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ORGANIZING IPAC AND OTHER JACoW EVENTS WITH SPMS AN ON-GOING SAGA …

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for IPACs '10 , '11, '12, '13, '14 and '16

Introduction

This document, originally prepared in preparation for the 2010 JACoW Team Meeting at Brookhaven National Laboratory, has been gradually updated as IPAC organization evolved and SPMS functionality improved. It describes 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 using SPMS.

It is based on the author's experience running the Scientific Secretariats for the Asian, European and North American Particle Accelerator Conferences (APAC'07, all EPACs, PAC'07), NA-PAC'11 and '13, and IPACs '10, '11, '12, '13, '14 and '16).

This document describes the tasks and procedures relating to electronic publication, 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) developed by the JACoW Collaboration from 2004. IPAC is a JACoW conference, operating under the JACoW Charter**.

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

* http://www.jacow.org
** http://jacow.org/About/Charter

The author's objective is to outline the basic conference organization of IPAC, which is similar for other smaller 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.

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

Various presentations at JACoW Team Meetings provide good overviews. See in particular those presented by Todd Satogata:

http://www.jacow.org/Editors/ScientificPrgmProceedings

http://www.jacow.org/uploads/Editors/TH1A01_TALK.pdf

The logo for the IPAC series, selected by the International Particle Accelerator Conferences Coordination Committee (IPACCC) in 2010 from competing proposals submitted worldwide, 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 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.

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

Organizing Committee (OC)

An 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 8 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 scientific programme, including the Session on Engagement with Industry, manage the student poster session judging, participate in the light reviewing, decisions concerning potential PR-AB papers, etc.

The eight SPC members from the region, with the role of Session Coordinator, are each responsible for one of the 8 Main Classifications adopted for the scientific programme. Eight further members, 4 from each of the other two regions, act as Shadow, or Deputy Coordinators.

The SPC proposes candidates for membership of a Scientific Advisory Board (SAB), it 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 – but this is not hard and fast. If the LOC needs outside expertise, a PCO for example, it should get it on board early on. 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.

More and more frequently Professional Conference Organizers (PCOs) are being hired to take 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. They are members of the LOC. Note that contracting a PCO to organize various portions of the conference does not mean complete outsourcing. The control over PCO activities should always remain with the LOC.

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 suggestions for SAB members from SPC members, who generally consult with their colleagues on the OC.

The SAB does not meet. It is traditionally invited to submit proposals for invited oral presentations via the SPMS, and also to make suggestions on the organization of the event. Members are kept informed of developments, and those attending the conference are invited to the Chairmen's cocktail. Following the conference the SAB is asked for feedback, which is passed on to the next conference organizers.

Scientific Secretariat (SS)

The title Scientific Secretariat was coined to fit the job description of the author many years ago. The job description can vary nowadays depending on the conference, the region, the staffing possibilities. The SS is composed of at least one person who is responsible for the tasks listed below, and who often joins 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), and often a further person running various scripts during the conference, as well as the final JACoW publication scripts package (JPSP).

It is efficient if the SS sets up a password protected website for the Organizers (OC/SPC members). The SS organizes and prepares Agendas and Notes of all OC/SPC meetings, to be published there together with all background or useful documentation. The SS follows up on all actions, working closely with the OC/SPC/LOC Chairs and Committees to ensure excellent coordination across all committees. This provides the conference archive.

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

The SS is normally 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, 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 the Americas, and in PAC jargon, the "Editor" had the responsibility to produce the proceedings, which until 1996 involved collecting outsize sheets of camera-ready copy, producing a table of contents, adding page numbers, and shipping everything to a printer. The Editor had very little involvement in the organization of the scientific programme.

When the author of this document joined the organization of PAC '07, NA-PACs '11 and '13 and IPAC'12, she assumed the role and responsibilities of the SS, as in Europe and Asia. IPACs '15 and '18 in the US have both adopted the concept of a SS, assisted by other persons as necessary.

The personal opinion of the author is that successful prompt publication is more efficiently achieved if the SS is involved in *all* of the activities relating to the scientific programme or involving the use of the SPMS providing for a seamless effort from start to finish of the conference.

"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 title "Editor" should be reserved

for the person with responsibility for the **publication** of the proceedings, if that person is different from the SS.

Editorial Board (EB)

Since the outset of electronic publication at EPAC, the SS worked together with some more technical people (IT, scripting, etc.) to produce the proceedings.

This small group collaborated early on at the planning stage to ensure that the relatively complex hard- and software, server and networking requirements were met for pre-conference, conference and post-conference activities. The group came to be called an Editorial Board (EB) and today it 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 person who runs the scripts to pull the final proceedings together, if different from the SS/IT Manager.

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 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 to publish at least three sets of proceedings at the site and send their Editors (past, current and future) to the annual JACoW Team Meetings.

The persons or EBs 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. Conferences should include an item in the conference budget to cover this.

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) developed by Volker Schaa (GSI).

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 take part in the training of novice 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 only the activities related to the scientific programme and proceedings production, functionality has gradually been added and SPMS 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 assignment 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 (reservations of industrial exhibition booth space, the programme, etc.). 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 almost 38,000 profiles of members of the accelerator community working at 5000 associated laboratories, universities and institutes. The companies and their staff participating in industrial exhibitions are also included in the Repositories.

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 known 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
- E-mail utility
- Mailing Lists for Announcements and Communications
- Proposals for invited oral presentations by OC/SPC/SAB
- Selection of invited oral presentations and preparation of invitations to speakers
- Submission of contributions (abstracts)
- Selection of contributed oral presentations by SPC and invitations to speakers
- Automated programme code assignment for poster sessions
- Refereeing
- Editing and Quality Assurance
- Transparency Processing
- Presentations Management
- Poster Session Management

Event Management Modules
- Delegate, Industrial Exhibition, Student Registration (forms management)
- Management of payments of fees and social programme
- Management of hotel bookings and deposits. This module was little used, and is no longr maintained.

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 its missing editorial functionality is now under way with funding from CERN.

Setting up SPMS Instances

A conference SPMS instance is delivered to JACoW Collaboration conferences upon request to the JACoW Chairman and/or Coordinator (https://www.jacow.org/Editors/PermissionToUseSPMS), on the understanding that:

- the data supplied and collected with the SPMS system will under no circumstances be used for any other purpose than in connection with the organization of the conference in question (conference and non-conference announcements, or mails to the *whole repository* are strictly forbidden)
- the e-mail utility may be used normally only *once* to announce the conference to those profile/account owners contained in the relative mailing lists, and *once* following the conference to announce the publication of the proceedings at the JACoW site
- 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 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.

SPMS conference 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 ~5,600 entries).

The flow diagrams in Annex 3 to this report show 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 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 were 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. Matt and Ivan can be contacted on questions of development and in emergencies relating to existing functionality. Tadashi Murakami has now ceased this activity.

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[1] Tadashi Murakami recently resigned and has not been replaced.

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 the conference announcement 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
- 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 arrange 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 (papers only) prior to final publication,
- 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 and delivered with a set of default system parameters that are gradually tweaked by the Administrator. Complete information on setting system parameters is provided at the jacow.org site (https://www.jacow.org/Editors/IntroductiontoParameters).

The SS or Editor is normally the Database Administrator, the person who then 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. It is wise not to assign 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 (https://www.jacow.org/Editors/PrivilegesRolesUsers) and in the author's tutorials.

All names of all persons with a role (OC/SPC/SAB/LOC/Editors, Poster Session Managers, Author Reception, Presentations Manager, etc. should be gradually entered as necessary. All persons with specific conference related tasks (e.g. Editor, Registration Manager, SPC members etc.) are grouped into functional roles. Functional roles are assigned privileges. Privileges are mapped to Web pages.
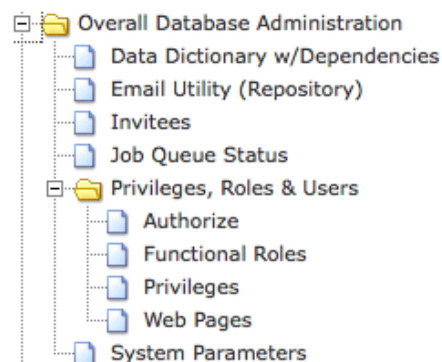
SPC MAJOR ACTIVITIES

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

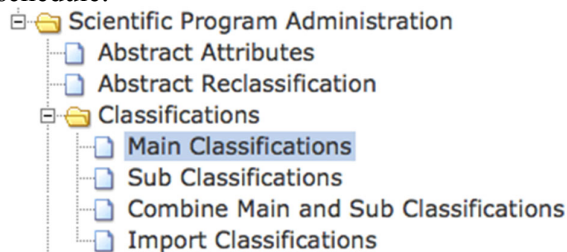**Scopes, Main and Sub-classifications**

Main and Sub-classifications have been developed by successive EPAC and IPAC 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. While this may not be of interest for smaller events, those with over 200 contributions easily benefit from the refined grouping of contributions.

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'18 Main and Sub-classifications, as well as the scopes that help authors to decide the correct classification are attached in Annex 4.

Main and Sub-classifications are entered into the SPMS via the Scientific Program Administration Directory, Classifications, Main Classifications, Sub-classifications. Using the Combine Main and Sub-classifications function this multiplies the fine tuning with respect to the schedule:

- Scientific Program Administration
  - Abstract Attributes
  - Abstract Reclassification
  - Classifications
    - Main Classifications
    - Sub Classifications
    - Combine Main and Sub Classifications
    - Import Classifications

It is also possible to import classifications from previous events.

Types of Presentation

Presentation Policy

In earlier 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 allocated 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 for oral presentations.

IPAC scientific programmes are generally composed of three types of presentation: Invited Oral, Contributed Oral, Poster, Student Poster (a sub-classification of poster). IPAC'12 experimented with electronic posters but this method of presentation was not conclusive. 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 5.

The types of presentation entered by default in SPMS instances 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 they 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. Note that since IPAC'14 an extra page is tolerated if there are numerous References. Increasing the number of pages of text increases the amount of editorial work and impacts on the number of editors/the time

needed to produce the proceedings. 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, except 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 5 is the synoptic table of IPAC'16, 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 to follow 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:

http://jacow.org/Editors/ManagingInvitedOrals

The sequence of events is as follows:
- SAB/OC/SPC members are invited to 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) and balance in the parallel sessions;
- 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 draft synoptic table
- the OC is invited to approve 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 full list of invited orals is published. The SS in parallel informs the invited 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 (choose a ***mid-week deadline*** so authors have the early part of the week to submit, and the SS has the end of the week to perform Abstract Quality Assurance) 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 as shown in Annex 4.

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).

The JACoW.org site carries more information on abstract submission:

http://jacow.org/Editors/ManagingAbstracts

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).

Re-classification of Abstracts and Selection of Contributed Orals by the SPC using SPMS is also discussed at the JACoW.org site:

http://www.jacow.org/Editors/ReclassifyAbstracts

http://www.jacow.org/Editors/ManagingInvitedOrals

In the e-mail communications at this time, 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 a registered participant 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 EPAC/PAC/IPAC events since 2004 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	1689	1264
IPAC'10	1569	1250
IPAC'11	1236	1100
NA-PAC'11	691	1040
IPAC'12	1375	1100
IPAC'13	1300	1000
NA-PAC'13	397	535
IPAC'14	1300	1150
IPAC'15	1200	1200
IPAC'16	1268	1200
NA-PAC'16	374	N/A
IPAC'17	1400	1350
IPAC'18	About 1380	About 1000

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

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 PRAB

PRAB is a fully electronic, open access, refereed journal in accelerator physics and technology (https://journals.aps.org/prab/about) APAC, EPAC, PAC and IPAC, as well as other JACoW events have been publishing special conference issues for several years. Each conference website carries information concerning the PRAB Special Issues and how authors may submit independently (see Annex 8). In parallel, the IPAC SPCs have in the past encouraged authors of interesting and novel work to submit.

The procedure included in SPC activities to organize the publication of the special issue was as follows:
- the SPC decides a preliminary list of papers with potential for publication in PRAB at the SPC meeting following abstract submission,
- the Editor-in-Chief of PRAB (Frank Zimmermann) is invited to check whether the contributions correspond to PRAB 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 PRAB 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 PRAB Editor-in-Chief.

The turnaround time between submission of a manuscript and publication in PRAB 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 PRAB refereeing procedure is severe and a number of manuscripts that are submitted do not make it through the refereeing procedure. An example of the mail to potential authors encouraging them to submit to PRAB is reproduced in Annex 8.

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:

http://www.jacow.org/Editors/SessionCodes

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. See more about Programme Codes at JACoW.org:

http://jacow.org/Editors/BuildingProgramCodes

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 have followed the following protocol for many years now:

- 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 can be 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.

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 …

Since a number conferences found that the same contribution was being presented in several different ways, but with only one contribution to the proceedings the functionality

to assign "multiple programme codes" was developed. This is particularly useful for example in the case of students presenting their posters twice, once in the student poster session, and once during the poster sessions proper. Another example could be the case where a student poster gets a prize and the contribution is presented orally during the prizes session. In this case the contribution, published only once in the proceedings would have three programme codes: student poster, poster and prize presentation.

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

While the final poster programme codes are only assigned a couple of weeks before the conference, it is useful to prepare a spreadsheet listing on the one hand the number of presentations for each combination of main and sub-classification (taken from the contribution counts in SPMS), and the number of poster panels available each day in the different areas. In Europe, there are normally more contributions than poster panels and it a huge effort is often required to urge authors to withdraw if they cannot attend to avoid "no shows" and paying for the rental of poster panels that will not be used.

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):
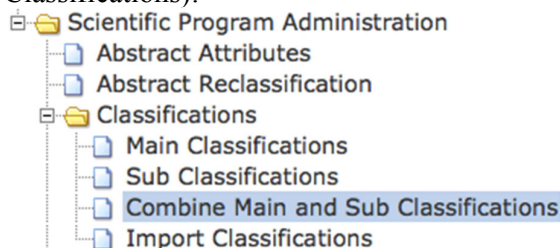
Prior to triggering the automatic generation of programme codes and as mentioned above, all authors should have been contacted by the SS as often as necessary to produce a set of contributions where at least one author is a registered participant, to ask them to withdraw if they cannot attend the conference, 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 / Program Code Assignment / Assign/Move Paper IDs is used to automatically generate programme codes to posters.
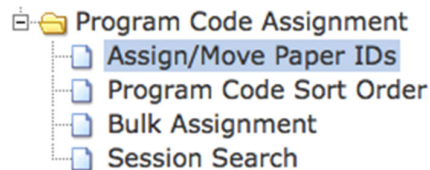
If there are several poster areas, the system will fill up each area according to the capacity of each poster area. See the screen Scientific Program Administration / Location Codes. Shown below is the list of locations associated with IPAC'16.

	Location Code	Location Descr	Capacity
Delete	A	Auditorium A	1000
Delete	B	Auditorium B	500
Delete	MB	Mountain Blue	60
Delete	MR	Mountain Red	60
Delete	MW	Mountain White	44
Delete	MY	Mountain Yellow	44
Delete	OB	Ocean Blue	41
Delete	OR	Ocean Red	62
Delete	OW	Ocean White	60
Delete	OY	Ocean Yellow	60
Delete	SS	Student Poster Session Audit B 205	180

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 extract the information required for the main matter, it is worth checking Volker Schaa's scripts to produce programme booklets and abstracts brochures in various formats for different JACoW events (IPAC, Linac, etc.).

MANAGEMENT OF UPLOAD OF CONTRIBUTIONS TO THE PROCEEDINGS

Setting up for Upload

While SPMS conference instances are set up all over the world, conference organizers are strongly advised to organize the upload of contributions to the proceedings via the two upload servers: PSI (run by Jan Chrin (jan.chrin@psi.ch) and JLAB (run by Anthony Cuffe (cuffe@jlab.org)).

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

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.

An example of Guidelines to Authors for Paper Preparation is to be found in Annex 6. This text is normally published at the conference website, customized to the conference around the same time as authors are informed their contribution has been accepted for presentation. Together with the information published on jacow.org the authors should be well equipped for the preparation of their contributions.

An example of Guidelines to Authors for Paper Submission/Upload is to be found in Annex 7. Again, this text is normally published at the conference website, customized to the conference.

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. The pre-conference "core" 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 described in Annex 6 should be published at the conference website, with a link also to the JACoW site for the Templates.

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 1 month 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. 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.

Instructions for the Upload of Oral Presentations (Transparencies)/Guidelines for Speakers

Guidelines for Speakers are published at the conference website. An example (IPAC'16) is given in Annex 8.

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

All of the preparations over several years lead to the conference and the work of the editors. Much has been written about this at jacow.org, see in particular:

http://www.jacow.org/Editors/ProceedingsProduction

https://www.jacow.org/uploads/Editors/TUC2A01_proceedings_workflow_editors.pdf

http://www.jacow.org/Editors/FinalPublicationandCloseout

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 perform a Quality Assurance (QA) (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 transparencies, page numbers, author index or "wrappers") on the last day of the conference.

The amount of work to be achieved is enormous, highly dependent on experienced editors and excellent IT, 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 (http://www.jacow.org/Editors/AllThingsIT).

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 (input concerning newly named editors needing training). At the outset of electronic publication a certain formula was gradually adopted. These days we take the same numbers and start again each year because we know the numbers work. But it's amusing to see the original formula:

- 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 *experienced* 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	Image Url	Ok To Upload
Delete	A	Assigned to an Editor	40		http://www-esh.fnal.gov/Graphics/purpleball.gif	No
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. Log into your account to review the comments theof the editor in the	http://www-esh.fnal.gov/Graphics/greenball2.gif	No
Delete	R	Red	10	could not be processed by the Proceedings Office staff. Please log into your account to review comments in the "History" field and take appropriate action. You might need to resubmit your file or talk with the editor at the conference.	http://www-esh.fnal.gov/Graphics/redball.gif	Yes
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 the editor's comments in the	http://www-esh.fnal.gov/Graphics/yellowball.gif	No

New functionality has recently been introduced whereby upon receipt of the e-mail concerning a yellow dot paper, the author is able to log into his/her 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 printed 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. Each morning the SS checks the report under General / Reports / Green Dot Reports / Author Dot Reassignments:
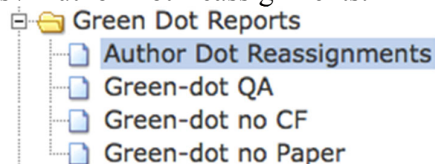
This report shows the programme code, the name of the editor, the date and time stamp, and the author's comments on the yellow dot paper, if any. If there are no comments, the paper goes to green in SPMS. The Author Reception Staff pull them out and move them through to QA.

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. If in the past QA OK papers were filed, they are mostly simply trashed before leaving the conference venue.

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 time 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).

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 contributions post-conference used to take from 2 to 3 weeks, full time effort. Since this job is now 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 aims 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 transparencies, author index, table of contents, wrappers, etc.) can go on-line immediately, i.e. on the last day of the conference, with final 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. Most JACoW conferences today aim for a similar performance because prompt publication is in the interest of the whole community.

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 begins on the first day of the conference once the "core" editors have processed 80% of the papers, once the "novice" editors are tackling the remaining 20%. The job of QA is pursued in parallel with 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. Depending on the number of talks (around 100 for IPAC) 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.

SPMS has a special interface for the Transparency Processing Editors.

Michaela Marx, DESY, JACoW's original Transparency Processing Expert, now joined by David Button, ANSTO, have presented Guidelines for Transparency Processing at the JACoW.org site. See:

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

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 all participants 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. It is described here:

http://www.jacow.org/Editors/PosterSessionManagementUsageofthePosterPoliceApp

Ivan Andrian and Stefano Deiuri 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, 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 (very often Volker Schaa) 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, normally via a Zipfile to Ronny Billen for publication at the JACoW site at CERN, and later to the mirror site at KEK.

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 even, 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.

Members of the EPS-AG are responsible for running the programme in connection with each IPAC.

Funding the EPS-AG Student Grant Programme

Europe

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 60 kEuro range.

Asia

Student grant sponsorship for Asian students was originally derived from the profits on IPACs in Asia. This method however was abandoned in 2015 in favour of a scheme similar to the European one outlined above.

Americas

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 to present their work in the student poster session and in the normal sessions. They act as scientific secretaries or microphone runners.

Organization of the Programme

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

Several regional committees decide the students to receive support on the basis of the applications, 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 special student poster session scheduled in parallel with Registration, 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.

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 feature 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, together with volunteers when the number of posters to be visited requires it, 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.

Todd Satogata has efficiently organized the judging of student posters over the recent IPACs and may be contacted for more detailed information.

Conference Website

The website normally goes on-line around 9 months in advance of the conference. This coincided in earlier times with a mailing of posters/postcards to those profile owners who requested them. Most conferences today publish a poster at the conference website, but no longer mail anything.

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 possibility to register is not yet available.

The possibility for LOC members to be able 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 the organization progresses.

Registration

The SPMS contains functionality to create forms, which can be more or less sophisticated depending on requirements. Credit card data is not 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:
http://www.jacow.org/Editors/CreatingForms
http://www.jacow.org/Editors/RegistrationModule
http://www.jacow.org/Editors/ExternalRegistrationSetup

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.

The Registration module combined with the Scientific Programme Management is essential for editors to be able to see which authors are attending the conference when scheduling posters (requirement for at least one author to be registered), editing proceedings, facilitating contacts and solving problems directly with authors concerned.

Accommodation

A module to organize delegate accommodation was developed by Ivan Andrian together with the Professional Conference Organizer (PCO) of EPAC'08.

While an interesting feature for small conferences and workshops, this functionality has rarely been used since.

Industrial Exhibition

Industrial Exhibition Registration is usually via the SPMS, especially if payment is restricted to bank transfer and there is no outside credit card provider involved.

Since EPAC'08 functionality has been developed by Ivan Andrian and Stefano Deiuri

to "pipe" SPMS industrial exhibition booth registration/availability to the conference website. As booths are reserved on a first-come-first-served basis via the SPMS, their availability changes at the conference website. Following booth reservation/registration, exhibitors are given two weeks to make the bank transfer. Failure to pay triggers a message that if payment is not forthcoming the booth will become available again at the website for others to reserve.

This system has proved itself exceedingly efficient at all IPACs since. 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 conference account early on, and also that the major effort of exhibition organization is finished well in advance of the conference.

IPAC exhibition packages evolve with time and differ slightly from region to region, but it is usual that with each booth rental comes one delegate registration, and a maximum of up to 3 booth staff who have tickets for the conference reception. Note that since exhibitors very often are also authors, the person with the Delegate Registration MUST be registered as a regular Delegate and not "only" as an Exhibitor/Delegate.

Presentations Management

A Presentations Management Office is organized to allow speakers to test the transparencies of their talks downloaded from SPMS and tested by the Presentations Managers on the computers that will be used in the auditoria at the venue.

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. It is usual to provide both a PC and a Mac in each auditorium so the presentations can be installed on the same platform.

Guidelines for Speakers should be published at the conference website. Some basic Guidelines are reproduced in Annex 8.

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 Presentationso 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 that can be tested by the staff, and the speaker if he wishes, then transferred to the auditoria, and processed for the proceedings following the talk.

The Presentations Manager, via a special module/interface in the SPMS under Editor/Proceedings Administration / Presentatins Management / Transparency List has the possibiity to see when talks have been uploaded, and if not, to e-mail the speakers concerned.

Presentations Management
  Agenda
  Transparency List
  Transparency Processing
  Transparency Status Maintenance

PAC'09 did not insist on upload of transparencies via SPMS, preferring to ask speakers to hand in USB sticks. The result was hundreds of USB sticks, most labelled "IPAC talk" being "run" (runners on two legs) between the Presentations Office 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 can continue to upload, and sometimes upload an ultimate version just in advance of the session, which may not be the version transferred by the Manager …

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 events organize one poster session per day. 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 just prior to and at Registration. 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 and publication can be considerably delayed.

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 and several vegetarians for whom we try ensure that their dietary requirements are respected.

IEEE Copyright forms
No JACoW events are required to produce Copyright forms. All conference proceedings are published under the

Social Events

In chronological order, the social events covered by the conference budget ("regular" 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.

It is wise to remember that delegates at conferences remember the Bags and the Banquet, and the social events ... after the quality of the programme of course ...

Welcome Reception

The European IPAC Welcome Drink usually takes place during Delegate Registration on the Sunday just after the student poster session.

IPAC in Europe doesn't usually formally announce a welcoming reception until the LOC is reasonably sure to have adequate funds … If possible, organizers should refrain from the system of offering a limited number of drink tickets. This doesn't go down well with Europeans. Either organize a proper reception for all, including spouses, or refrain and put the money towards other functions.

Chairman's Cocktail

The Chairman's Cocktail is by invitation only. It normally takes place on the Monday evening of the conference.

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 Conference Chairs.

Conference Reception

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

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. A cash bar prior to the dinner is discouraged in Europe …

Companions Registration

IPAC Companion Registration covers the Conference Reception and Banquet. The cost of these events is not announced publicly to avoid cases where Delegates might try to "negotiate" subtracting it from the Registration Fee.

The Companions fee is normally subsidized in Europe to encourage the participation of spouses of younger scientists, who often otherwise find the cost prohibitive.

In Europe both the Reception and Banquet are "all inclusive" and there is no cash bar, or limit on normal consumption of drinks during the meal.

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 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 or over dinner on the Friday evening.

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 in the same region.

JACoW Stakeholders

A JACoW Stakeholders meeting is normally scheduled on the Thursday lunchtime of the conference week. In view of the numbers, only light refreshments, soft drinks and snacks are offered. 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. Flow Diagrams of SPMS Architecture
4. IPAC'18 Scopes, Main and Sub-classifications
5. IPAC'10 Synoptic Table
6. Guidelines for Authors/Paper Preparation
7. Guidelines for Authors/Paper Upload
8. Model mail to potential authors for the special IPAC'10 issue of PRST-AB

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

Actions	C-
Request an SPMS Instance, set parameters, import classifications from previous instance	C-24-20
Composition of OC/SPC/LOC decided and entered in SPMS with privileges and roles	C-24-18
First SPC/OC meetings	C-20-17
Invitations to join SAB	C-19
OC/SPC/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
Deadline for Abstract Submission	C-5
Deadline "cheap" booth registration/deadline for payment	C-5
Invite Editorial Staff (Core Editors, Editors, Paper Reception, Poster Session Managers, Presentations Management)	C-4
SPC Meeting: Correct erroneous classifications (proposals from SPC, approval by Main Class. Coordinator). Select Contributed Orals, Decide Session Chairs	C-4
Invite Contributed Oral Speakers via SPMS	C-4
Accept/Reject Contributions via SPMS, encourage registration via e-mail, remind concerning registered presenters	C-4
Publish the guidelines for the preparation and upload of papers and inform authors, remind concerning registered presenters	C-3
Deadline for "cheap" delegate registration	C-2
Set up a pc with all software required for Editors, and clone to several pcs	C-2
Clone software setup to all computers to be installed in Proceedings Office	C-2
Write to all contributors to warn of deadline for registration	C-2-1.5
Check there is a registered presenter for ALL contributions (policy is that to be scheduled for presentation each contributions must have a registered presenter). Write to all primary authors where there is uncertainty, withdraw contributions that cannot be presented	C-2-1.5
Set up server for paper upload via Region (PSI or JLAB), test	C-1.5
Number posters into time and space (programme codes) and enter into SPMS	C-1.5
Prepare printed programme booklet	C-1.5
Write to Contributors to announce programme codes	C-1
Programme to printer	C-1
Deadline for submission of papers for light peer review	C-21 days
Deadline for paper submission	C-5 days
Editors begin processing at venue	C-4 days
Conference	
Publish "pre-press" proceedings	C
One week "grace" for late paper submission and re-submissions	C+7 days
Publish proceedings on JACoW	C+2 to 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 Wideröe 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 Wideröe 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 Wideröe, 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.

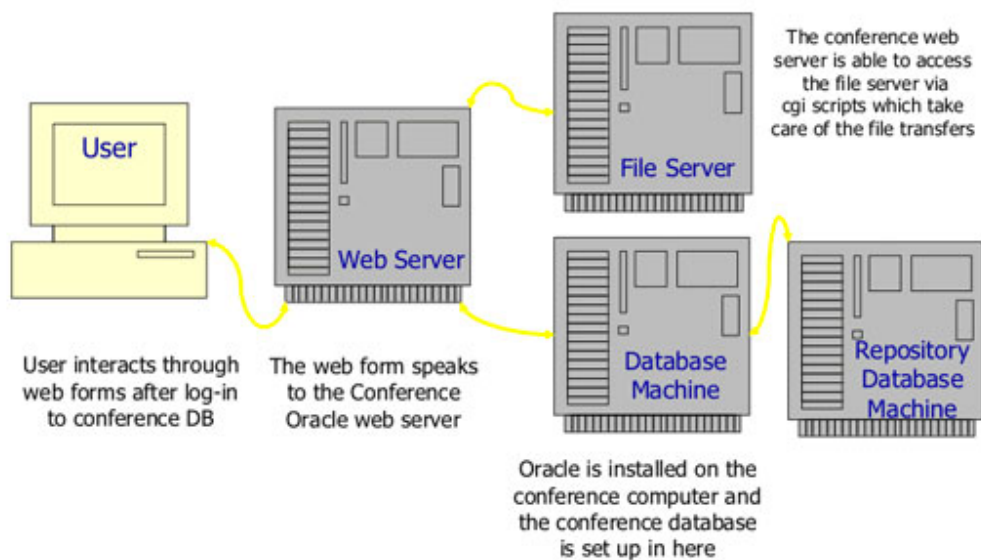**5. Revision of the Rule**

This Rule can be changed by a simple majority vote of the Board.
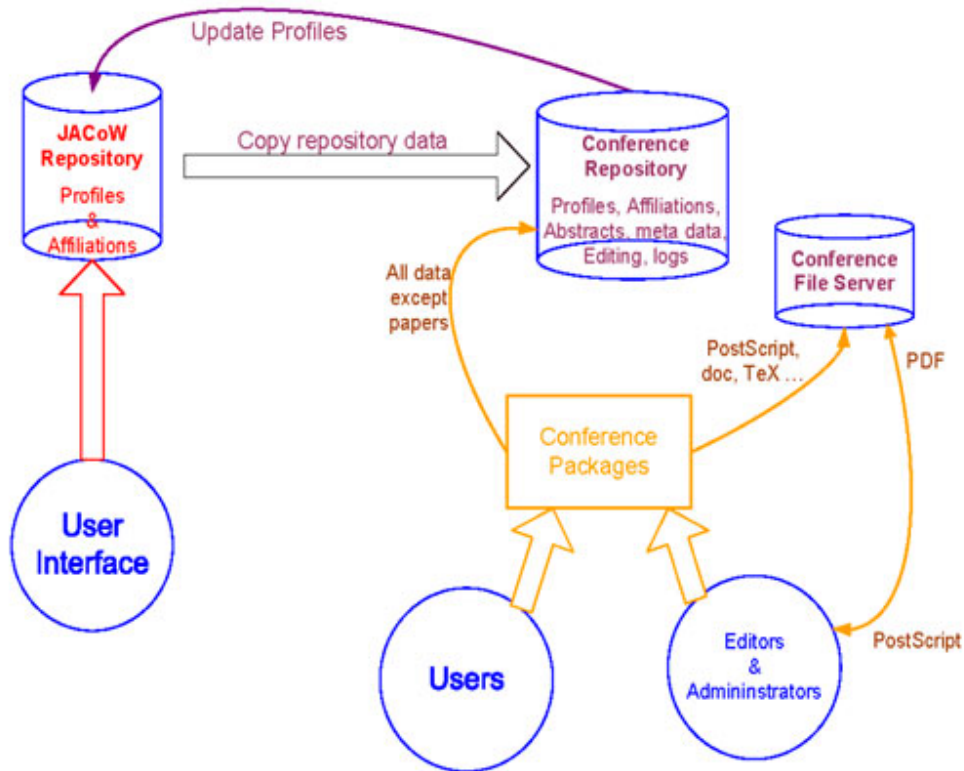
All interfaces to the central repository are web-based forms and these are used by administrators, editors, contributors, registrants and so on. The connectivity is illustrated below.

IPAC'18
Scope of Sessions and Associated Classifications

MAIN CLASSIFICATION 01
CIRCULAR AND LINEAR COLLIDERS
Coordinators: Qing Qin, IHEP; Wolfram Fischer, BNL

Classification 1 is devoted to accelerators (synchrotrons, linacs, ERLs, etc.) providing colliding beams (hadrons and/or leptons) for particle physics experiments. It includes facilities colliding beams from different types of accelerators, such as linac-ring colliders. Among the subjects for this classification are operating experience and performance limitations, upgrade plans, accelerator physics and technology issues specific to colliders 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	A18	Energy Recovery Linacs
A03	Linear Colliders	A19	Electron-hadron Colliders
A08	Linear Accelerators	A24	Accelerators and Storage Rings, Other
A10	Damping Rings	T12	Beam Injection/Extraction and Transport
A12	Fixed-field Alternating Gradient Accelerators	T19	Collimation
A16	Advanced Concepts		

MAIN CLASSIFICATION 02
PHOTON SOURCES AND ELECTRON ACCELERATORS
Coordinators: Hitoshi Tanaka, SP-8; Marion White, ANL

Classification 2 covers photon sources (synchrotron light sources, ERLs, FELs, laser systems, other free-electron sources such as THz sources, Compton sources, etc.) and electron accelerators (linear, circular, recirculating, etc.). It includes insertion devices such as planar and helical field undulators. Associated accelerator systems, such as injectors, booster synchrotrons, photon beam lines and photon beam line components can also be proposed for this session. Papers presented can be project descriptions or cover individual aspects of photon sources and electron accelerators. Both theoretical and experimental results are solicited.

Sub-classifications associated with MC 02 are:

A04	Circular Accelerators	A24	Accelerators and Storage Rings, Other
A05	Synchrotron Radiation Facilities	T02	Electron Sources
A06	Free Electron Lasers	T12	Beam Injection/Extraction and Transport
A07	Electrostatic Accelerators	T15	Undulators and Wigglers
A08	Linear Accelerators	T25	Lasers
A18	Energy Recovery Linacs	T26	Photon Beam Lines and Components
A23	Other Linac-based Photon Sources		

MAIN CLASSIFICATION 03
NOVEL PARTICLE SOURCES AND ACCELERATION TECHNIQUES
Coordinators: Hongwei Zhao, IMP; Vladimir Shiltsev, FNAL

Classification 3 is devoted to (i) novel sources of particles, including electrons, protons, neutrons, ions, muons, secondary particles and antiparticles, and (ii) new concepts of acceleration techniques which may overcome the present limitations or which give access to novel beam characteristics (e.g. plasma accelerators, ultra-high gradient vacuum accelerators). Novel here refers to technologies or parameters that are not yet widely used in operation.

Sub-classifications associated with MC 03 are:

A09	Muon Accelerators and Neutrino Factories	A21	Secondary Beams
A12	Fixed-field Alternating Gradients Accelerators	A22	Plasma Wakefield Acceleration
A15	New Acceleration Techniques (incl. DLA and THz	T01	Proton and Ion Sources
A16	Advanced Concepts (e.g. Compact Colliders, FELs, ...)	T02	Electron Sources
A17	High Intensity Accelerators	T28	Neutron Sources
A20	Radioactive Ions		

MAIN CLASSIFICATION 04
HADRON ACCELERATORS
Coordinators: Tadashi Koseki, KEK; Yoshishige Yamazaki, MSU

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, fixed-field alternating gradient accelerators and any other similar machines. Both low-and high-intensity machines are covered, as are all relevant aspects of high-intensity fixed-target accelerators such as proton drivers for spallation neutron sources, neutrino factories, etc.

Sub-classifications associated with MC 04 are:

A04	Circular Accelerators	A21	Secondary Beams
A07	Electrostatic Accelerators	A24	Accelerators and Storage Rings, Other
A08	Linear Accelerators	T01	Proton and Ion Sources
A11	Beam Cooling	T12	Beam Injection/Extraction and Transport
A12	FFAG	T19	Collimation
A14	Neutron Spallation Facilities	T20	Targetry
A16	Advanced Concepts	T28	Neutron Sources
A17	High Intensity Accelerators	T32	Ion Beam Stripping
A20	Radioactive Ions		

MAIN CLASSIFICATION 05
BEAM DYNAMICS AND ELECTROMAGNETIC FIELDS
Coordinators: Frank Zimmermann, CERN; Liu Lin, LNLS

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	D07	High Intensity Circular Machines Space Charge, Halos
D02	Non-linear Single Particle Dynamics – Resonances, Tracking, Higher Order, Dynamic Aperture	D08	High Intensity in Linear Accelerators – Space Charge, Halos
D03	Calculations of EM Fields – Theory and Code Developments	D09	Emittance Manipulation, Bunch Compression and Cooling
D04	Beam Coupling Impedance – Theory Simulations, Measurements, Code Developments	D10	Beam-beam Effects – Theory, Simulations, Measurements, Code Developments
D05	Coherent and Incoherent Instabilities – Theory, Simulations, Code Developments	D11	Code Developments and Simulation Techniques
D06	Coherent and Incoherent Instabilities – Measurements and Countermeasures	D12	Electron Cloud and Trapped Ion Effects

MAIN CLASSIFICATION 06
INSTRUMENTATION, CONTROLS, FEEDBACK & OPERATIONAL ASPECTS
Coordinators: Philip Bambade, LAL; John Byrd, LBNL

Classification 6 is devoted to measurement and control of the beam properties in particle accelerators including beam diagnostics and instrumentation, beam feedback systems, low-level RF controls, timing and synchronization schemes and laser-based instrumentation. Included also are contributions on accelerator control systems, online modeling and applications control software, as well as operational aspects of modern accelerators such as alignment and surveying methods, machine and personnel protection systems, radiation protection and monitoring and issues pertaining to reliability and operability.

Sub-Classifications associated with MC 06 are:

T03	Beam Diagnostics and Instrumentation	T23	Machine Protection
T04	Accelerator/Storage Ring Control Systems	T24	Timing and Synchronization

T05	Beam Feedback Systems	T25	Lasers
T17	Alignment and Survey	T26	Photon Beam Lines and Components
T18	Radiation Monitoring and Safety	T27	Low Level Rf
T22	Reliability, Operability	T33	Online Modeling and Software Tools

MAIN CLASSIFICATION 07
ACCELERATOR TECHNOLOGY MAIN SYSTEMS
Coordinators: Giovani Bisoffi, INFN; John Erickson, LANL

Classification 7 is devoted to contributions to the design, construction, testing and performance of accelerator components or subsystems, with emphasis on technological aspects and methods. It includes radio-frequency cavities and systems, magnets, vacuum, cryogenics, power supplies, collimation and targetry, timing, lasers, and other accelerator components and subsystems. Contributions with emphasis on achieving beam performance specific to an accelerator type or design should generally be classified elsewhere.

Sub-classifications associated with MC 07 are:

T06	Room Temperature RF	T16	Pulsed Power Technology
T07	Superconducting RF	T19	Collimation
T08	RF Power Sources	T20	Targetry
T09	Room Temperature Magnets	T21	Infrastructures
T10	Superconducting Magnets	T24	Timing and Synchronization
T11	Power Supplies	T25	Lasers
T13	Cryogenics	T31	Subsystems, Technology and Components, other
T14	Vacuum Technology		

MAIN CLASSIFICATION 08
APPLICATIONS OF ACCELERATORS, TECHNOLOGY TRANSFER AND INDUSTRIAL RELATIONS
Coordinators: Mike Seidel, PSI; Todd Satogata, Jlab

Classification 8 includes contributions with emphasis on the broad applications of accelerators, the development of accelerator technologies for specific applications, aspects of technology transfer and laboratory-industry relationships.

Sub-classifications associated with MC08:

U01	Medical Applications
U02	Materials Analysis and Modification
U03	Transmutation and Power Generation
U04	Security
U05	Other Applications
U06	Technology Transfer and Lab-industry Relations
U07	Industrial Applications

MAIN CLASSIFICATION 09
ENGAGEMENT WITH INDUSTRY, KNOWLEDGE EXCHANGE AND INDUSTRIAL RELATIONS
Coordinator: Shane Koscielniak, TRIUMF

Scope of Knowledge Exchange: *Contributions should seek to improve Knowledge Exchange (KE) methods and strategies between the research community and industry, and the methodology for the creation of KE business opportunities by industry. Covered topics include relevant issues for successful KE, structures needed to promote KE, incubator opportunities for start-up companies, and intellectual property and patenting issues.*

The Session on Engagement with Industry is intended to address both sides of the relationship in order to improve knowledge exchange, contractual performance and the achievement of goals through the creation of mutual understanding, evolution of contractual mechanics, performance of joint research and development, and development of measures to optimize contract goals.

Sub-classifications associated with the Session on Engagement with MC09 are:

T29	Knowledge Exchange
T30	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	

		Components, Other (moved down)	
Applications of Accelerators, Technology Transfer and Relations with Industry	08	Applications: U01 Medical Applications U02 Materials Analysis and Modification U03 Transmutation and Power Generation U04 Security U05 Other T27 Neutron Sources	Mats Lindroos / Akira Noda
		TT/Relations with Industry T28 Technology Transfer (moved down) T29 Industrial Collaboration (moved down)	Rok Ursic

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

IPAC'16 Synoptic Table

IPAC'16 SYNOPTIC TABLE

Times	Monday, May 9, 2016		Tuesday, May 10, 2016		Wednesday, May 11, 2016		Thursday, May 12, 2016		Friday, May 13, 2016	
	Main Hall		Main Hall	Hall B	Main Hall	Hall B	Main Hall	Hall B	Main Hall	Hall B

Paper Preparation Guidelines

All work that is properly presented at (name of conference) will be included in the proceedings to be published on the JACoW website.

Paper submission will begin in (*date* of enabling of upload). The deadline for receipt of final proceeding contributions is (*deadline* for submission, Wednesday before the conference) at 23:59 PST.

All contributions should be electronically uploaded according to the (electronic submission instructions) published at this website.

Authors are reminded that any paper accepted for presentation will be excluded from the proceedings if not presented by one of the authors at the conference. If not properly presented, the Scientific Program Committee reserves the right to refuse papers for publication.

Please note that manuscripts of contributions to the proceedings (or enlargements of them) do not qualify as posters, and papers presented in this way will not be accepted for publication.

Paper guidelines
JACoW templates

Use of the JACoW templates (link to wiki) is strongly recommended. Select the appropriate template from those described.

The JACoW Templates contain detailed information to help authors submit their work for publication. **Pay careful attention to the formatting of references and citations**.

Ensure that the template you download corresponds to the version of software you are using. Do not convert documents across different platforms, MAC < > PC, or across different versions of Microsoft Word on the same platform. The templates contain styles which, when applied, will automatically ensure correct typesetting and layout.

Length of contributions
Papers for invited oral presentations may be up to 5 pages. Papers for both contributed oral and poster presentations may be up to 3 pages long. If contributions contain numerous references, these may be carried over to an extra page.

References
All bibliographical and web references should be numbered and listed at the end of the paper in a section called "References." When citing a reference in the text, place the corresponding reference number in square brackets, e.g., [3]. A URL may be included as part of a reference, but the ***hyperlink must be removed***. See the templates for a typical example.

Page numbers

DO NOT number pages. The editor will enter page numbers for all contributions in the production of the final proceedings.

Title

The title should use 14 pt bold UPPERCASE letters (except for units, e.g., GeV) and centered on the page.

Authors

The names of authors, their organizations/affiliations, and mailing addresses should be in 12 pt uppercase and lowercase letters. When there is more than one author, the submitting author should be first, followed by the co-authors. Co-authors should be grouped by affiliation and then be listed alphabetically. Primary authors are kindly reminded that it is their responsibility to check the accuracy of the title and co-authors entered in the SPMS abstract. There should be an exact match to those appearing in the paper. This is required to ensure the proper indexing of authors to papers in the published proceedings.

Section headings

Section headings should NOT be numbered. Use 12 pt bold UPPERCASE, centered in the column.

Subsection headings

Use 12 pt italic font. The initial letters of significant words are capitalized, and the heading is left aligned in the column.

Equations

If a displayed equation requires a number, it should be placed flush with the right margin of the column.

Common Oversights

Please check your paper against this list of common oversights before uploading your paper, paying particular attention to the formatting of figures, tables, and references.

Figures

Figure captions should be placed ***below*** the figure and centered if one line, but justified if spanning two or more lines. See the JACoW Template, and in particular:
- Figure 1: A one line figure caption.
- Figure 2: A figure caption that takes two lines or more is justified
- Note the colon ":" after the figure number and the period "." at the end of the caption.
- When referring to a figure from within the text, the convention is to use the abbreviated form, i.e., Fig. 1, unless the reference to the figure is at the start of the sentence: Figure 1 shows a schematic view of..., ... as shown in Fig. 1.

Tables

Table headings should be placed ***above*** the table and centered if on one line, but justified if spanning two or more lines. See the JACoW Template:
- Table 1: Table Heading (if on one line is centered)
- Table 1: A Particularly Long Table Heading Spanning Two Lines (is justified)

- Note the colon ":" after the table number, initial letters of the table heading are capitalized, and the absence of a period at the end of the caption. However, it is also acknowledged that in some instances authors find it necessary to replace the table heading with an actual sentence. In such a case, the formatting rules given for figure captions are best followed. The table caption should, however, always be placed above the table.
- When referring to a table from within the text, the convention here is NOT to abbreviate, i.e., Table 1.

References

References are written in 10 pt and should be justified with a 0.25-in (7-mm) hanging indent.

SPMS data will be used for the production of the table of contents and author index of the proceedings.

Failure to enter all co-authors means they will be omitted from the author index.

Paper Preparation Checklist
- Use only Times or Times New Roman (bold or italic) and Symbol fonts in the text and in the figures.
- Check that the PDF file prints correctly.
- Check that there are no page numbers.
- Check that there are no section or subsection numbers.
- Check that the margins are correct on the printed version (left 0.79 in (20 mm), bottom 0.75 in (19 mm), overall height of text 9.5 in (241 mm). There may be difference of +/- 1 mm on the margins from one printer to another.
- Check that the length of the paper does not exceed the limit stated above.

Once contributions are prepared, follow the electronic submission guidelines (link to the guidelines at website) for upload via SPMS.

Paper Submission/Upload Guidelines

Deadline for paper submission is: (Wednesday, (date of conference minus 3)) at 24:00

Submission of electronic files

What to Submit
Once the contribution has been prepared using the JACoW template and according to the IPAC'18 Paper Preparation Guidelines, the author should submit all of the following files:

- A properly formatted MS Word, OpenOffice/LibreOffice, or LaTeX document
- A PDF file made from this document. If you do not have the ability to generate a PDF file, submit a PostScript file made from the source.
- Each original illustration in its native format as used in the document
-

For Oral Presentation:
- PDF, PowerPoint or OpenOffice/LibreOffice of slides are used for the oral presentation (and associated video or animation files where appropriate in their native format).

Why Do We Not Allow Authors to Submit PDF Files Only
Most authors can generate PDF files, however, the standard is far from uniform and often they are not acceptable for the JACoW database because:

- The compression settings are wrong
- Fonts are not embedded
- They do not conform to the standard input required by the JACoW scripting procedures to create the final publication set
- Most importantly, they are not PDF/A-compliant

Note that PDF files produced according to the JACoW recipe will resolve the problems listed above. We have prepared a workflow that enables us to process and convert author PDF files to JACoW acceptable ones.

What Files Should Be Provided?
Only files named according to the paper's program code can be uploaded via the SPMS system. All files used to produce the contribution must be uploaded, for example, for paper MOXAA01, file names should be:

- MOXAA01.pdf - the PDF file, or if no PDF file can be provided then,
- MOXAA01.ps - the PostScript file (rename .prn files to .ps beforehand, where necessary)

Source files:
- MOXAA01.doc - (or .docx) the WORD source file
- MOXAA01.tex - the LaTeX source file, if LaTeX was used
- MOXAA01.odt - the OpenOffice.org or LibreOffice source file, if used

Figure files:
- MOXAA01f1.eps - EPS file containing figure 1 (uploaded as "Other Supporting File")

- MOXAA01f2.tif - (or .jpg, .png, .gif) TIFF (or jpg, png, gif) file containing figure 2
- (uploaded as "Other Supporting File")

Oral Presentations:
- MOXAA01_talk.pdf
- MOXAA01_talk.ppt
- MOXAA01_talk.odp - the file to be used for the oral presentation
- (uploaded as "Transparencies", movies as "Talk movies")

How Do You Produce a JACoW Acceptable PDF File?

From LaTeX

You may generate your PDF file using the new jacow.cls class file from JACoW.org with pdfLaTeX, XeLaTeX or LuaLaTeX. If you are using the US letter format, the following command can be used:
- \documentclass[letterpaper]{jacow} or
- \documentclass[acus]{jacow}

Additional help is available on the JACoW website in the left sidebar under 'For authors → Information and help'. For papers with A4 format the source should start with the following lines
- \documentclass[a4paper]{jacow} or
- \documentclass[aca4]{jacow}

For LaTeX PDF generation the following commands are recommended:
- pdflatex FILENAME.tex (or xelatex/lualatex)
- pdflatex FILENAME.tex (run twice to sync internal references)

For Microsoft Word for Windows 2010

Word 2010 allows you to produce a PDF file by using File → Save As → Save as type: PDF. Please make sure that the PDF file options (click "Options…") are set as indicated in the picture belowe before saving the PDF (this has to be done each time the file is saved as a PDF file):
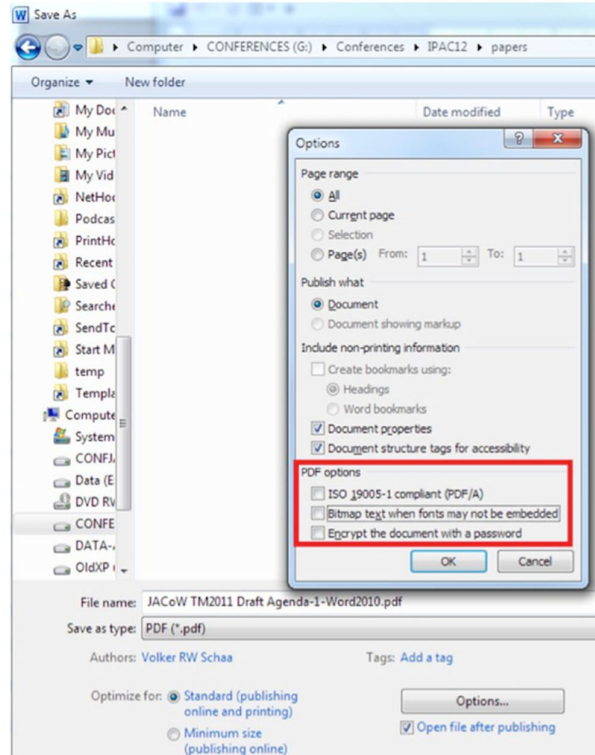
There is a second set of parameters that should be set (accessible via "Tools → Save Options…").
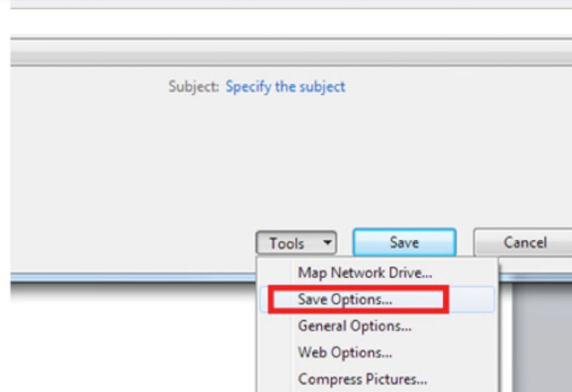

This influences the font embedding in the source file. This eases the work for the editors when problems with unrecognized symbols occur with PS/PDF files and the source file has to be used. Please tick the marked boxes as shown in the picture:
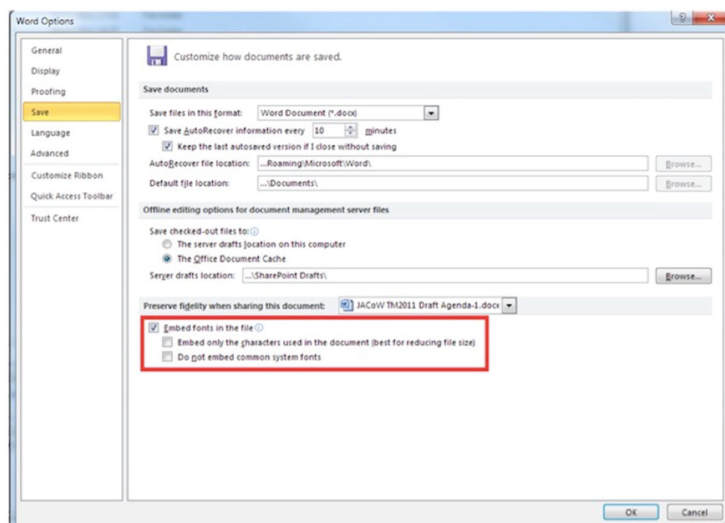
The set of JACoW templates ensures a unique formatting on paper formats used in countries with US letter and A4 sized paper.

There is one parameter in Word that should be unchecked, as it can conflict with the template setting. Use the following figure as a reference:
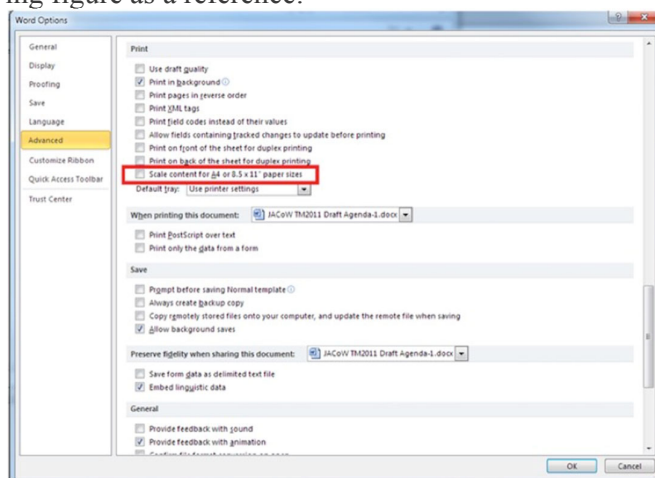

Previous Versions of Word for Windows
Pre-2010 versions of Microsoft Word do not have the capability to "Save As" a PDF file. It is common to use a virtual printer driver that creates an electronic PDF file, rather than printing to an actual printer. There are several similar tools available, both for free or purchased. We do not suggest any particular one. Please check that such PDFs do satisfy the JACoW formatting requirements and that the overall quality of the generated file is satisfactory to the authors. Remember to always check that the file prints correctly.

Microsoft Word for Mac 2008-2011
Word 2008 on Mac allows you to produce a PDF file by using File → Print… → Save as PDF, or by typing Command-P. JACoW template fonts (such as Times New Roman) are automatically embedded in the PDF in Mac OS X:
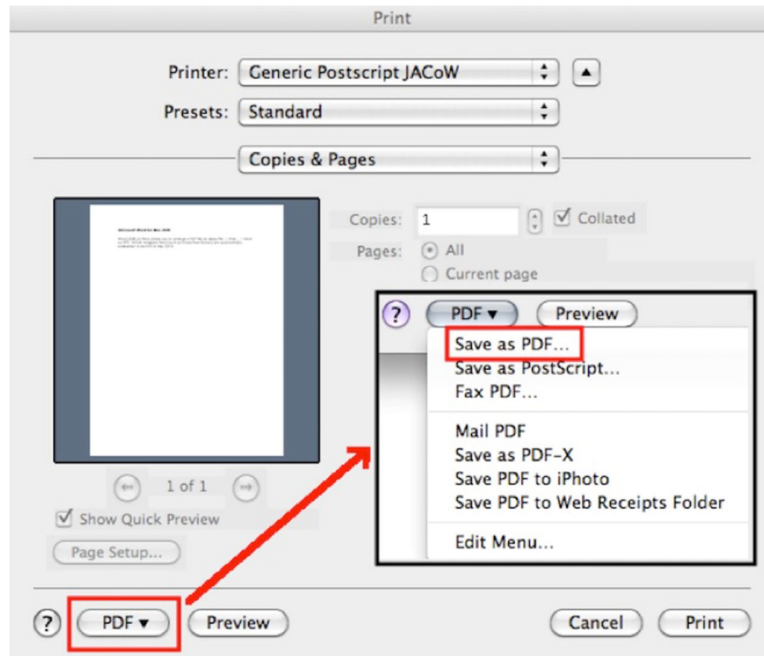
Note that Word 2011 on Mac does not embed fonts properly in the output PDF when OpenType extensions are used, resulting in extremely large PDF output. OpenType extensions should be disabled under Preferences / Compatibility / Disable OpenType Font Formatting Features; this is done for you if you use the JACoW Mac templates. Please check the size of your PDF before uploading to the IPAC'18 SPMS - it should be less than 1.5 Mb.

OpenOffice/LibreOffice
You can generate your PDF file using the "Export as PDF" function of OpenOffice Writer accessible via the "File" option (below, left). Before clicking the "Export" button make sure that the PDF options for "Images" and "General" are set as shown below (right).
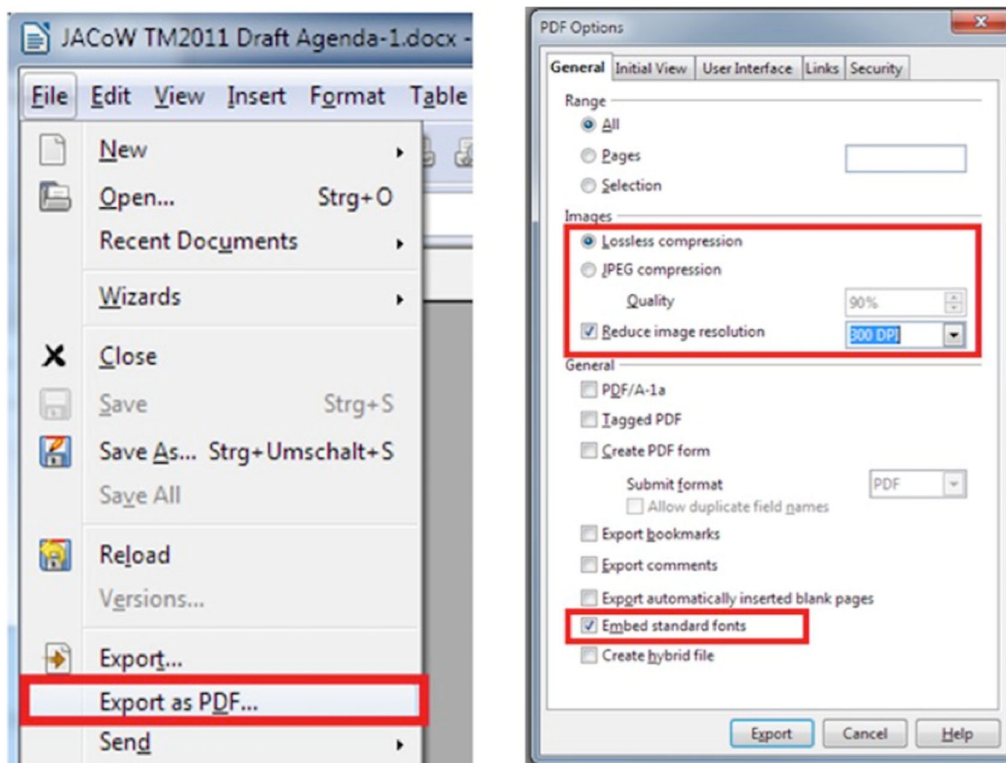
Submitting Your Files

Once all files are ready for upload, login to your IPAC Author Account and

- Ensure that the paper title and co-authors on the paper are identical to the paper title and co-authors entered into the SPMS. If this is not the case, click on the links "edit" or "authors" and update. SPMS data will be used for the production of the table of contents and author index of the proceedings. Failure to enter all co-authors means they will be omitted from the author index.

- Click on the file Upload link.
    - > Upload the PDF file
    - > Upload all of the source files (text and figures) needed to make the paper

Be aware that large files may take some time to transfer.

Papers will undergo processing by the technical editors directly following deadline for submission, **Wednesday, April 25, 2018**, and authors will be able to check the status of their paper(s) by logging into their IPAC Author Account, or checking the dot board. Email notifications of the processing status will also be triggered to primary (submitting) authors as processing is completed.

GUIDELINES FOR SPEAKERS

Oral presentations will be made electronically using the audio-video equipment provided by the Conference Center.

(Name of Presentations Manager), the Presentations Manager, should be contacted in advance of the conference with any special requirements concerning visual aids, including movies and/or audio.

NOTE: Presentations must be uploaded at least half a day before their scheduled time in order to allow verification and transfer to the Conference Center's system.

Speaker Presentations Office

The Speaker Presentations Office is located in (location) of the Convention Hall. All speakers are encouraged to visit this room the day before their presentation to verify their presentation on laptops identical to those being used in the auditorium, to ensure beforehand that their presentations will work correctly.

Speaker Presentations Office Hours (Address of Office):

- Sunday, May 8: 14:00 - 17:00
- Monday to Thursday, May 9-12: 08:15 - 17:00
- Friday, May 13: 08:30 - 10:30

Speakers who need to check their presentations outside of the above hours should contact (SS or other responsible person with e-mail).

Presentation Software

Note that the computers used for displaying presentations will be laptop PC's with Windows 7 and/or Apple MacBook Pros with Mac OS X. There will be no provision for authors to use their own computers and if this will cause you problems, please contact the Presentation Manager, (name and e-mail of Manager), as soon as possible.

The following software will be pre-installed on the computers for the presentations: For Windows PC's: MS Office 2010, Internet Explorer, Firefox and Acrobat Reader. For Apple PC's: MS Office 2011, Firefox and Acrobat Reader.

No overhead projector is planned. Please contact the Presentation Manager if this is a problem.

Preparation of Presentation Slides

Please note that in addition to the presentation **we require a PDF file of the presentation** *for inclusion in the conference proceedings.*

The following precautions should be adhered to, to ensure smooth running of electronic presentations:

For PowerPoint files, only TrueType and OpenType fonts can be embedded:

To embed fonts in PowerPoint 2010:

- Select File tab.
- Choose Options.
- Under PowerPoint Options, choose Save.
- Check the box for Embed fonts in the file

To embed fonts in PowerPoint XP / 2007:

- Select the Office Button and select Power Point Options.
- Under Save options, select the Embed fonts in the file checkbox and Embed only the characters used in the presentation.
- To embed fonts in PowerPoint XP / 2003:
- On the Tools menu, click Options, and then click the Save tab.
- Under Save options, select the Embed True Type fonts check box.

To embed fonts in PowerPoint XP / 2003:

- On the Tools menu, click Options, and then click the Save tab.
- Under Save options, select the Embed True Type fonts check box.

To embed fonts in PowerPoint 2000:

- On the File menu, click Save As.
- Click the Tools menu in the toolbar at the top of the Save As dialog box.
- On the menu that appears, select Embed TrueType Fonts.
- Save the file as a PowerPoint Presentation.

For PDF files, be sure to include all fonts when preparing the PostScript and PDF files, too.

Upload of Presentations

Speakers are requested to upload their presentation in exactly the same way as their contributions to the Proceedings (see the (link to the Paper Upload Guidelines).

The files of presentations should be uploaded to our fileserver as early as possible, but at the latest, half a day before the presentation. Files should be named with the program code and "_talk" (for example MOXAA01_talk.ppt, MOXAA01_talk.pdf, etc.) and then uploaded in the same way as for papers through the (Conference SPMS Instance) Author Accounts. The programme codes assigned to presentations are visible when logging into accounts, or via the "search" functionality.

Those authors who are unable to upload to the server should copy the file to a memory stick and bring it to the Speaker Presentations Office or Author Reception at least one day before the presentation.

At the Conference

Once the presentations have been uploaded to the server, they can be checked on the conference center's computers in the Speaker Presentations Office.

Slides that have been successfully captured will be published in the web version of the proceedings without further action on the part of the speaker.

During the Presentation

The Auditorium Manager near the stage will help speakers with their presentations. Please contact the Auditorium Manager just before the start of the session.

On the podium speakers will be presented with an LCD screen displaying their presentation, a powerful laser pointer and a simple remote to control the presentation.

In case of problems, the Scientific Secretary will be in contact with the technical staff that has complete control over presentations.

The remaining time of each talk will be displayed on a small timer located on the podium.

Please do not hesitate to contact the Presentations Manager (link to name/e-mail), or the Scientific Secretary (link to name/e-mail) for further clarifications.

Announcement at Conference Website

PRAB SPECIAL EDITION IPAC'18 PROCEEDINGS

Physical Review Accelerators and Beams (PRAB) is offering a Special Edition for IPAC'18. This Special Edition offers the opportunity to expand upon **original research presented at IPAC'18** in a peer-reviewed journal. Please note that IPAC'18 conference contributions and results which are published in the refereed portion of the IPAC'18 proceedings (Peer Reviewed Proceedings) might no longer be eligible for publication in PRAB (also not in an extended version), neither in the special edition nor as a regular article.

PRAB is a peer-reviewed, all-electronic journal published by the American Physical Society (APS). The all-electronic nature allows "Special Editions" while maintaining thorough peer review and timely publication. Articles based on IPAC'18 papers and submitted to PRAB will be reviewed through the normal refereeing procedure. If accepted for publication, they will be published as regular PRAB articles. Publication will be timely; articles will be published as soon as they are ready, and without waiting for other papers presented at the conference to be published. In addition, a special IPAC'18 Table of Contents will be created on the PRAB website with links to the published papers. It will be updated each time a paper related to IPAC'18 is published.

In keeping with PRAB policy, papers must contain either important new results in science and/or technology or review active areas of accelerator and particle beam research. Papers in the first category must contain new results. Confirmation of previously published results of unusual importance can be considered as new, as can significant null results. Review articles should review active areas of research in a form that is useful to both practitioners and people entering the field. Authors are asked to give considerable attention to the presentation of their material, making introductions accessible to intermediate graduate students and readers from other fields. The body of each paper should be economically and thoughtfully organized. Papers cannot be identical duplicates of work submitted for publication either to another journal or to conference proceedings, including IPAC'18.

Material previously published, or submitted for publication, in a letters journal or in conference proceedings, and here specifically in the IPAC'18 proceedings, can be the basis of an article in the PRAB IPAC'18 Special Edition if the submitted manuscript presents more information, and enables the reader to obtain an improved understanding of the subject. Note that this does not require new physics results as compared to the conference submission, but it does require more details, discussion, etc.

Authors should indicate that their paper is for the IPAC'18 Special Edition in the message accompanying submission to PRAB. Please see the guidelines for contributors here.

More information about PRAB editorial policies is available at: http://journals.aps.org/prab/authors/editorial-policies-practices.

In previous years, there have been several IPAC Conference Editions. They can be found at: http://journals.aps.org/prab/speced.

For general questions related to PRAB policies, please contact:

Frank Zimmermann

PRAB Editor-in-Chief

Example of Mails sent in the past to potential authors of PRAB Papers via the SPMS e-mail utility (using Attributes to identify the contributions)

Dear [[Recipient's Name]],

This mail is sent to you via SPMS as Primary Author/Presenter of the contribution presented at IPAC'16:

[[Paper Title]] (Programme Code: [[Paper ID]])

As for past conferences, a selection of work presented during IPAC'16 will be assembled in a Special IPAC'16 Edition of Physical Review - Accelerators and Beams (http://journals.aps.org/prab/). Further information on the IPAC'16 Special Edition can be found at

http://journals.aps.org/prab/speced/IPAC2016

Your IPAC'16 presentation potentially satisfies the PR-AB policy of containing important new results in science and/or technology, or of reviewing an active area of accelerator and particle beam research. As such, it could be the subject of a more complete PR-AB paper.

Please note that this solicitation does not imply that you are being contacted as the result of a pre-selection process. It is up to you to judge whether the PR-AB publication criteria are likely to be fulfilled by your paper.

Nevertheless, the Session Coordinators, the Chair of the IPAC'16 SPC and the PR-AB Editor selected your contribution based on the assumed high quality and you should therefore feel encouraged to submit to the IPAC'16 Special Edition. The key publication criteria are outlined below. A detailed description of the acceptance criteria is posted under Editorial Policies and Practices on the PR-AB web site as follows:

https://journals.aps.org/prstab/authors/editorial-policies-practices

These same criteria are employed by the referees.

PR-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 worldwide.

The all-electronic nature of the journal allows Special Editions, while maintaining thorough peer review and timely publication. Articles based on IPAC'16 papers submitted to PR-AB will be reviewed through the normal refereeing procedure, and if accepted for publication they will appear as regular PR-AB articles in addition to being included in the IPAC'16 Special Edition.

In keeping with PR-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'16 proceedings, but your IPAC'16 paper can be the basis of an article in PR-AB provided the submitted manuscript presents 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 PR-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 a 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 PR-AB and informing us, ***if possible by end August***, 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 early in 2017 would be our target.

Please reply to Christine Petit-Jean-Genaz, Special Editor of the PR-AB IPAC'16 Special Edition (hit reply to this mail).

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