type of presentation: invited oral, contributed oral, poster, etc.).

Sessions are used for scheduling purposes, and for building programme codes.

It is necessary to create sessions in the SPMS, prior to assigning programme codes, which are normally session codes plus a sequence number. How to create sessions is described in the documentation at JACoW.org:



Programme Codes

Programme codes are unique and are used to identify all of the contributions to the scientific programme/proceedings. Programme Codes are generally the session code, plus a sequence number.

Contributions to the programme are identified by a unique programme code, which is also used to upload the contributions to the proceedings. An algorithm is used to identify contributions by day, type of presentation and location. While this can be tailored to suit any event, programme codes (since EPAC'08) have followed the following protocol:

- A Day Code: MO, TU, WE, TH, FR
- A Presentation Type Code: the user decides how he wishes to identify the Presentation Type – for example X, Y, Z are invited oral presentations before morning coffee, after morning coffee, in the afternoon, contributed oral presentation types are OA, OB, OC etc. according to the number of contributed oral presentations scheduled during the day – or OA before morning coffee, OB after morning coffee, etc., I are contributions in the session for industry, PP are Prize Presentations, P are Posters Etc.
- A Location Code – letters are assigned to identify the auditoria, and the poster area(s)
- A sequence number for the place within the session.

It is necessary to define “Sessions” prior to entering programme codes (see above).

Programme Codes for *invited and contributed oral presentations* are entered semi-manually into the SPMS by the SS.

Programme codes for *poster presentations* are generated automatically by the SPMS, with a little “tweaking” by the SS, to ensure that they fit into the floor plan and not too many presenters have to cover several areas simultaneously. The SPMS provides the possibility to finely tune the placing of posters, manually moving individual papers around following the initial automatic assignment.

Guidelines for creating sessions and building programme codes are published in the documentation at JACoW.org.

Important: Keep programme codes to as short a length as possible. For example, if it is a small conference with only one oral session

area, or one poster session area, it is not necessary to enter a location code. If there are less than 100 posters per poster session, two digits should be used and not three ...

New functionality which allows the assignment of several programme codes to one contribution, known as “multiple programme codes” was implemented for the first time at IPAC’14. This is particularly useful for events where students present their posters twice, once during the student poster session, and again during the normal poster sessions. Another instance is for conferences that offer oral poster presentations, or electronic poster presentations.



Publication policy stipulates that only posters that are posted, manned and of adequate quality (no manuscripts/contributions to the proceedings) are accepted for publication, hence the need to make every effort to facilitate manning by authors.

Once the programme codes have been generated and checked, the system parameter in the SPMS (System Parameters/User/Hide Program Codes) is set to “Yes” to make programme codes visible via the search functionality.

The SS informs the contributors, via the SPMS, and reminds them again to confirm that contributions will be presented and if not, to withdraw them. When logging into their profiles in the conference SPMS instance, contributors see their programme codes. The upload/download script for the submission of contributions to the proceedings only allows upload of files whose filename corresponds to the programme code.

Poster Presentation Policy

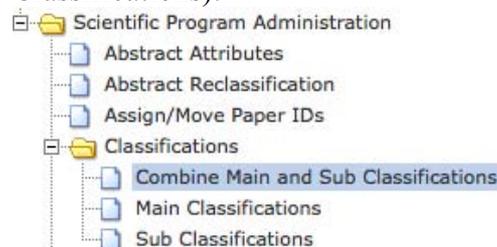
The way posters are scheduled during the conference aims to group all contributions on the same or similar topics (by Main and Sub-classification), and then to group work submitted from the same institute to facilitate manning of several posters by one person. This can cause problems when submitting authors are required to present work in several different Main/Sub-classifications, in particular when there are several different poster halls. There's no perfect solution and some manual "tweaking" is necessary to facilitate the manning, though sometimes taking work out of its context.

Organization

A group, composed of the SPC Chair, the SS and the Poster Session Manager, collaborates to decide the poster presentation schedule around 2 months prior to the conference applying the above presentation policy. It is useful to prepare a spreadsheet listing on the one hand the number of presentations for each combination of main and subclassification, and the number of poster panels available each day. In Europe, there are normally more contributions than poster panels and some effort is required to urge authors to withdraw if they cannot attend.

In SPMS

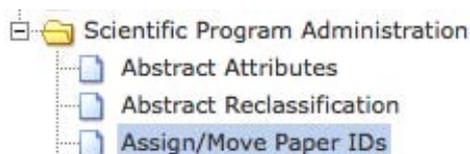
The schedule (date and place of presentation (session) according to Main and Sub-classifications) is entered into the SPMS via the screen Scientific Program Administration / Classifications / Combine Main and Sub-Classifications):



Prior to triggering the automatic generation of programme codes and as mentioned above, all authors should have been contacted by the SS, at least once, to ask them to withdraw if they cannot attend the conference, or to ensure that the name of the presenter is correct (see above).

This is an attempt to reduce the number of “no shows” and to ensure that the sorting by presenter is as correct as possible.

Once all contributions have been assigned to a poster session, the SPMS screen Scientific Program Administration / Assign/Move Paper IDs is used to automatically generate programme codes to posters.



If there are several poster areas, the system will fill up each area according to the capacity of each poster area (see the screen Scientific Program Administration / Location Codes).

Once the programme codes have been triggered, it is necessary to check the cases where presenters may have several posters to present in different poster session areas. Individual posters can be moved using the link “Disjointed Authors” in the Assign/Move Paper IDs screen.

The automatic insertion of programme codes is triggered as late as possible before the conference to allow time:

- for those contributors who cannot present their work to withdraw it, avoiding including the “no shows” in the programme booklet,
- for the production of the publications: the programme booklet and the abstracts brochure.

PUBLICATIONS: PROGRAMME BOOKLET AND ABSTRACTS BROCHURE

Once the programme codes have been generated, work can begin on the preparation of the programme booklet and abstracts brochure.

The LOC generally produces the front matter. The main matter (the programme proper) is extracted from the SPMS using the JPSP scripts.

While it is perfectly possible to use Reports contained in the SPMS to pull out the information required for the main matter, it is worth checking Volker Schaa’s scripts to

produce publications in various formats for different JACoW events (IPAC, Linac, etc.). See Volker’s presentation at the 2010 JACoW TM and in SPMS documentation. If Volker’s scripts are to be used, it is wise to give him adequate warning

MANAGEMENT OF UPLOAD OF CONTRIBUTIONS TO THE PROCEEDINGS

Setting up for Upload

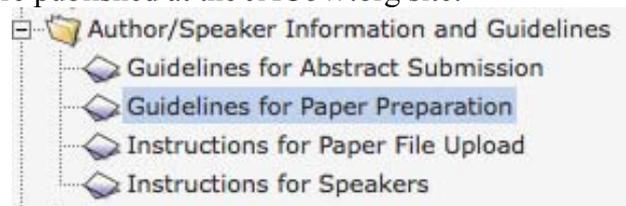
While an SPMS conference instance can be set up at any RSC (IPAC’10 was set up at CERN pending the installation of ORACLE at KEK), conference organizers are strongly encouraged to upload to the Fileserver set up at PSI and maintained by Jan Chrin.

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

Preparation and Upload of Contributions to the Proceedings

The proceedings are composed of papers and transparencies. All are uploaded via individual profiles of authors. Files are identified by the programme code.

Author/Speaker Information and Guidelines are published at the JACoW.org site:



Authors generally wait until the very last minute to upload their contributions, about 50% of all contributions arriving within hours of the deadline. The deadline for paper upload is usually set on the Wednesday at midnight prior to the conference since the pre-conference editorial team begins processing the following day.

Preparation of Contributions to the Proceedings (Papers)

All contributions to the proceedings must be prepared according to the JACoW Templates

published at the JACoW site. The site also contains much useful information for authors on how to prepare the electronic files. Guidelines for the preparation of contributions as proposed at the documentation site should be published at the conference website, with a link also to the JACoW site.

Upload of Contributions to the Proceedings (Papers)

Instructions for the upload of contributions are published at the conference website at the same time as the SS informs contributors of their programme codes, i.e. around 3 months in advance of the conference. Thus, the web interface for the upload of papers via the SPMS and the file server for the electronic files of contributions should have been tested and running in advance of this date (see below). All contributions are uploaded via the individual profiles of authors, and filenames are according to the programme codes.

Authors are required to submit:

- the original source files (Word, LaTeX, Open Office ...)
- a PostScript file of the whole contribution (used by the editors to produce a JACoW-compatible .pdf file)
- the individual figure files.

Considerable time was gained at EPAC'08 due to the modification of the upload/download scripts to include a check that .ps files had been uploaded, and if not, a mail was triggered to remind the author, and in particular the automatic distilling of .ps files as they were uploaded, saving the editor the job of distilling the .ps.

Instructions for the Upload of Oral Presentations (Transparencies)

The instructions for the upload of transparencies are published at the conference website. The SS also ensures a personal approach to speakers offering them the possibility to call for help, and providing them with the specific guidelines they need for the preparation and upload of their oral presentations.

Transparencies are identified by programme codes, with an added _talk.ppt, indicating to the SPMS that the files are for an oral presentation.

The person who will be responsible for Presentations Management will have been associated with the preparation of the Guidelines for Speakers, who will be invited to contact the Presentations Manager with any technical questions.

PROCEEDINGS OFFICE ORGANIZATION

The contributions to the proceedings are processed by a team of JACoW editors just prior to and during the conference. The aim is:

- to process all papers
- to process all transparencies
- to make a Quality Assurance (QA) (or a cross-check of all processed contributions)
- to cross-check all titles and authors on the papers against those entered in the SPMS
- to publish "pre-press" (papers only, without page numbers, author index or "wrappers") on the last day of the conference.

The amount of work to be achieved is enormous and careful planning is essential.

IT: Computers, Printers, Soft- and Hardware

The computers, printers, monitors, software, etc. should be available, installed and tested well in advance of the conference. The person in charge of IT has this responsibility, gained through attending the JACoW Team Meetings, plus experience at previous events in the same or other series. The IT Manager, together with helpers from previous and future events, sets up the computers, printers, etc., the day before the pre-conference processing team begins work, usually the Wednesday.

The list of hardware, software, applications, settings, is specified by the EB, following the JACoW Team Meeting held at the end of the year preceding the conference. This enables the latest developments to be taken into account and a common policy to be agreed before the next round of conferences. A tried and reliable method is to install all software for processing on one machine, and then clone to the other

computers to be used by editors. Various tools have been developed by the Collaboration. More information may be found at the JACoW.org site.

The JACoW Proceedings Office Teams

The different activities contributing to the publication of the proceedings are as follows :

- setting up of computers/printers
- pre-conference processing
- processing during the conference
- processing of transparencies
- author reception
- presentations management
- poster session management

The number of persons required for editing is calculated on the basis of the number of papers and oral presentations to be processed, and with the obligation for the larger events to offer “hands on” experience in electronic publication to inexperienced or newly nominated JACoW editors. Extra staff is needed to provide the interface with authors (author reception), to file the pdf files produced by the editors, and most importantly to thoroughly check titles and authors on the papers against those in the SPMS.

The number of editors to be invited is decided by the SS/Editor, with Christine Petit-Jean-Genaz, for JACoW coordination. For EPAC/IPACs to date the following basic formula is used:

- the number of papers to be processed will be approximately 80% of the contributions submitted at abstract submission
- 80% of this 80% needs to be processed during 3 days of pre-conference processing
- estimate an average of 35 papers per day per experienced editor during pre-conference processing.

An example with 1000 contributions in the SPMS:

- 80% of 1000 = 800 contributions to process in total
- 80% of 800 = 640 papers to be processed in 3 days
- 640 divided by 3 days = 213 papers to be processed per day

- 213 divided by 35 (average number of papers per editor) = ~6 pre-conference editors are required for pre-conference processing.

Six is thus the “lower basic” number of experienced “core” editors to achieve 80% of the pre-conference processing.

This number should be **doubled at least** for the conference week to take into consideration all of the other tasks. It is particularly critical for the larger events, with for example 1500 contributions in the SPMS, to have a slightly larger team to allow half a day or a day off for the pre-conference “core” editors.

The travel expenses of most Editors are normally at the expense of their own institutes or conferences. The hosting conference covers the cost of accommodation and a per diem. Refreshments are provided for all of the staff in the proceedings office (breakfast, lunch, snacks). The full team is also invited to all social events (Chairman’s cocktail, reception and banquet), a special dinner is also on occasion organized for the whole team, who also receive conference bags.

Processing Criteria, Procedures, etc.

The SS decides in advance the level of effort that editors should invest in processing the individual contributions. For example, the larger conferences with over 1000 contributions can’t afford to be perfectionists if they wish to publish relatively rapidly! While editors should make every effort to ensure coherence, papers where authors have clearly ignored the guidelines should not be re-worked, but instead sent back to the authors with advice on how to re-work and re-submit. Minor formatting errors may also be allowed.

As editors process papers they assign a status as follows:

- a green dot: the author submitted files that could be processed successfully from the pdf;
- a yellow dot: papers where the editor had to use the source file to correct formatting errors. The author receives an automatically generated e-mail and is required to

proofread and approve the editor's version (see below);

- a red dot: the editor was unable to produce a usable file. The author receives an automatically generated e-mail inviting him/her to re-submit.

Each Editor, upon completing the processing of a contribution, enters comments into the SPMS concerning problems encountered, etc. (see below).

E-mail Notification of Processing Status to Authors

Messages for authors upon completion of processing and assigning a status (dot) to a contribution are generated automatically by the SPMS. The texts of the e-mails are entered into the screen Editor/Proceedings Administration / Processing Status Codes as shown below.

	Status Code	Status Descr	Sort Order	Email Msg
Delete	G	Green	30	has been successfully processed and will now go on to be cross-checked, prior to "pre-press publication" (without table of contents or author index) and final publication at the JACoW site. You can log into your
Delete	R	Red	10	could not be processed by the Proceedings Team. Please log into your account to review the comments in the "History" field and take appropriate action. You may need to resubmit your files or talk with the editor at the
Delete	Y	Yellow	20	has been processed by the Proceedings Team. Since the paper did not completely satisfy JACoW formatting requirements, the editor had to make some modifications in the source file. Please log into your account, review

New functionality has recently been introduced whereby via this same screen authors of yellow dot papers are able to log into their profile, download and proofread the editor's pdf, and then accept the editor's proposed version, changing the status automatically from yellow to green. If the author rejects the editor's pdf version, the editor-in-chief is warned and can take action.

This saves time for the SS and author reception. Previously authors had to come to the Author Reception, proofread, give approval, the SPMS had to be updated by staff and then the filing updated.

Automatic yellow-to-green dot papers do however need to be tracked so that the printed versions can be re-dotted and moved into QA.

Filing and Work Flow

As editors process papers, they assign an electronic dot to the pdf printable copy. The dot

has a colour, the name of the editor and a date stamp.

Author Reception staff file the red and yellow dot papers. As yellow dot papers go to green they are pulled out and moved through to QA. As red dot papers are re-submitted, or re-worked by editors, they move around either within the red/yellow dot folder, or to QA.

Green dot papers are ordered by programme code, but not filed since they will very shortly go forward to QA. QA OK papers are filed.

Electronic Dotting Board

The electronic dotting board is configured via the Overall Database Administration / System Parameters / E-dot Board, to fit the monitors available. The view of the Board to be set on the monitors is at General / Reports / Electronic Dot Board.

Pre-conference Processing by "Core" Editors

A few days before the conference, i.e. on the Thursday preceding the conference for the larger events, or on the Friday for medium-sized events, a "core" team of experienced editors (as described above) begins processing the contributions, preferably at the conference venue. The aim of processing 80% of the expected number of contributions by the tie delegates arrive is described above.

The software should have been tested for the complete range of processing activities before replication onto the editors' machines. The editors need to be on a network with hardwired internet access to the database and fileserver. They should NOT share the network of the internet café, or be on a wireless network ...

Processing at the Conference with the Full Team

There are two main areas of activity related to processing of contributions during the conference:

Author Reception Office

The Author Reception staff file all of the printed copies of red and yellow dot papers processed by the editors in a set of ring binders (see above). The binders contain plastic folders to hold the individual contributions. They are

US letter size to fit US letter width, AND A4 height.

While authors receive automatically generated e-mails as their contributions are processed (see the SPMS Editor/Proceedings Administration / Processing Status Codes screen), and while they can download and check the pdf files produced by the editors, the Author Reception staff are frequently called on to explain to authors the problems encountered with processing (via the SPMS editorial comments), and according to need put the author in contact with the editor to better explain the problems.

Authors who have not submitted their files and arrive with a floppy or CD-ROM are invited to go to the internet café and submit in the standard way, using the web interface. When an author has to see an editor he is escorted into the Processing Office (see below) – there is no free access to the Processing Office for conference delegates.

Staff in Author Reception, also

- lend a hand in the poster sessions, either helping authors mount/dismount their posters, assisting the poster session managers during the sessions, ensuring posters are manned and of adequate quality, and more importantly
- cross-check the titles and co-authors on the papers processed against the meta data in the SPMS.

This task is essential to ensure that the author index and table of contents are correct. Carrying it out during the conference speeds up publication significantly. As an example, cross-checking ~1200 EPAC contributions used to take from 2 to 3 weeks, full time effort. Since this job has been accomplished during the conference by Author Reception staff, the proceedings are virtually ready for publication at the end of the conference.

The ideal setup for the Author Reception and Proceedings Offices is to have an interconnecting door with separate access to the rooms from the general conference area, ensuring editors get the necessary peace and quiet needed for optimum concentration.

Processing Office

The pre-conference "core" team is joined by the remainder of the members of the team at the outset of the conference. One of JACoW's aim is to provide hands-on processing experience for new editors joining the JACoW Team. The new inexperienced editors are therefore given a tutorial, and then are usually seated beside more experienced editors who help them through the learning process.

The aim is to process all of the contributions, as well as the transparencies of oral presentations before the end of the conference, and also to do a Quality Assurance (QA), double check. If this is completed during the conference the "pre-press" proceedings (papers without author index, table of contents, wrappers, etc.) can go on-line immediately, i.e. on the last day of the conference, or very soon after, with publication on JACoW a few weeks later. EPAC'08 was the first conference to achieve this, but this performance has been equalled with more contributions as the process has been streamlined even further. Other conferences are gradually aiming for similar performance

Order of Work for Editors

Editors are automatically assigned papers to work on by the SPMS editor interface. Editors can choose the papers they prefer, depending on the platform they are using, Mac or PC for example to avoid cross platform formatting problems. Editors can also choose their preferred software, Word or LaTeX for example.

Editors process the files, which have been submitted electronically. Once the processing has been completed, the editor assigns an electronic dot and prints the pdf. If it is not possible to print the paper, a dummy paper carrying a red dot and the programme code is printed. The processed papers are then passed out for filing.

Once the majority of papers have been processed, the quality assurance (QA) process of green dot papers can start. This is a rigorous check of the final result against the JACoW

criteria (on screen and printed versions). At recent conferences QA began on the first day of the conference once the “core” editors had processed 80% of the papers, once the “novice” editors were tackling the remaining 20%. The job of QA is pursued while also problem solving red dot papers, and making corrections to yellow and green dot papers requested by authors.

Preparation of Electronic Files of Oral Presentations

Speakers are required to upload the electronic files of their presentations (PowerPoint, Word, etc., as well as a pdf) in advance of the presentation in order for them to be installed on the conference venue platform for testing prior to the session, thus avoiding time-consuming laptop installations and font problems. IPAC and a number of other events now include the oral presentations in the proceedings, together with the written paper. This job represents a significant extra effort for the proceedings office. Usually one experienced editor supervises one or two editors who work only on processing of transparencies.

All speakers are contacted prior to the conference with general instructions concerning:

- a) the preparation of oral presentations (font size, etc.) and what is necessary for publication in the proceedings and
- b) how to upload the electronic files.

All presentations to be included in the proceedings are converted to PDF so that they cannot be easily edited and because PDF will work on all computer platforms, unlike PowerPoint. This is fairly easy for PowerPoint (though attention needs to be paid to animations, overlaying, etc.) and WORD but may require some work to achieve manageable files (performance issues). Hand prepared slides can be scanned but the resulting PDF can easily become too large.

New functionality has recently been incorporated into the SPMS for Transparency Processing, with a separate interface. Michaela Marx, DESY, has prepared an

Instruction Manual published at the Documentation site at the JACoW.org.

Publication Policy

IPAC publication policy stipulates that:

No contributions are accepted for publication only. Any paper accepted for presentation, which is not presented at the conference, will be excluded from the proceedings. Furthermore, the PC reserves the right to refuse for publication work not properly presented in the poster sessions.

Poster Sessions

IPAC poster sessions are de-coupled from oral presentations to highlight their importance and ensure that everybody can attend. They take place between 16:00 and 18:00 each day. Poster Session Managers are

- present during the early part of the day (08:30 to 10:30) to assist contributors in mounting their posters,
- ensure that posters are posted, manned and respect quality criteria (no manuscripts are allowed) during the poster sessions,
- enter this status into SPMS at the end of each poster session. A new interface for poster session managers to be able to enter this data during the sessions was developed for IPAC'14. Ivan Andrian can be contacted for information.

Only posters flagged in the SPMS as posted, manned and respecting quality criteria are “seen” by the SPMS scripts and included for publication.

The Poster Session Managers inform the SS or the SPC Chair immediately should problems arise – unexpected “new” contributions, contributions not matching the announced poster presentation criteria (manuscripts), etc. so that prompt action can be taken with the presenter during the conference. In principle, posters that do not meet the criteria are not accepted for publication.

JACoW Stakeholders Meetings

JACoW Stakeholders (all JACoW Team Members, the SPC Chairs of past, current and future conferences in each series, as well as

volunteers representing most major laboratories worldwide) meet normally during the lunch break on the Thursday of each IPAC to discuss JACoW issues.

Pre-press Publication, and Post-Conference Tasks

If the staffing in the Proceedings Office is adequate, and if all technical requirements are met, all contributions should have been processed, QA'd and the cross-check of titles and authors completed during the conference. If this is the case, there should only be minor problem fixing and a small amount of QA remaining after the conference by the SS.

Authors who have genuinely been unable to complete the submission of their contribution to the proceedings, or who have to re-submit red dot files, are usually given a "period of grace" of 1 week following the conference to submit their files.

The target for the Editorial Team is to have completed all processing and QA in time to publish all contributions successfully processed "pre-press" (without page numbers, author index or wrappers) on the web on the last day of the conference (as reported above).

Within a few weeks following the initial web publication, final verification of database information (titles, authors etc.) is completed

and the very last straggling contributions are received. Post-deadline contributions are only accepted if all other work has not been completed. During this period, the front matter is also collected: Conference Organization, Preface, Prize Certificates, ISBN/ISSN Numbers, Copyright Page if required, List of Participants, Industrial Exhibitors, Photos, etc. As soon as the Editorial Board is ready to run the final production scripts (generation of page numbers, table of contents and author index from the SPMS, production of all "wrappers"), no further modifications or submissions are accepted and the final phase is started.

Final Publication on JACoW

The EB person responsible for pulling the JACoW publication package together runs the JPSP scripts that are available for download from the JACoW site. Once the SS and EB are satisfied that the proceedings are ready for publication, the files are transmitted (via a CD-ROM or Zipfile) to Ronny Billen for publication at the JACoW site.

CD-ROM REPRODUCTION AND PRINTING OF HARD COPY VOLUMES

IPAC no longer produces any CD-ROMs or hard copy volumes.

ORGANIZING IPACs CONTINUED

SOME ASPECTS OF LOCAL ORGANIZING COMMITTEE ACTIVITIES

Introduction

The following chapters are intended to provide an overview of LOC activities for the use of future IPAC LOCs. Clearly nothing is set in stone, and everything can evolve, and hopefully, improve!

Budget

In Europe the LOC takes full responsibility for managing the conference budget, carefully adhering to IPAC policy and decisions taken by the OC, in particular concerning the registration fee which should be kept as low as possible.

IPAC in Europe does not aim to make a profit. Any profits are thus the result of the careful planning, extra sponsorship, or a higher number of exhibitors or participants than budgeted for. Such profits are used to finance the participation of European students at future IPACs.

Insuring the Conference

While it is expected that all participants have a personal health or accident insurance, it is necessary to consider insuring the conference against unforeseen difficulties. There are many companies specialized in insuring events and this is highly supported by the EPS-AG.

Conference Sponsorship

Miscellaneous

Methods of obtaining financial support for conferences are different in each region. It is sometimes possible to obtain financial support from the organizing laboratory (at least concerning staff time), the venue, from the local government, etc.

EPS-AG does not provide any financial support for events organized in Europe, but it has a sum of money banked with EPS that may be used in the event of unexpected or unforeseeable financial difficulties. This forms the European “safety net”, which is in place should the above-mentioned insurance not be sufficient.

IUPAP

Financial support from IUPAP was obtained for IPACs '10, '11 and 13, but not for '12 (IUPAP does not provide financial support for IEEE conferences) or '14 (European budgets are considered to be reasonably well balanced and IUPAP supports other more needier conferences).

The IUPAP support has generally been used to supplement the student grant programmes.

Student Grant Programme

In Europe the EPS-AG (“core” organizers of IPAC in Europe) has been running a student grant programme for many years.

The EPS-AG Executive Secretary and Treasurer has been responsible for running the programme.

Funding the EPS-AG Student Grant Programme

Major European laboratories are contacted the year before the conference to request contributions, based on multiples of the estimated cost of covering the attendance of one student, as outlined above. Labs thus offer to cover the costs of 1, 2, 5 students, etc.

If necessary the EPS-AG adds some extra funds. In 2008 close to 80,000 Euros were collected, and close to 70 students from all over the world attended the conference under this scheme.

With the move to a 3-year cycle, regular sponsors were invited to contribute half the previous biennial amounts, but each year, to send European students to IPACs worldwide.

Apart from IPAC'10, which was sponsored to an exceptionally high degree both nationally and internationally, the average annual amount of sponsorship for European students is in the 50 kEuro range.

Student grant sponsorship from Asia since 2010 has been based on profits of IPACs in Asia. This method however is being abandoned in 2015 in favour of a scheme similar to the European one outlined above.

APS DPB provides between 10 and 12 kdollars for students from the Americas to attend Asian and European IPACs. Sponsorship for IPACs in the Americas is a mixture of conference budget and APS support.

While the student grant programmes were discussed in detail at the meetings devoted to the move to a 3-year cycle, no common decision was taken, leaving it to each region to decide its policy.

From the above however, it appears students from the Americas are at a disadvantage to attend non-NA events, compared to European and Asian students.

The Grants

Typically, a student grant is:

- a modest per diem based on local costs to cover hotel accommodation and meals
- a specially calculated registration fee which covers the reception/dinner/coffee breaks, i.e. the “real” cost of a student, without overheads.

For IPACs in Europe, travel expenses can be added for “needier” students, for example those coming from universities, or low-income countries. Generally no travel is offered to those students working in major laboratories, who share the cost of bringing students to these events. A

contribution towards travel expenses, normally up to a maximum of 1000 Euros, is however offered to European students for IPACs in Asia or the Americas.

Students with grants undertake

p

Organization of the Programme

Students are generally invited to apply for grants via a form created within the SPMS. Letters of reference from Supervisors are also required. The deadline for applications is normally the same as the deadline for abstract submission.

The LOC decides the students to receive support on the basis of the forms, the references, and the work proposed for presentation during the conference. A bunny point system is normally used to ensure that the support goes to the students who will make the best use of the opportunity.

All students who receive grants are expected to present their work in the student poster session, and also to act as scientific secretaries, or “runners” with microphones during the sessions.

Once the decisions on recipients is taken, the LOC Secretary normally takes over the organization of correspondence with students and manages the programme, the transfer of their grants. The Presentations Manager normally joins the LOC Secretary to organize the training of students who act as Scientific Secretaries.

Training normally takes place on the Sunday afternoon preceding the conference. Students arrive at the venue, register for the Conference, register with the LOC Secretary, get their training, post their posters which should be available for the SPC Jury to view (see below), and then man their posters from 16:00 to 18:00. A first shortlist is under discussion, with the possibility to invite students back for a second round with the Jury.

Student “Duties”

Students who receive grants normally contribute some time to the conference as Scientific Secretaries, or Microphone “runners”.

Scientific Secretaries

Scientific Secretaries assist the Session Chairs on stage. They follow the timing of presentations either with a system installed at the venue, or with the JACoW speaker timer system. Sometimes they manage the lining of the talks on the overhead screens. They usually work for one or two sessions. Students are asked by the Student Grant Coordinator to indicate to the Presentations Manager the sessions they prefer to work on.

Microphone Runners

If necessary, students can also act as microphone “runners” for one or two sessions.

Students are not normally required to do anything else. They should not be expected to replace “missing” manpower in particular during the poster sessions.

Student Poster Prizes

Student poster prizes have become a regular event at many accelerator conferences. Students present their work during the Student Poster Session, normally organized on the Sunday afternoon during Delegate Registration, and even during the Welcome Cocktail.

The SPC normally forms the jury to judge the posters, paying particular attention to whether the student is a single or principle author, the impact of the work presented, the student’s talent at presenting the work when questioned by the jury. The method of judging student posters has been varying from conference to conference. IPAC’11 is currently preparing a procedure that should simplify the job.

Conference Website

The website is normally on-line around 9 to 10 months in advance of the conference, approximately at the same time as the postcards are mailed to all JACoW profile owners who have requested the announcement in their profiles, around 6000 persons. See below.

When the site goes online, the programme of invited oral presentations should be complete. All information concerning delegate and exhibition registration should also be in place, even if the physical registration is not yet available.

The possibility for LOC members to write/edit their own pages, is highly recommended. For the scientific programme, the various stages of organization are reflected at the site. New pages are only made available as necessary.

Conference Announcement/Posters/Postcards

EPAC/IPAC in Europe/Asia normally send several posters to a selection of prominent persons in the larger laboratories with a request to post them up prominently. The poster is also normally downloadable from the conference website. Postcards are normally sent to all JACoW SPMS profile owners who request conference announcements.

Registration

The SPMS contains functionality to create forms, which can be more or less sophisticated depending on requirements. Credit card data is not normally stored in the SPMS. A server is required to process registration together with an outside provider. More information on running the Registration Module is written up in various JACoW Team Meetings (in particular 2008, 2009 and 2010) and via the SPMS Documentation Site.

Registration Forms are thus developed for Delegate Registration, Exhibitor Registration, but also for applications for students to receive grants, applications for prizes, etc.

Registration forms are reached via SPMS Profiles, facilitating data entry/collection and production of lists and statistics.

Using the Registration module together with the Scientific Programme Management is particularly useful

for editors who can see who is attending the conference when editing proceedings, facilitating contacts and solving problems directly with authors concerned.

Accommodation

As for registration, the SPMS contains a module for the organization of accommodation. Ivan Andrian, together with the PCO of EPAC'08, developed this module.

It is worth noting that the number of delegates who reserve accommodation at the conference hotel, or via the conference website, decreases each year. Less than 40% of EPAC'08 participants used this possibility, preferring to surf the internet for better deals. Slightly more used this possibility for IPAC'10, possibly due to the fact that Japan was an unknown to many of the foreign visitors.

Industrial Exhibition

Industrial Exhibition Registration is usually via the SPMS, especially if payment is restricted to bank transfer.

The EPAC'08 industrial exhibition availability of booths was online at the conference website, with the status of reservations brought directly from the SPMS (see <http://www.epc08.org>). As booths were reserved on a first-come-first-served basis via the SPMS, their availability changed at the conference website. Exhibitors were given two weeks to make the bank transfer. Failure to pay triggered a message that if payment was not forthcoming the booth would be available again at the website for others to reserve.

Ivan Andrian and Stefano Deiuri, EPAC'08 LOC/IT members developed this functionality.

This system has proven efficient at several conferences. Exhibitors prefer to reserve early and get the best choice of booth, even if they have to pay early. There is a clear advantage to having money in the account early on, and also that the major effort of exhibition organization is finished well in advance of the conference.

In the "exhibition package", EPAC/IPAC'10 and '11 offer the booth with basic equipment, together with one full conference registration, and presence at the booth of a maximum of 3

booth staff who have tickets for the conference reception(s).

Presentations Management

A Speaker's Corner is usually organized to allow speakers to test their transparencies on the computers that will be used for the conference. One needs to be particularly aware that there can be font problems, or problems with animations, depending on the platform on which the presentation was prepared.

Full instructions for speakers can be found at IPAC'10/EPAC'08. These texts will be updated for IPAC'11. IPAC'11 should be used as a basis for IPAC'12.

It is advisable to foresee

- 1 Manager-in-Chief
- 1 Manager per Auditorium
- 2 students per session to help out in the Auditoria as Scientific Secretaries/Microphone Runners

As described earlier in this report, the Presentations Manager should work in close collaboration with the SS/Editor-in-Chief who will have been in contact with speakers. The Presentations Manager and SS/Editor-in-Chief write the instructions for speakers which are published at the conference website, as mentioned above, inspiration should be derived from whatever was published at the previous event. The SS/Editor-in-Chief ensures that all speakers are informed also via e-mail. The contact information for the Presentations Manager is published at the conference website, and this person can be contacted for technical information.

It is highly recommended that ALL presentations be uploaded via the SPMS: both the ppt, plus a .pdf which can be tested and passed for publication in the proceedings.

The Presentations Manager, via a special module/interface in the SPMS, has the possibility to see when talks have been uploaded, and if not, to e-mail the speakers. Upload via SPMS means that there is a record of all actions in the log, and that the transparencies are immediately available for processing in the proceedings office.

PAC'09 did not insist on this method and the result was hundreds of USB sticks being "run" between the Speaker's Corner and the Auditoria. This resulted in losing considerable time for processing the transparencies. Indeed, the talks could not be processed during the conference.

The Presentations Manager should NOT upload talks to the Auditoria too far in advance of the session. Speakers sometimes upload an ultimate version just in advance ...

Poster Session Managers

It is useful to recall the policy concerning posters and publication in the proceedings. The following text is published at the conference website under Author Information:

Authors are reminded that no contributions are accepted for publication only. Any paper accepted for presentation, which is not presented at the conference, will be excluded from the Proceedings.

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

IPAC in Europe and Asia organize one poster session per day (NA-PAC'11 often has two). The posters are generally mounted in the morning, and manned during the poster session that is completely de-coupled from the oral sessions at the end of each afternoon from 16:00 to 18:00.

Poster Session Managers:

- are normally available from around 08:30 to 10:00 to assist authors mounting their posters
- ensure that posters are posted on the correct panel, sometimes assisting authors to group posters that are not conveniently grouped together (this can happen if submitting authors have not entered the correct "presenter" in the SPMS)

- ensure that no manuscripts are posted (see policy above). Should this happen, they immediately warn the Editor-in-Chief/SS who should visit the poster session during the afternoon manned session to explain policy, and decide whether to apply it, or with a warning allow the corresponding paper to be published in the proceedings;
- ensure that all posters are manned during the session.

Following the poster session, the Poster Session Manager uses the SPMS interface to enter the status: posted, manned, quality. The scripts that pull the proceedings together need 3 green flags (posted, manned, quality) to allow those papers correctly presented in the poster session to go forward for publication – on the condition of course that the contribution to the proceedings could be correctly processed.

Proceedings Office

Be Nice to the Editors

The activities of the Proceedings Office are described in detail in the first part of this document. While the Registration and Local staff have a very hard job indeed, their heaviest load is limited to a few days. The Proceedings Office staff, first of all the pre-conference team, and then the full team, work 10 to 12-hour days, mostly under considerable stress. They work long hours, against the clock, to publish the proceedings "pre-press" on the last day of the conference, and on JACoW a few weeks later. This is particularly important since anything not finished during the conference falls on the shoulders of the Editor-in-Chief/SS.

To maintain the morale of the Proceedings Office staff, food and beverages are normally available first thing in the morning when editors begin arriving at around 07:30, and are replenished every few hours. On-tap coffee and tea, water, juices, yogurts, etc., are particularly appreciated. The team normally counts two diabetics for whom we try ensure that their dietary requirements are respected.

IEEE Copyright forms

Proper mention should be made of another important task of the Author Reception. Most of

their tasks are described in the first part of this document, but it is worth repeating that for IPACs organized in North America, there is an additional considerable task, that of collecting IEEE forms. IEEE also needs to be contacted prior to publication on JACoW to receive the relevant ISBN numbers and special texts (from memory).

A standard copyright form is included in the SPMS for authors to download and sign. The Author Reception Staff file the forms handed in at the conference. The missing forms have to be claimed from authors, and this job falls to the Editor-in-Chief/SS. Every effort should be made to remind all authors concerned to provide their forms, to speed up publication.

Social Events

In chronological order, the social events covered by the conference budget (“normal” for Europe, but may vary for other regions) are the following: Welcome Reception, Chairman’s Cocktail, Conference Reception, Conference Banquet. Added to these, and requiring planning are: PACCC Lunch, OC Dinner or Lunch, JACoW Steering Committee Lunch.

Welcome Reception

The Welcome Drink usually takes place during Delegate Registration on the Sunday.

EPAC/IPAC in Europe doesn’t usually formally announce a welcoming reception until the LOC is reasonably sure to have adequate funds ... It is “offered” in Europe. IPAC’10 did the same though with 1 drink ticket per person.. If possible, organizers should refrain from the system of offering tickets for drinks ... Either offer it and be generous, or refrain ...

Chairman’s Cocktail

The Chairman’s Cocktail is by invitation only. It normally takes place on the Monday evening of the conference. It is organized by the LOC. The OC Chair decides the invitation list. Spouses are normally welcome. Invitees receive invitations in their registration packs, and are also invited by e-mail via the SPMS e-mail utility to the roles entered in the SPMS “Authorize” screen. Invitees are asked to confirm their attendance and whether they will

be accompanied. The invitation list in Europe is generally as follows:

- All OC/SPC/LOC and Staff/Editorial Staff
- All Speakers
- All Session Chairs
- VIPS decided at the discretion of the OC Chair

Conference Reception

The Conference Reception normally takes place on the Tuesday of the conference. Delegates receive tickets in their registration packs. In Europe the Conference Reception is open to all participants and industrial exhibitors. In Europe, drink tickets are discouraged ...

Conference Dinner

The dinner is included in the registration fee. It normally takes place on the Thursday evening. All delegates and staff receive invitations in their registration packs. Cash bar prior to the dinner is discouraged in Europe ...

Companions Registration

EPAC/IPAC in Asia/Europe normally offer Companion Registration that covers the Conference Reception and Banquet. The cost of either of these events is not announced publicly. In both cases they are subsidized for spouses since the cost is normally prohibitive for younger scientists accompanied by spouses or companions.

In Europe both the Reception and Banquet are “all inclusive” and there is no limit on drinks. The IPAC’10 Companions Registration covered the Reception and Dinner, at the same cost approximately as the EPAC’08, but only one drink was offered at the Reception. A feeling of resentment was expressed by a number of delegates who felt that the Companion Registration was not worth the cost.

PACCC Lunch

The PACCC, composed of the 3 past, the current and 3 future IPAC OC Chairs and the Convener, a maximum of 8 persons, usually meets for an informal lunch in advance of the concluding OC meeting, usually therefore on the Wednesday of the conference week. The PACCC Chair (Vic Suller in 2012) hosts the lunch. The cost is covered by the conference budget. If the conference schedule is too heavy,

the PACCC has in the past also met on the Friday lunchtime (PAC'05) or over dinner on the Friday evening (PAC'09).

OC Meeting and Dinner

In Europe the OC holds its concluding meeting on the Wednesday evening of the conference week. The Agenda usually foresees a preliminary report on the current conference, together with progress reports from past/future events in the series, perhaps also with a vote on a future venue.

JACoW Steering Committee

The JACoW Steering Committee, together with all editors present in the proceedings office, meets on the Thursday lunchtime of the conference week. Approximately 40 persons meet for an informal luncheon meeting. The cost is covered by the conference budget.

Dinner for JACoW Editorial Team

The JACoW editorial team present on the Saturday prior to the beginning of the conference are normally invited for dinner. This is covered by the conference budget.

ANNEXES

1. Tentative Deadlines and Activities for Discussion
2. EPS-AG Statutes and Rules
3. JACoW Terms of Reference
4. Flow Diagrams of SPMS Architecture
5. IPAC'11 Scopes, Main and Sub-classifications
6. IPAC'10 Synoptic Table
7. Model mail to potential authors for the special IPAC'10 issue of PRST-AB

Some Tentative Deadlines based on EPAC/IPAC Past Experience
(C = Conference minus number of months)

Actions	C-
Composition of OC/SPC decided	C-18 to 24
First SPC/OC meetings	C-20
Invitations to join SAB	C-19
SAB invited to submit proposals (via SPMS) for invited orals	C-17
First Conference Announcement sent to Industry (via SPMS)	C-15
SPC decides Main and Sub-classifications, & SPMS customization	C-14
OC approves SPC proposal for invited oral presentations	C-12
Invitations to invited speakers	C-12
Conference Website On-line (at best) with scientific programme	C-10
Mailing of Posters/Postcards using SPMS for addresses	C-10
Conference Announcement and Call for Papers via SPMS	C-9
Second Conference Announcement to Industry (via SPMS) with full information about exhibition registration package	C-9
Deadline for nominations for accelerator prizes	C-6
Conference Announcement to remind of abstract submission deadline	C-5.5
Deadline for Abstract Submission	C-5
Deadline "cheap" booth registration/deadline for payment	C-5
Set up server for paper upload	C-4.5
Invite Editorial Staff (Editors, Paper Reception, Poster Session Managers)	C-4
SPC Meeting: Select Contributed Orals, Re-classify if necessary, Decide Chairs	C-4
Invite Contributed Oral Speakers	C-4
Accept/Reject Contributions via SPMS, encourage registration	C-4
Set up a pc with all software required for Editors, and clone to several pcs	C-3
Write to all contributors to warn of deadline for registration	C-2.5
Deadline for "cheap" delegate registration	C-2
Set up server for paper upload, test and enable	C-2
Number posters into time and space (program codes) and enter into SPMS	C-2
Write to Contributors to announce program codes	C-2
Publish guidelines for submission of papers and enable submission	C-2
Clone software setup to all pcs to be installed in Proceedings Office	C-2
Prepare printed programme booklet	C-1.5
Programme to printer	C-1
Deadline for paper submission	C-5 days
Editors begin processing at venue	C-4 days
Conference	
Publish "pre-press" proceedings	C or C+7 days

One week “grace” for late paper submission and re-submissions	C+7 days
Publish proceedings on JACoW	C+3 weeks

Statutes of the European Physical Society Accelerator Group (EPS-AG)

Revised Statutes approved at the General Assembly in Genoa, Italy, June 2008

Article 1: Scope

The Accelerator Group (hereafter called 'the Group') of the European Physical Society unites individuals and Public Institutions (laboratories etc.) interested in particle accelerators, storage rings and similar devices as used in scientific research and practical applications.

Article 2: Goals

The goal of the Group is to promote research and development of accelerators, storage rings and similar devices as well as their applications. It encourages contacts between specialists in the field in European and non-European institutions. It stimulates international co-operation and exchange of information; it promotes efficient use of resources and fosters high standards.

Article 3: Activities

To reach the goals specified in Article 2, the Group, through its Board, promotes the International Particle Accelerator Conference (IPAC). When the conference takes place in Europe, the Board arranges sponsorship and sets up the Organizing Committee, according to Rules approved by the Board. In addition, the Group may organize workshops, and other activities. It establishes links for exchange of information between institutes, between societies specialized in the accelerator field, and with industry, it collaborates and fosters communication with groups with similar interests throughout Europe and internationally. The Group sponsors the attribution of Prizes according to Rules approved by the Board. The Board specifies the type and number of prizes for each conference.

The activities of the Group are open to non-members who may receive information upon request.

Article 4: Membership

Membership of the Group is open to individuals or Public Institutions (laboratories etc.) interested in the topics specified in Article 1 of these Statutes, and who are members of the European Physical Society under Articles 3a) to e) of the European Physical Society Constitution and By-Laws (revised March 2004). Members are admitted upon written application.

Article 5: Organization

The business of the Group is carried out by a Board in accordance with the Constitution and By-Laws of the European Physical Society. The Board nominates a Treasurer, two Internal Auditors, and may nominate an Executive Secretary who assists the Chair in the co-ordination of the activities.

Article 6: The Board

The Board of the Group is composed of 16 Ordinary Members forming the Elected Board and up to 5 Members co-opted by the Board. Only Ordinary Members have the right to vote. In the event of an equal number of votes, the Chair carries the deciding vote. The Board elects the Chair, the Vice-Chair and the representatives of the Group in the Advisory Committees of the European Physical Society, according to the Rule approved by the Board.

Members of the Board must be members of the Group. The composition of the Board should preferably be balanced geographically and reflect the volume of accelerator activities in the respective countries.

Article 7: Election and Co-optation to the Board

Elections to the Board are organized according to Rules decided by the Board. The Ordinary Members of the Board are elected by the members of the Group, by mail vote. Candidates to the Board must be supported by 3 members of the Group. All elections shall be for a period of 6 years. Outgoing members cannot be re-elected for a consecutive period. For continuity, half of the Board has to be renewed every 3 years.

Co-optation of a Board Member is decided upon by simple majority of the Ordinary Members of the Board. Co-opted Members shall be selected for a period of 3 years and may not serve for more than 6 years consecutively.

Vacancies, which arise through the resignation of Board Members prior to the end of a term of office, shall be advertised at the end of the mandate. The number of co-opted Board Members may be increased proportionally to take resignations into account.

Article 8: General Assembly

A General Assembly of the members of the Group shall be held, as a rule, every 3 years. Notice of the General Assembly, together with the agenda, as proposed by the Board, will be sent to all members in advance.

Article 9: Finance

The funds of the Group are deposited with the EPS. The Board nominates two internal auditors as soon as possible following a General Assembly. The statement of accounts of the Group is prepared by the Treasurer in collaboration with EPS Headquarters. The auditors report to the subsequent General Assembly on the financial situation of the Group for the period between two General Assemblies. All financial transactions authorized by the Board require the joint signatures of the Chair and the Treasurer, or Board members designated by them.

The audit of each conference is reported to the Board.

Article 10: Revision of the Statutes and Rules

These Statutes can be changed by a 2/3 majority of the total of the votes of the Members of the Group participating at the General Assembly, and the votes received by mail. The Rules can be changed by a simple majority vote of the Board.

RULES (1)

The Organization of the International Particle Accelerator Conference (IPAC) when organized in Europe

Article 1.1: Scope

Particle Accelerator Conferences take place every year, rotating among three regions. The aim is to provide a comprehensive world-wide overview of the field of particle accelerators, as well as presentations of technical progress in all technologies involved.

The Elected Board of the European Physical Society Accelerator Group (EPS-AG) forms the European part of the Organizing Committee (OC) and nominates its Chair.

Article 1.2: Goal

The goal is to promote research and development of the science and technologies of accelerators and beams, as well as their applications. It encourages contacts among members of the accelerator community worldwide. It stimulates international cooperation, information exchange, and education in the accelerator field.

Article 2: Organization

2.1: Organizing Committee (OC)

The OC is composed of the Elected Board members, and an equivalent number of members from the rest of the world, decided in consultation between the OC Chair and the Chairs of the previous and following IPACs. The OC has the mandate to set up the Scientific Programme Committee (SPC), the Local Organizing Committee (LOC) and the Editorial Board (EB). It nominates the Chairs, a Conference Coordinator, and approves the membership, based on their proposals.

The IPAC OC chooses the venue of the Conferences held in Europe after a call for proposals.

2.2: Scientific Programme Committee (SPC)

The SPC is composed of a Chair, 8 Ordinary Members proposed by the Chair from the Elected Board, and 8 further members from the rest of the world, chosen among the non-EPS-AG members of the OC, equally divided. The SPC Chairs of the preceding and next international conference will also be members of the SPC.

The SPC Chair invites the non-EPS-AG members following consultation with the preceding and next IPAC SPC Chairs. Each session will be coordinated by 2 members of the SPC, one from Europe and the other from the rest of the world. The Chairs of the OC, the LOC and the person responsible for the Scientific Secretariat, are also invited to attend SPC meetings.

The SPC has the mandate:

- to select and propose to the OC the members of the Scientific Advisory Board (SAB),
- to propose to the OC the topics and speakers for invited talks,
- to review the contributed papers and their classification, and, normally with the assistance of the OC, propose to the OC the papers for oral presentation,
- to provide assistance, as necessary, to the LOC concerning the overall organization of the scientific programme.

2.3: Scientific Advisory Board (SAB)

The SAB is nominated upon proposals from the SPC. Its composition should guarantee the widest possible input for the programme of the Conference as well as comments about various aspects of conference organisation.

2.4: The Local Organizing Committee (LOC)

The LOC is mandated with all aspects of the material preparation and running of the Conference. In particular, it assumes legal responsibility for the financial transactions in the context of the Conference and seeks local (national) sponsorship. The conference budget presented by the LOC must be approved by the OC. The LOC must provide the conference accounts following the conference. The Board may, within the limits of the means at its disposal, provide financial backing for the LOC should this become necessary.

The LOC is composed of at least 2 members of the OC who should also be members of the SPC, the Conference Coordinator, the person responsible for the scientific secretariat, and as many other persons as required for the execution of its business. Members of the LOC need not be members of the Board.

2.5: Editorial Board

The specifications for both the conference proceedings and the infrastructure for their production are the responsibility of the Editorial Board. The LOC provides the resources required locally for the preparation of the proceedings. The Editorial Board is composed of a Chair, nominated by the OC, the Chairs of the LOC and SPC, the person responsible for the scientific secretariat, and as many LOC members as necessary.

3: Sponsorship

The Chair of the Board of the AG contacts major laboratories to obtain sponsorship to facilitate the attendance of students.

4. Revision of the Rule

This Rule can be changed by a simple majority vote of the Board.

RULES (2)

Attribution of Accelerator Awards of the European Physical Society Accelerator Group (EPS-AG)

Article 1: Introduction

The European Physical Society Accelerator Group (EPS AG) offers four awards during the International Particle Accelerator Conference (IPAC) taking place in Europe.

The awards are for individuals:

- The Rolf Widerøe Prize for outstanding work in the accelerator field, with no age limit,
- The Gersh Budker Prize for a recent, significant contribution to the accelerator field, with no age limit,
- The Frank Sacherer Prize for an individual in the early part of his or her career, having made a recent significant, original contribution to the accelerator field,
- A prize for a student registered for a PhD or diploma in accelerator physics or engineering, or to a trainee accelerator physicist or engineer in the educational phase of their professional career, for the quality of work and promise for the future.

Article 2: Nature of the Awards

The recipients of the Widerøe and Budker Prizes receive a medal. The recipient of the Sacherer Prize receives a cash prize and a certificate. The recipient of the prize rewarding quality of work and promise for the future receives a cash prize and a certificate. The amounts of the cash prizes are determined by the Board of the EPS AG.

The award winners receive the prizes during a short public ceremony at each IPAC taking place in Europe. They make a short oral presentation on the work that earned them the prize.

The possibility to award prizes for the best work presented by a student in a poster session is decided by each OC of an IPAC taking place in Europe.

Article 3: Procedure

A call for preliminary nominations for the Widerøe, Budker and Sacherer prizes with a deadline for proposal of candidates is mailed to a number of prominent accelerator scientists. Best candidates are short listed, and formal proposals are then elicited (the deadline for receipt of complete nominations is around the time of submission of contributions to the conference programme), indicating the motivation for the award, a brief curriculum vitae and a short list of major publications. Letters of support from authorities in the field outlining the importance of the work are also required. There is no restriction as to nationality.

Candidates for the prize for a student registered for a PhD or diploma in accelerator physics or engineering, or to a trainee accelerator physicist or engineer in the educational phase of their professional career, apply to be considered, providing a reference and indicating the work for which they wish to be considered for the prize. The deadline to apply is usually on the deadline for the submission of contributions to the proceedings. The Selection Committee (SC) Chair accepts or rejects the applications.

All information is treated as strictly confidential by the SC and, although proposals are acknowledged, there is no further correspondence.

Neither the Chair nor the members of the SC may be nominees for the award. The same applies to the Chair and members of the Board of the EPS-AG.

In the absence of truly outstanding candidates and in order to maintain a high standard, the SC has the right not to propose the award.

Article 4: The Selection Committee (SC)

The SC is composed of 4 members and a Chair. The mandate of the committee is for one conference. The Chair is nominated by the Board of the EPS-AG, in particular with a view to ensuring continuity from one SC to the next

The Chair of the SC is free to invite two members of his own choice. The Chair of the Board of the EPS-AG, after consultation with the Board, proposes two further members, selected from among the members of the Board.

Neither the Chair nor the members can serve for more than two conferences.

The SC agrees on its mode of proceeding on the basis of a proposal by the Chair.

The Chair of the SC communicates the names of recipients of the awards to the Chair of the Board, allowing sufficient time to enable the Chair of the OC to invite the recipients to make an invited presentation during the IPAC taking place in Europe.

5. Revision of the Rule

This Rule can be changed by a simple majority vote of the Board.

RULES (3)
Elections to the Board of the
European Physical Society Accelerator Group
(EPS-AG)
Terms of Office of Members of the Board
Financial Transactions initiated by the Board

Article 1: Composition

The Elected Board is composed of 16 elected Ordinary Members and up to 5 co-opted members.

Article 2: Election Procedure

The results of the elections are normally announced during the General Assemblies, held usually during the International Particle Accelerator Conferences (IPAC) held in Europe, and the elections are therefore arranged to tie into this schedule. The newly elected Board members are invited to the AG/IPAC OC meeting scheduled during IPAC conferences held in Europe.

A call for candidates is mailed to all members of the EPS-AG 6 months prior to a General Assembly. The list of members is provided by the Secretariat of the EPS. Proposals, supported by 3 members of the EPS-AG, together with c.v., and a short description of activities, must be received 3 months prior to the General Assembly. Based on the proposals, ballot papers are mailed to members 2 months in advance of the General Assembly with a deadline for response of 1 month. The ballot papers are opened one month in advance of the General Assembly, and elected members are informed of the results immediately.

Article 2: Terms of Office and Mandates

Terms of office of members of the Elected Board are for 6 years, non-renewable consecutively. A Chair and a Vice-Chair are elected by the Board for three years, non-

renewable. The Vice-Chair is the Chair-Elect. To ensure continuity, the Chair remains on the Board for three years after the term of office as Chair; if the term of office as member of the Board is finished, the Chair will become an ex-officio member. Two Internal Auditors, a Treasurer and an Executive Secretary are nominated each time a new Board is convened.

Article 3: Auditing of Board Funds

The auditing period is from one General Assembly to the next, normally corresponding to the three-year period between IPACs held in Europe. The Treasurer keeps track of all financial transactions either with the EPS, the Group's banker, or with the Union de Banque Suisse (UBS), where a modest sum is banked for sundry expenses. The Treasurer periodically informs the Board of all movements of funds. The Treasurer prepares all documents relating to financial transactions and transmits them to the Auditors two months prior to a General Assembly. The Auditors report on the exercise at the General Assembly.

Article 4: Signature Rights

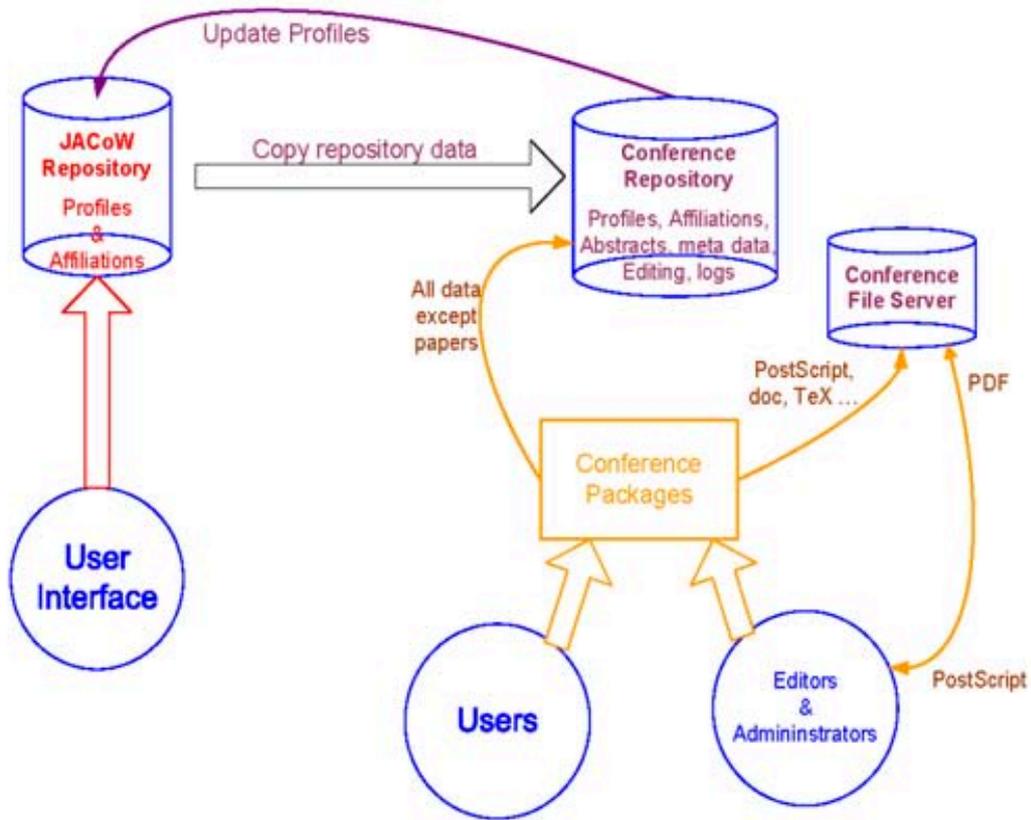
All financial transactions authorized by the Board require the joint signature of the Chair and the Treasurer, or members of the Board designated by them.

5. Revision of the Rule

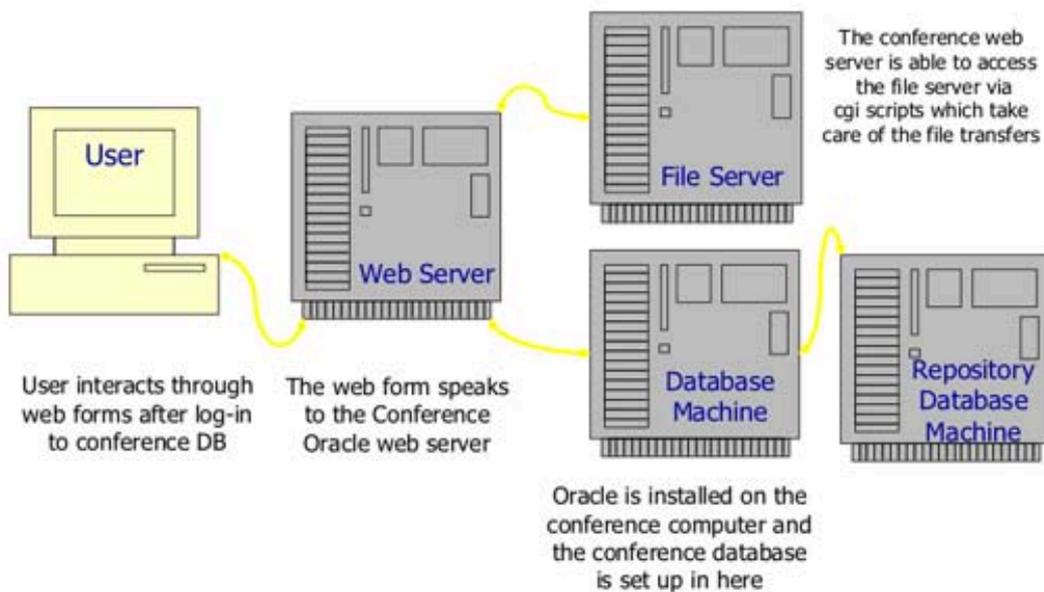
This Rule can be changed by a simple majority vote of the Board.

JACoW Charter

Agreed at JACoW Steering Committee, New Orleans, May 2012



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



IPAC'11
Scope of Sessions and Associated Classifications

MAIN CLASSIFICATION 01
CIRCULAR COLLIDERS

COORDINATORS: RÜDIGER SCHMIDT, CERN, VLADIMIR LITVINENKO, BNL

Classification 1 is devoted to synchrotrons and storage rings providing colliding beams for particle physics experiments, essentially lepton and hadron colliders in operation, under construction or under development. It includes facilities colliding beams from circular accelerators with beams from other types of accelerators, such as linac-ring colliders. Among the subjects for this session are operating experience and performance limitations, upgrade plans, accelerator physics and technology issues specific to a certain collider and the design and R&D for future projects.

Sub-classifications associated with MC 01 are:

A01	Hadron Colliders	A17	Electron-Hadron Colliders
A02	Lepton Colliders	A21	Accelerators and Storage Rings, Other
A14	Advanced Concepts	T12	Beam Injection/Extraction and Transport
A15	High Intensity Accelerators	T19	Collimation
A16	Energy Recovery Linacs (ERLs)		

MAIN CLASSIFICATION 02
SYNCHROTRON LIGHT SOURCES AND FELS

**COORDINATORS: LUIGI PALUMBO, U. ROMA LA SAPIENZA AND INFN,
IN SOO KO, POSTECH**

Classification 2 covers Light Sources based on synchrotron storage rings and linacs including Energy Recovery Linacs (ERLs) and FELs. These light sources incorporate advanced insertion devices, including high quality planar and helical field undulators based on permanent magnet or electromagnet technologies. Associated accelerator systems, such as injectors, booster synchrotrons and high brightness electron sources can also be proposed for this Session, as can laser systems and their use. Papers presented can be project descriptions or cover individual aspects of light sources. Both theoretical and experimental results are solicited.

Sub-classifications associated with MC 02 are:

A05	Synchrotron Radiation Facilities	T02	Lepton Sources
A06	Free Electron Lasers	T12	Beam Injection/Extraction and Transport
A14	Advanced Concepts	T15	Undulators and Wigglers
A16	Energy Recovery Linacs (ERLs)	T25	Lasers

MAIN CLASSIFICATION 03
**LINEAR COLLIDERS, LEPTON ACCELERATORS AND NEW ACCELERATION
TECHNIQUES**

COORDINATORS: OLIVIER NAPOLY, CEA, LIA MERMINGA, TRIUMF

Classification 3 is devoted (i) to all aspects of the design of linear colliders, neutrino factories and muon colliders, their challenges and limitations, together with the status and experimental results of the test facilities; and (ii) to new concepts of accelerating techniques which may overcome the

present limitations due to size and cost of future large accelerators or give access to very new beam characteristics.

Sub-classifications associated with MC 03 are:

A03	Linear Colliders	A14	Advanced Concepts
A08	Linear Accelerators	A15	High Intensity Accelerators
A09	Muon Accelerators and Neutrino Factories	A20	Plasma Wakefield Acceleration
A10	Damping Rings	D04	High Intensity in Linear Accelerators – Incoherent Instabilities, Space Charge, Halos, Cooling
A12	FFAG, Cyclotrons	T02	Lepton Sources
A13	New Acceleration Techniques	T19	Collimation

MAIN CLASSIFICATION 04 HADRON ACCELERATORS

COORDINATORS: GIANLUIGI ARDUINI, CERN, RAKESH BHANDARI, VECC

Classification 4 is devoted to designing, developing, upgrading, constructing and commissioning low-, medium- and high-energy hadron accelerators, excluding hadron colliders. The session includes ion sources, electrostatic accelerators, proton and ion linear accelerators, proton and ion synchrotrons, radioactive beam facilities, antiproton accumulators and collectors, ion accumulator and storage rings, cyclotrons, synchrocyclotrons, FFAGs and any other similar machines. Both low- and high-intensity machines are covered, as are all relevant aspects of high-intensity fixed-target machines such as proton drivers for spallation neutron sources, neutrino factories, etc.

Sub-classifications associated with MC 04 are:

A04	Circular Accelerators	A15	High Intensity Accelerators
A07	Electrostatic Accelerators	A19	Secondary Beams
A08	Linear Accelerators	T01	Proton and Ion Sources
A11	Beam Cooling	T12	Beam Injection/Extraction and Transport
A12	FFAG, Cyclotrons	T19	Collimation
A14	Advanced Concepts		

MAIN CLASSIFICATION 05 BEAM DYNAMICS AND ELECTROMAGNETIC FIELDS

COORDINATORS: JEAN-MARC FILHOL, SOLEIL, SHANE KOSCIELNIAK, TRIUMF

Classification 5 includes reviews and progress reports on general aspects of electro-magnetic interaction of charged particle beams in accelerators and storage rings. It covers linear and non-linear beam optics, modeling of externally applied or beam-generated electro-magnetic fields, as well as theory, observations and simulations of single-particle dynamics and collective effects, both coherent and incoherent. The emphasis is on deepening the understanding of fundamental processes or limitations governing beam dynamics and uncovering possible new mechanisms relevant to accelerator design and performance, independent of technological or project-specific aspects.

Sub-classifications associated with MC 05 are:

D01	Beam Optics – Lattices, Correction Schemes, Transport	D04	High Intensity in <i>Linear Accelerators</i> – Incoherent Instabilities, Space Charge, Halos, Cooling
D02	Non-linear Dynamics – Resonances, Tracking, Higher Order	D05	Instabilities – Processes, Impedances, Counter-measures
D03	High Intensity in <i>Circular Machines</i> – Incoherent Instabilities, Space Charge, Halos, Cooling	D06	Code Developments and Simulation Techniques

MAIN CLASSIFICATION 06

INSTRUMENTATION, CONTROLS, FEEDBACK & OPERATIONAL ASPECTS

COORDINATORS: KAY WITTENBURG, DESY, JEFF CORBETT, SLAC

Classification 6 is devoted to measurement and control of the beam parameters in particle accelerators including beam diagnostics and instrumentation, beam feedback systems, timing and synchronization schemes and laser-based instrumentation. Included also are contributions on accelerator/storage ring control systems and operational aspects of modern accelerators such as alignment and surveying methods, machine protection systems, and issues pertaining to reliability and operability and to radiation monitoring and safety.

Sub-Classifications associated with MC 06 are:

T03	Beam Diagnostics and Instrumentation	T22	Reliability, Operability
T04	Accelerator/Storage Ring Control Systems	T23	Machine Protection
T05	Beam Feedback Systems	T24	Timing and Synchronization
T17	Alignment and Survey	T25	Lasers
T18	Radiation Monitoring and Safety		

MAIN CLASSIFICATION 07

ACCELERATOR TECHNOLOGY MAIN SYSTEMS

COORDINATORS: PAOLO PIERINI, INFN/LASA, JUNE-RONG CHEN, NSRRC

Classification 7 is devoted to contributions on the design, construction, testing and performance of accelerator components or subsystems, with emphasis on technological aspects and methods. Special attention is due to technological developments that allow to improve accelerators from the point of view of performance, size or cost effectiveness.

Sub-classifications associated with MC 07 are:

T06	Room Temperature RF	T19	Collimation
T07	Superconducting RF	T20	Targetry
T08	RF Power Sources	T21	Infrastructures
T09	Room Temperature Magnets	T23	Machine Protection
T10	Superconducting Magnets	T24	Timing and Synchronization
T11	Power Supplies	T25	Lasers
T13	Cryogenics	T26	Low level RF
T14	Vacuum Technology	T30	Subsystems, Technology and Components, other
T16	Pulsed Power Technology		

MAIN CLASSIFICATION 08
APPLICATIONS OF ACCELERATORS, TECHNOLOGY TRANSFER AND RELATIONS
WITH INDUSTRY

COORDINATORS:

MATS LINDROOS, CERN, AKIRA NODA, KYOTO ICR (APPLICATIONS),
ROK URSIC (TT & RELATIONS WITH INDUSTRY)

Scope of Applications

Classification 8 includes contributions with emphasis on applications of accelerators rather than on accelerator aspects proper.

Scope of TT Session

The Technology Transfer Session, is mainly addressed to Accelerator Laboratories to improve the methods and strategies for TT, and to Industry to create business out of TT. It covers relevant issues for successful TT, structures needed to promote TT, technology incubator for start-up companies, and intellectual property and patenting.

Scope of Session on Relations with Industry

The Session on Relations between Laboratories and Industry is addressed to both sides in order to improve performance and the achievement of the contract goals through the creation of mutual understanding, contractual matters, joint research and development, measures to improve contract goals.

Sub-classifications associated with Applications are:

U01	Medical Applications
U02	Materials Analysis and Modification
U03	Transmutation and Power Generation
U04	Security
U05	Other Applications
T27	Neutron Sources

Sub-classifications associated with TT and Industrial Relations

T28	Technology Transfer
T29	Industrial Collaboration

Sessions and Classifications for IPAC'11

Session	NO.	Classifications	Coordinators
Circular Colliders	01	A01 Hadron Colliders A02 Lepton Colliders A14 Advanced Concepts A15 High Intensity Accelerators A16 Energy Recovery Linacs A17 Electron-Hadron Colliders A21 Accelerators and Storage Rings, Other T12 Beam Injection/Extraction and Transport T19 Collimation	R. Schmidt / Vladimir Litvinenko
Synchrotron Light Sources, and FELs	02	A05 Synchrotron Radiation Facilities A06 Free Electron Lasers A14 Advanced Concepts A16 Energy Recovery Linacs (ERLs) T02 Lepton Sources T12 Beam Injection/Extraction and Transport T15 Undulators and Wigglers T25 Lasers	Luigi Palumbo / In Soo Ko
Linear Colliders, Lepton Accelerators and New Acceleration Techniques	03	A03 Linear Colliders A08 Linear Accelerators A09 Muon Accelerators and Neutrino Factories A10 Damping Rings A12 FFAG, Cyclotrons A13 New Acceleration Techniques A14 Advanced Concepts A15 High Intensity Accelerators A20 Plasma Wakefield Acceleration D04 High Intensity in Linear Accelerators T02 Lepton Sources T19 Collimation	Olivier Napoly / Lia Merminga
Hadron Accelerators	04	A04 Circular Accelerators A07 Electrostatic Accelerators A08 Linear Accelerators A11 Beam Cooling A12 FFAG, Cyclotrons A14 Advanced Concepts A15 High Intensity Accelerators A18 Radioactive Ions A19 Secondary Beams T01 Proton and Ion Sources T12 Beam Injection/Extraction and	Gianluigi Arduini / Rakesh Bhandari

		Transport T19 Collimation	
Beam Dynamics and Electromagnetic Fields	05	D01 Beam Optics – Lattices, Correction Schemes, Transport D02 Non-linear Dynamics – Resonances, Tracking, Higher Order D03 High Intensity in Circular Machines – Incoherent Instabilities, Space Charge, Halos, Cooling D04 High Intensity in Linear Accelerators – Incoherent Instabilities, Space Charge, Halos, Cooling D05 Instabilities – Processes, Impedances, Countermeasures D06 Code Developments and Simulation Techniques	Jean-Marc Filhol / Shane Koscielniak
Instrumentation, Controls, Feedback & Operational Aspects	06	T03 Beam Diagnostics and Instrumentation T04 Accelerator/Storage Ring Control Systems T05 Beam Feedback Systems T17 Alignment and Survey T18 Radiation Monitoring and Safety T22 Reliability, Operability T23 Machine Protection T24 Timing and Synchronization T25 Lasers	Kay Wittenburg / Jeff Corbett
Accelerator Technology Main Systems	07	T06 Room Temperature RF T07 Superconducting RF T08 RF Power Sources T09 Room-Temperature Magnets T10 Superconducting Magnets T11 Power Supplies T13 Cryogenics T14 Vacuum Technology T16 Pulsed Power Technology T19 Collimation T20 Targetry T21 Infrastructures T23 Machine Protection T24 Timing and Synchronization T25 Lasers T26 Low Level RF T27 Neutron Sources (new) T30 Subsystems, Technology and	

SUB-CLASSIFICATIONS OF PAPERS FOR IPAC'11

Accelerators and Storage Rings

- A 01 Hadron Colliders
- A 02 Lepton Colliders
- A 03 Linear Colliders
- A 04 Circular Accelerators
- A 05 Synchrotron Radiation Facilities
- A 06 Free Electron Lasers
- A 07 Electrostatic Accelerators
- A 08 Linear Accelerators
- A 09 Muon Accelerators and Neutrino Factories
- A 10 Damping Rings
- A 11 Beam Cooling
- A 12 FFAG, Cyclotrons
- A 13 New Acceleration Techniques
- A 14 Advanced Concepts
- A 15 High Intensity Accelerators
- A 16 Energy Recovery Linacs (ERLs)
- A 17 Electron-Hadron Colliders
- A 18 Radioactive Ions
- A 19 Secondary Beams
- A 20 Plasma Wakefield Acceleration
- A 21 Accelerators and Storage Rings, Other

Subsystems, Technology and Components

- T 01 Proton and Ion Sources
- T 02 Lepton Sources
- T 03 Beam Diagnostics and Instrumentation
- T 04 Accelerator/Storage Ring Control Systems
- T 05 Beam Feedback Systems
- T 06 Room Temperature RF
- T 07 Superconducting RF
- T 08 RF Power Sources
- T 09 Room-Temperature Magnets
- T 10 Superconducting Magnets
- T 11 Power Supplies
- T 12 Beam Injection/Extraction and Transport
- T 13 Cryogenics
- T 14 Vacuum Technology
- T 15 Undulators and Wigglers

- T 16 Pulsed Power Technology
- T 17 Alignment and Survey
- T 18 Radiation Monitoring and Safety
- T 19 Collimation
- T 20 Targetry
- T 21 Infrastructures
- T 22 Reliability, Operability
- T 23 Machine Protection
- T 24 Timing and Synchronization
- T 25 Lasers
- T 26 Low Level RF
- T 27 Neutron Sources
- T 28 Technology Transfer
- T 29 Industrial Collaboration
- T 30 Subsystems, Technology and Components, Other

Beam Dynamics and Electromagnetic Fields

- D 01 Beam Optics – Lattices, Correction Schemes, Transport
- D 02 Non-linear Dynamics – Resonances, Tracking, Higher Order
- D 03 High Intensity in Circular Machines – Incoherent Instabilities, Space Charge, Halos, Cooling
- D 04 High Intensity in Linear Accelerators – Incoherent Instabilities, Space Charge, Halos, Cooling
- D 05 Instabilities – Processes, Impedances, Countermeasures
- D 06 Code Developments and Simulation Techniques

Applications of Accelerators

- U 01 Medical Applications
- U 02 Materials Analysis and Modification
- U 03 Transmutation and Power Generation
- U 04 Security
- U 05 Other

Example of Mail sent to potential authors of PRST-AB Papers via SPMS e-mail utility (using Attributes to identify the contributions)

Dear [[Recipient's Name]],

As for past conferences, a selection of work presented during IPAC 2010 will be contained in a Special IPAC 2010 Edition of Physical Review Special Topics - Accelerators and Beams (PRST-AB (<http://prstab.aps.org/>)). Further information on the IPAC 2010 Special Edition can be found at

<http://prst-ab.aps.org/speced/IPAC2010>.

Your IPAC2010 presentations:

Observation of Wakefields in a Beam-Driven Photonic Band Gap Accelerating Structure (THPD066) and

The First Experiment of a 26 GHz Dielectric Based Wakefield Power Extractor (THPD067)

potentially satisfy the PRST-AB policy of containing important new results in science and/or technology, or of reviewing an active area of accelerator and particle beam research.

Note that this solicitation does not imply you are being contacted as the result of a pre-selection process. It is up to you to judge whether these papers would satisfy PRST-AB publication criteria.

Nevertheless, the Session Coordinators, the Chair of the IPAC 2010 SPC and the PRST-AB Editor selected your contributions based on the assumed high quality and you should therefore feel encouraged to submit to the IPAC 2010 Special Edition. The key publication criteria are outlined below. A detailed description of the acceptance criteria is posted under %22Editorial Policies and Practices%22 on the PRST-AB web site as follows:

http://prst-ab.aps.org/info/pol_proc_prstab.html.

These same criteria are employed by the referees.

PRST-AB is an all-electronic, peer reviewed journal published by the American Physical Society and available without subscription or pay per view fees thanks for the support of sponsors. The all-electronic nature of the journal allows %22Special Editions%22 while maintaining thorough peer review and timely publication. Articles based on IPAC 2010 papers submitted to PRST-AB will be reviewed through the normal refereeing procedure, and if accepted for publication they will appear as regular PRST-AB articles in addition to being included in the IPAC 2010 Special Edition.

In keeping with PRST-AB policy, papers must contain important new results in science and/or technology, or they should review active areas of research in a form that is useful to both practitioners and people entering the field. Status reports of projects do not in general qualify. Confirmation of previously published results of unusual importance can be considered as new, as can significant null results. Papers that describe proposed experiments must demonstrate them to be novel and feasible.

Papers cannot be duplicates of work submitted for publication to another journal or be identical to the work published in the IPAC 2010 proceedings, but your IPAC 2010 papers can be the basis of articles in PRST-AB provided the submitted manuscripts present more information, enabling the reader to obtain an improved understanding of the subject. (There are no page limits, so you need not be concerned with that limitation.) You may contact the Editor of PRST-AB, Frank Zimmermann, if you have questions about duplicate publication.

There are important advantages to publishing your work in a peer reviewed journal. Articles benefit from careful reading and criticism of a knowledgeable colleague, and acceptance of an article for publication can be important to ones career. The work presented in your IPAC paper could be the starting point for such an article.

We would appreciate your giving careful consideration to publishing in PRST-AB and informing us, if possible by mid-September 2010, of your willingness to submit, and if so, when you would be able to submit the work. Refereeing and publication times are on average around 3 months from the time of submission and publication of this Special Edition by early 2011 would be our target.

Please reply to Christine Petit-Jean-Genaz, Special Editor of the PRST-AB IPAC 2010 Special Edition

Christine Petit-Jean-Genaz, IPAC 2010 Scientific Secretariat and Special Editor of the PRST-AB IPAC2010 Special Edition
(christine.petit-jean-genaz@cern.ch)

Akira Noda, IPAC 2010 Scientific Programme Committee Chair
(noda@kyticr.kuicr.kyoto-u.ac.jp)

Frank Zimmermann, PRST-AB Editor
(Frank.Zimmermann@cern.ch)