



Australian Government



Workflow in Conference Proceedings Offices : for Editors

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**JACoW Team Meeting 2015 | 17 - 20
November | Padova, Italy**

Outline

- Resources
- Paper Life Cycle
- General Office Layout
- Roles
- Office Preparation
- Paper Processing
 - File Types and Platforms
 - SPMS Editor Privileges
 - SPMS Editing Steps
 - Work Regulation
 - Final QA
 - Presentations
- Points of Discussion

Resources

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For Organizers >

During the Conference >

Proceedings Production>

Processing Papers>

- Basic Procedure
- Helpful Items
- Tips & Tricks for Processing
- Paper Measurement Cheat-Sheet
- Quality Assurance
- Conference-Specific Procedures
- Common Author Oversights



<http://jacow.org/index.php?n=Editors.BasicProcedure>

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Overview

- Scientific Programme & Proceedings
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 - Registration Module Administration
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 - Compiling the Proceedings
 - Final Publication on JACoW
 - Other Management Tools
 - Tutorials and presentations from the TM
 - IT
 - SPMS
 - Editing

Guidelines for Processing Papers

The following section is conference specific and should be modified accordingly. Text in **bold/italic** should be deleted or replaced as appropriate.

Author's files	→ File server at xxxxxx
Author's working files	→ On your computer
Meta data	→ SPMS at CERN / FNAL / KEK
Trace of all events/comments	→ SPMS at CERN / FNAL / KEK

First explain which computers to use and give any necessary information about the editor's IT infrastructure - printers, backup, etc. Indicate where editors can find details of the settings for Acrobat Pro, Acrobat Distiller, Pitstop, and Word. Normally these should be set before the conference, but they could become corrupted and it will then be necessary for the editor to reset them. The next part is generic and can be used for all conferences.

Paper Processing

```

graph TD
    subgraph User_Input [User Input]
        PDF[PDF]
        PS[PS]
        SRC[SRC]
    end
    subgraph Action [Action]
        Print[Print]
        Distill[Distill]
    end
    subgraph Check [Check]
        Yes{Yes}
        No{No}
    end
    subgraph Output [Output]
        PDF_Out[PDF]
    end
    subgraph Fix [FIX]
        FIX[ ]
    end

    PDF -.-> Print
    PS -.-> Distill
    SRC -.-> Distill
    Print --> Check
    Distill --> Check
    Check -- Yes --> PDF_Out
    Check -- No --> FIX
    FIX --> SRC
    
```

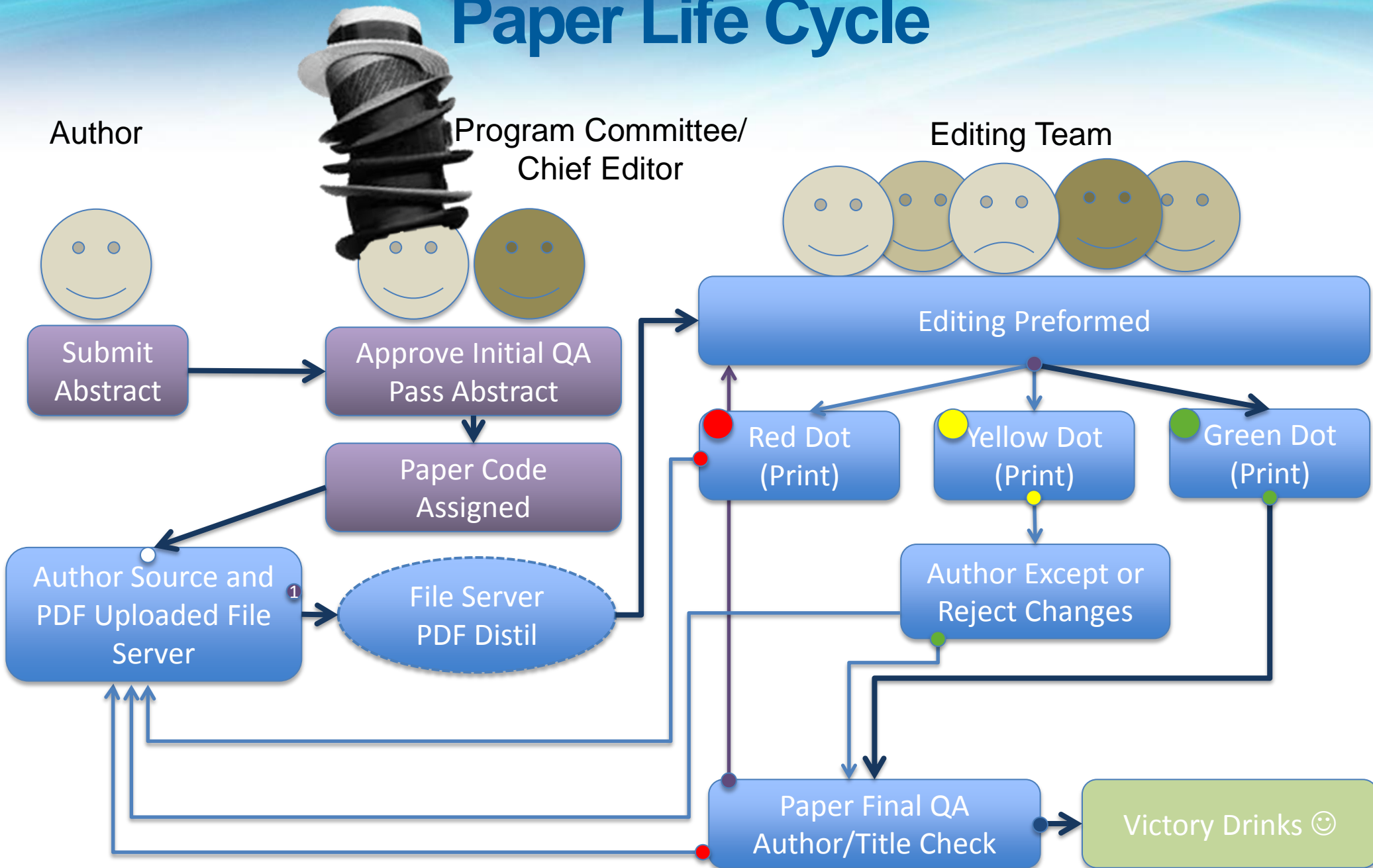
Once logged in, select the appropriate privileges (Editor or Editor and QA), and then you will see the editor interface.

- Select the platform - in general papers prepared on a MAC should not be processed on a Windows PC and vice-versa. Linux, Unix, and Windows documents can be safely processed on a Windows PC.
- Select the source type you prefer to process.
- Click "Get Next Paper" or choose a specific paper from the drop-down list.

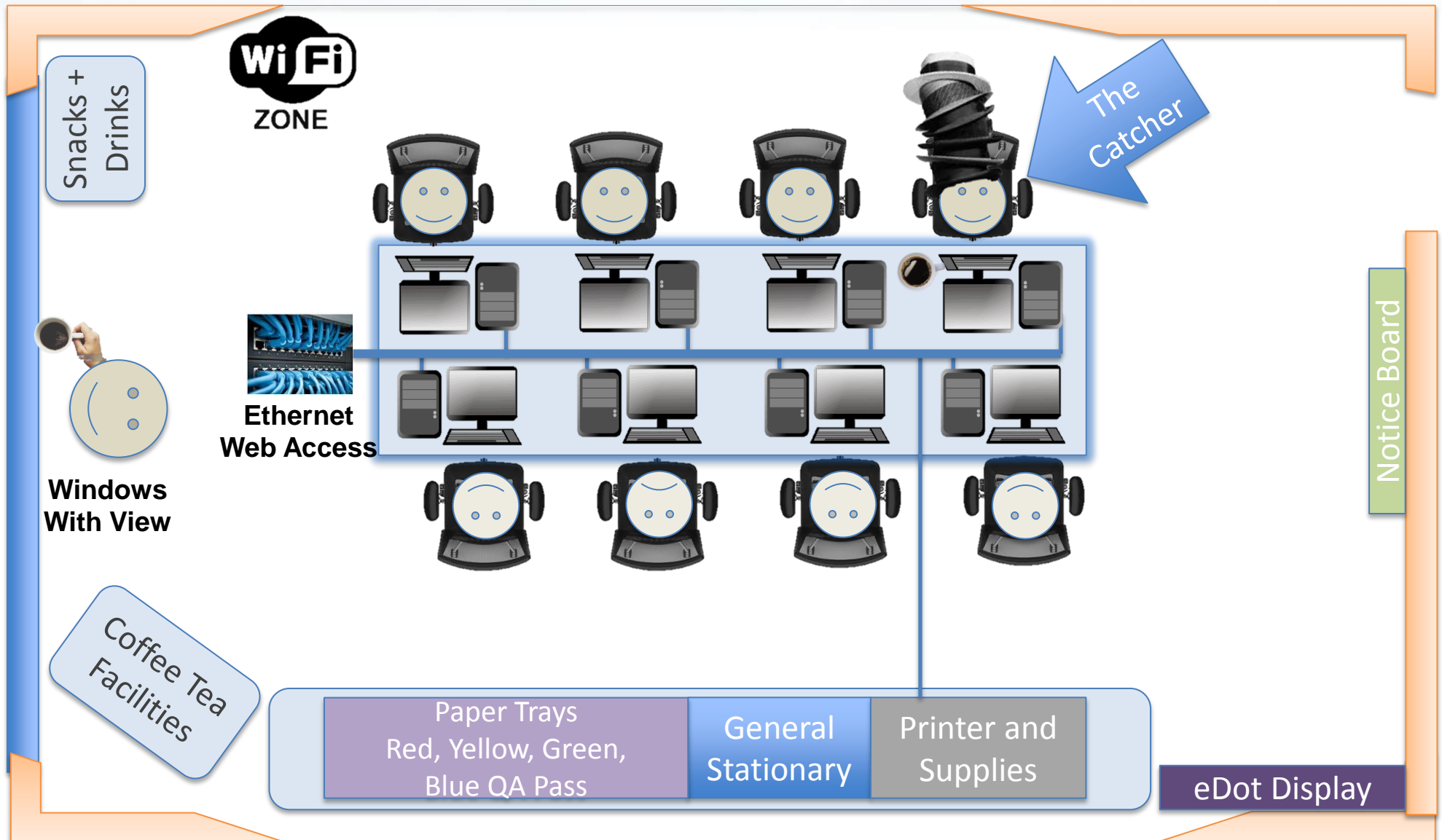
Basic Processing Procedure

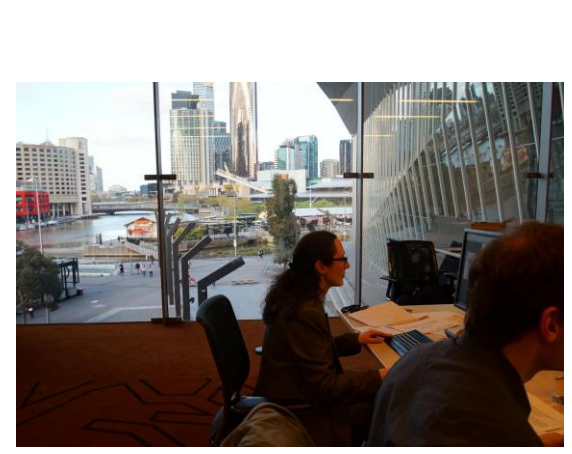
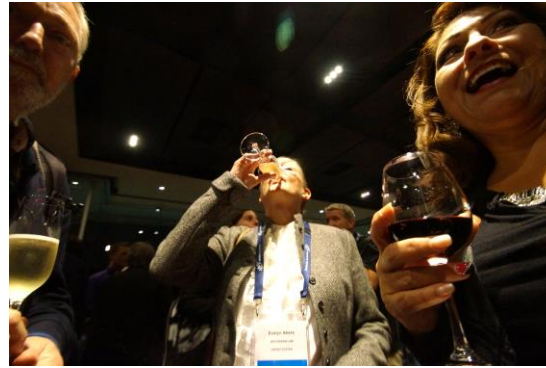
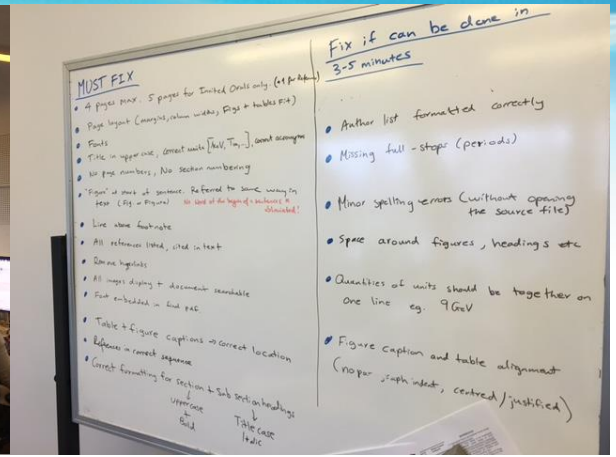
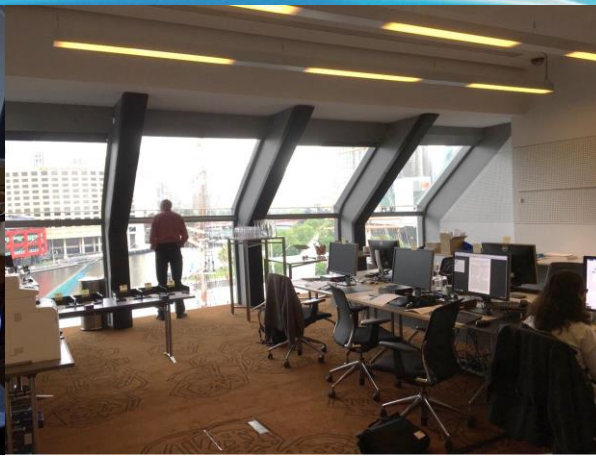
1. The SPMS will assign each paper for an editor to process. Once an editor has selected a paper for processing, the author cannot resubmit without some manual intervention by the editorial staff unless the paper has received a Red dot.

Paper Life Cycle



General Office Layout





Roles / Functions



Chief Editor, Ring Master, Educator



Paper Editor



Trainee Editor



IT Support



Quality Assurance



Presentation Processor





Office Preparation Setup

Chief Editor, Ring Master



IT Support – Must do Prep



Host Helpers/Minions



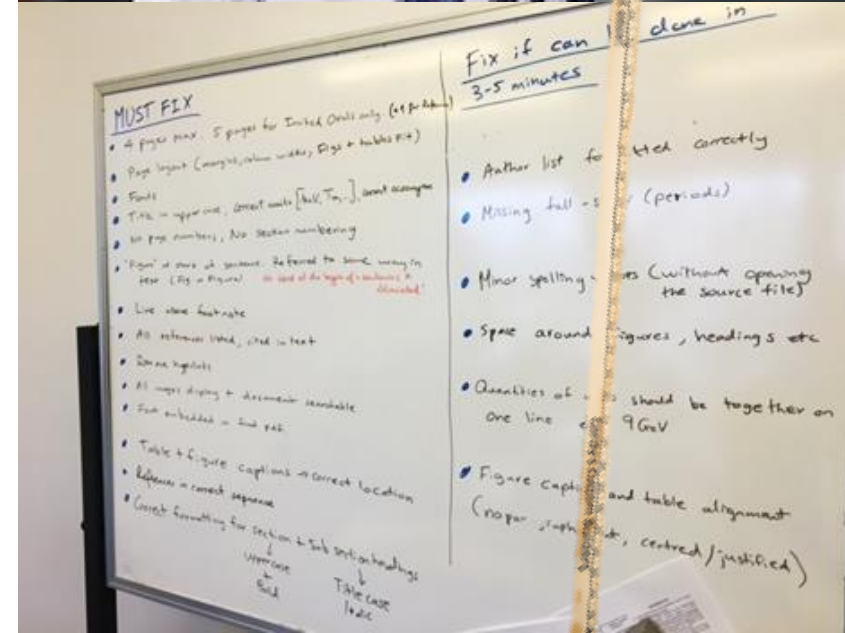
Venue Staff

Paper Processing

Day 1

Give Introductory Talk, set out ;

- Introduction to the Facilities.
- Week Agenda Highlights.
- Editing Rules.
- Expected Working Hours.
- Give Review of Process.
- Give Road Map of Desired Progress
- Assign Who Will Provide Help and Make Final Decisions
- Thank them and their Institutes



Paper Processing

File Types and Platforms

Types of Papers

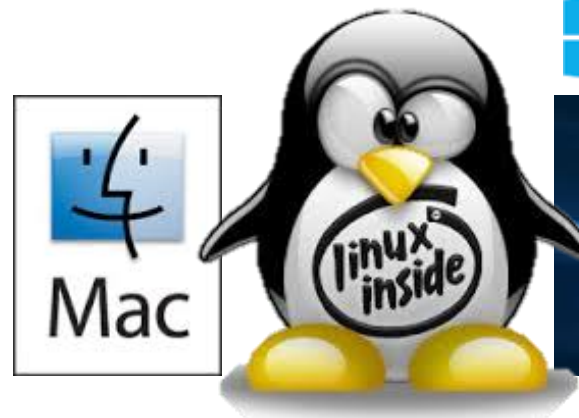
- Word Documents
- Latex Documents
- Open Office
- PDF

L^AT_EX



Platforms

- Intel / Windows
- Macintosh
- Linux



Paper Processing

SPMS Editor Privileges

</authorize.html>

IBIC 2015 Authorize Users & Roles

David Taylor Button



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Functional Role <input type="text"/> Privilege <input type="text"/> <input type="button" value="Authorize"/>	Functional Role Maintenance	Functional Role <input type="text"/> User ID <input type="text"/> Search for an Account Bulk Upload <input type="button" value="Add User"/>
Privilege Editor QA (Remove)	Functional Role Abstract QA	Users Mark James Boland, SLSA (Remove) David Taylor Button, ANSTO (Remove) Simon Cunningham, ASCo (Remove) Rohan Dowd, ASCo (Remove) Andreas Moll, SLSA (Remove) Yaw-Ren Eugene Tan, SLSA (Remove)
	Associated Team Members (IT, Reg.)	
	Author Reception Co-opted Team Members Conference Coordinator	
Conference Administrator (Remove)		Ivan Andrian, Elettra-Sincrotrone Trieste S.C.p.A. (Remove) Mark James Boland, SLSA (Remove) David Taylor Button, ANSTO (Remove) Anthony Cuffe, JLab (Remove) Andreas Moll, SLSA (Remove) Christine Petit-Jean-Genaz, CERN (Remove) Kathleen Riches, SLSA (Remove) Volker RW Schaa, GSI (Remove)
Conference Administrator (Remove)	Database Administrator	Evelyn Akers, JLab (Remove) Matt Arena, Fermilab (Remove) Anthony Cuffe, JLab (Remove) Takashi Kösuge, KEK (Remove)
Abstract QA (Remove) Conference Editor (Remove) Editor QA (Remove)	Editor	Evelyn Akers, JLab (Remove) Mark James Boland, SLSA (Remove) David Taylor Button, ANSTO (Remove) Simon Cunningham, ASCo (Remove) Rohan Dowd, ASCo (Remove) David Lopez Nonell, ALBA-CELLS Synchrotron (Remove) Andreas Moll, SLSA (Remove) Magdalena Montes-Loera, SLAC (Remove) Volker RW Schaa, GSI (Remove) Yaw-Ren Eugene Tan, SLSA (Remove)
Abstract QA (Remove) Editor QA (Remove)	Editor in Chief Editor/OA	Evelyn Akers, JLab (Remove) David Taylor Button, ANSTO (Remove) Kathleen Riches, SLSA (Remove) Volker RW Schaa, GSI (Remove)
Registration (Remove)	Exhibition Manager	Mark James Boland, SLSA (Remove) David Taylor Button, ANSTO (Remove)
	Exhibition Staff	
Editor QA (Remove)	Final QA Processing	Evelyn Akers, JLab (Remove) Kathleen Riches, SLSA (Remove)
	Future Acc Projects Contact (Old)	

Paper Processing

SPMS Editing Steps

</editor.html>

IPAC 2015 Paper Editors' Page

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Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Platform "No Preference"

Source Type Any Type

Paper ID

Open All Close All

- SPMS
 - Editor/Proceedings Administration
 - Abstract Search/Edit
 - Activity Log - Staff
 - List My Papers
 - My Contributions
 - My Profile
 - Paper Final QA
 - Presentations Management
 - Reassign "Red" Dot Papers
 - General
 - Data Extracts
 - Reports
 - Statistics
 - Programme Committee
 - Contribution Counts: Classifications - Presentation Summary
 - Invited Extract
 - Referee
 - Scientific Program Administration
 - Generate Paper TOC Values
 - Restore Withdrawn Abstract
 - Program Code Assignment

Active Papers

Paper ID	Function	Change Status	Files Uploaded
----------	----------	---------------	----------------

Email questions, problems or suggestions to the [JACoW Users Mailing List](#)
SPMS Author: Matthew Arena — Fermi National Accelerator Laboratory

11-NOV-15 12:55 AM (GMT)
JACoW SPMS Version 10.3.5
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Paper Processing

SPMS Editing Steps

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[Get Next Paper](#) [Back to Editors' Page](#) [List All Papers](#) [Reports & Statistics](#)

Paper ID	Function	Change Status	Files Uploaded
MOPWA020	View Abstract Edit Abstract Full Log Email Upload Files Download	Green <input type="button" value="Set Status"/>	<input checked="" type="checkbox"/> Intel PC MOPWA020.PDF <input checked="" type="checkbox"/> Intel PC MOPWA020.PDF <input checked="" type="checkbox"/> Intel PC MOPWA020_f5.bmp <input checked="" type="checkbox"/> Intel PC MOPWA020_f4.BMP <input checked="" type="checkbox"/> Intel PC MOPWA020_f3.bmp <input checked="" type="checkbox"/> Intel PC MOPWA020_f2.BMP <input checked="" type="checkbox"/> Intel PC MOPWA020_f1.bmp <input checked="" type="checkbox"/> Intel PC MOPWA020_AUTHOR.PDF <input checked="" type="checkbox"/> Intel PC MOPWA020.docx

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SPMS Author: Matthew Arena — Fermi National Accelerator Laboratory

11-NOV-15 12:59 AM (GMT)

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Steps

1. Download Preform Edits or Just Inspection, Rename
2. Upload New File/s
3. Set Status

Note: All Papers assigned to an editor can be listed by selecting “List All Papers”.

Paper Processing

SPMS Editing Steps

Download files for MOPWA020

Download a ZIP file with ALL the < last > files.

DOCX - 'DOCX' files

	Filename	Version	
Get this ->	MOPWA020.docx	< last > - Wed Apr 29 12:58:17 2015	log

BMP - Graphical files

	Filename	Version	
Get this ->	MOPWA020_f2.BMP	< last > - Wed Apr 29 13:00:04 2015	log
Get this ->	MOPWA020_f3.bmp	< last > - Wed Apr 29 13:00:15 2015	log
Get this ->	MOPWA020_f5.bmp	< last > - Wed Apr 29 13:00:41 2015	log
Get this ->	MOPWA020_f4.BMP	< last > - Wed Apr 29 13:00:27 2015	log
Get this ->	MOPWA020_f1.bmp	< last > - Wed Apr 29 12:59:50 2015	log

PDF - Portable Document Format files

	Filename	Version	
Get this ->	MOPWA020_PAPER_TODISTILL.PDF	< last > - Wed Apr 29 12:59:02 2015	log
Get this ->	MOPWA020_PAPER.PDF	< last > - Wed Apr 29 12:58:54 2015	log
Get this ->	MOPWA020.PDF	< last > - Fri May 8 09:59:36 2015	log

Steps

1. Download Preform Edits or Just Inspection, Rename
2. Upload New File/s
3. Set Status

Note: All Papers assigned to an editor can be listed by selecting “List All Papers”.

Paper Processing

SPMS Editing Steps

IBIC 2015 File Upload

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Abstract: WEBLA02 Development of the Beam Loss Monitor for Beam Halo Measurement in the J-PARC RCS

Paper ID WEBLA02

Presentation Type Contributed Oral

WEBLA -- Beam Loss Detection

Program Session 09/16/2015 1100 -- 1230

Theatre 105 & 106 Level 1

Capacity: 400

File Type

Platform Intel PC

File to Upload No file selected.

Comments (Optional)

[Back To Your Abstract List](#)

File Name	File Type	Platform	Uploaded	
WEBLA02.PDF	Portable Document Format or Post Script	Intel PC	09-NOV-15 10:51 PM (GMT)	Remove
WEBLA02.PDF	Portable Document Format or Post Script	Intel PC	17-SEP-15 01:40 AM (GMT)	Remove
WEBLA02.docx	Source File (MS Word, Open Office or LaTeX)	Intel PC	09-NOV-15 10:52 PM (GMT)	Remove
WEBLA02.docx	Source File (MS Word, Open Office or LaTeX)	Intel PC	17-SEP-15 01:40 AM (GMT)	Remove
WEBLA02.docx	Source File (MS Word, Open Office or LaTeX)	Intel PC	17-SEP-15 01:29 AM (GMT)	Remove
WEBLA02_TALK.PDF	Transparencies	Intel PC	16-SEP-15 02:16 AM (GMT)	Remove
WEBLA02_TALK.PPTX	Transparencies	Intel PC	16-SEP-15 02:16 AM (GMT)	Remove

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

SPMS Author: [Matthew Arena](#) — [Feedback](#) [Help](#) [Contact Us](#)

09-NOV-15 10:52 PM (GMT)

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Steps

1. Download Preform Edits or Just Inspection, Rename
2. Upload New File/s
3. Set Status

Note: All Papers assigned to an editor can be listed by selecting “List All Papers”.

Paper Processing

SPMS Editing Steps

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MOBLA03

Check all reasons for assigning a Red Dot to this paper

- # Steps
- ## 1. Download Preform Edits or Just Inspection, Rena
- ## 2. Upload New File/s
- ## 3. Set Status

Comments to Author

Editor's Notes

Note: All Papers assigned
selecting "List All Papers"

Save

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

SPMS Author: Matthew Arena — Fermi National Accelerator Laboratory

11-NOV-15 01:43 AM (GMT)

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Note: All Papers assigned to an editor can be listed by selecting “List All Papers”.

Paper Processing

Regulating Flow

</edot.html>

IBIC 2015 Paper Processing Status — 11-NOV-15 12:18 — Page 1

MOALA01	MOPB011	MOPB030	MOPB048	MOPB067	TUBLA01	TUPB011	TUPB027	TUPB049	TUPB065	TUPB085	THLA01
MOALA02	MOPB012	MOPB031	MOPB049	MOPB068	TUBLA03	TUPB012	TUPB028	TUPB051	TUPB066	TUPB086	THBLA01
MOBLA01	MOPB013	MOPB032	MOPB050	MOPB070	TUBLA04	TUPB013	TUPB030	TUPB052	TUPB067	TUPB087	THBLA02
MOBLA02	MOPB014	MOPB034	MOPB051	MOPB071	TUCLA01	TUPB014	TUPB032	TUPB053	TUPB068	WEALA01	
MOBLA03	MOPB015	MOPB035	MOPB052	MOPB073	TUCLA02	TUPB015	TUPB033	TUPB054	TUPB069	WEALA02	
MOCLA01	MOPB016	MOPB036	MOPB053	MOPB074	TUCLA03	TUPB016	TUPB035	TUPB055	TUPB070	WEBLA01	
MOCLA02	MOPB017	MOPB037	MOPB055	MOPB075	TUPB001	TUPB017	TUPB036	TUPB056	TUPB071	WEBLA02	
MOCLA03	MOPB018	MOPB038	MOPB056	MOPB076	TUPB002	TUPB018	TUPB037	TUPB057	TUPB072	WEBLA03	
MOPB001	MOPB019	MOPB039	MOPB057	MOPB080	TUPB004	TUPB019	TUPB041	TUPB058	TUPB073	WECLA02	
MOPB002	MOPB021	MOPB040	MOPB058	MOPB081	TUPB005	TUPB020	TUPB043	TUPB059	TUPB075	WECLA03	
MOPB004	MOPB022	MOPB041	MOPB059	MOPB082	TUPB006	TUPB021	TUPB044	TUPB060	TUPB077	WECLA04	
MOPB005	MOPB023	MOPB042	MOPB063	MOPB083	TUPB007	TUPB023	TUPB045	TUPB061	TUPB080	WEDLA01	
MOPB006	MOPB025	MOPB043	MOPB064	MOPB085	TUPB008	TUPB024	TUPB046	TUPB062	TUPB081	WEDLA02	
MOPB007	MOPB026	MOPB045	MOPB065	TUALA01	TUPB009	TUPB025	TUPB047	TUPB063	TUPB082	WEDLA03	
MOPB009	MOPB029	MOPB046	MOPB066	TUALA02	TUPB010	TUPB026	TUPB048	TUPB064	TUPB084	THALA01	

Please check your email

Please check your email

Paper successfully
processed

Assigned to an Editor

Ready for processing

Paper Processing

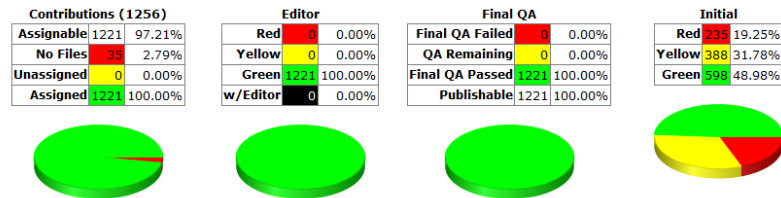
Regulating Flow

/rpt_stats.html

IPAC 2015 Statistics

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Unassigned Papers By Platform/File Type

Platform	File Types	Assigned	Unassigned
Totals		0	0

[View All Papers by Platform/File Type](#)

Activity Log

Count	Activity
13,644	File Uploaded
2,814	Abstract Updated
1,879	File Removed
1,789	Abstract Initial QA Performed
1,710	Edit Complete
1,280	Final QA Passed
1,275	Abstract Created
1,243	Paper Assigned
1,207	Poster Police
1,123	Abstract Withdrawn
504	Dot Reassignment
130	Transparency Complete
117	Abstract Owner Changed
115	Transparency Assigned
83	Final QA Failed
72	Paper Re-assigned
27	Author rejected the Editor's changes
2	Transparency Reassigned

Error Log

Count	Pct	Running	Error Type
312	16.24%	16.24%	TC06 Reference or Reference formatting incorrect (missing, multiply defined, wrong order, indentation, hyperlink, inconsistent, wrong, incomplete)
226	11.76%	28.01%	TC03 Table formatting incorrect (not centered, outside margins, caption below table, wrongly labeled, not in Initial Caps, single/multiple line caption not centred/justified)
222	11.56%	39.56%	TC04 Figure formatting incorrect (outside margins, single/multiple line caption not centred/justified or placed above, Caption wrongly labeled [abbreviated, colon missing, wrong font size, bold/italic])
207	10.78%	50.34%	TC02 Text formatting incorrect (paragraphs, section/sub-section headings, indentation, column/intercolumn width, wrong text flow)
143	7.44%	57.78%	TC08 Figure/Table/Reference not referenced in text or missing
136	7.08%	64.86%	TC01 Incorrect Title, Authors, Affiliation formatting (size, UPPER/Lowercase, not in required lowercase [MHz], country missing)
90	4.69%	69.55%	MP04 Comments to the Author/Editor in Chief
75	3.90%	73.45%	MP00 Miscellaneous Minor or Formatting Problems
73	3.80%	77.25%	TC07 Figure/Table/Equation/Reference numbers not in sequence
66	3.44%	80.69%	TC00 General Problems related to formatting
65	3.38%	84.07%	FC01 PS/EPS/PDF/source or supporting file(s) missing
52	2.71%	86.78%	TC05 Footnote formatting incorrect (outside margins, no line above, not at bottom/first column, missing)
48	2.50%	89.28%	TC09 Equation/Eq., Figure/Fig., Table wrongly used in text (lower case, abbreviated, period missing)
43	2.24%	91.51%	UT01 Template not used or parameter change; Bounding Box wrong; Incorrect column and/or intercolumn widths; old template used
31	1.61%	93.13%	UT00 General problems with template usage
28	1.46%	94.59%	FC00 General Problems with files
23	1.20%	95.78%	FP01 Font Problems (wrong font, wrong font size, Type3/bitmap font as main text, too many fonts >50)
20	1.04%	96.82%	MP03 Too many pages, blank pages
15	0.78%	97.61%	FP00 General Problems with Fonts
13	0.68%	98.28%	MP02 Spelling Corrections
11	0.57%	98.85%	FP02 Font Problems (missing character, unknown glyph, unknown encoding: PDF doesn't contain readable text for search/export)
5	0.26%	99.12%	UT02 A4 on US or US on A4 to produce PostScript/PDF
4	0.21%	99.32%	FC02 Problem with pictures (to big, color conversion in PDF fails, lines/colors disappearing, numbers not readable, internal problems)

Paper Processing

Regulating Flow

/rpt_activity.html

IPAC 2015 Editor Activity Log

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	Dot Reassignment	Final QA Failed	Final QA Passed	Paper Re-assigned	Transparency Assigned	Transparency Complete	Transparency Reassigned	Edit Complete	Editors' QA Failures	Initial Dot Status		
										Red	Yellow	Green
Evelyn Akers	0	10	224	12	0	0	0	67	9 (13.4%)	20.9%	1.5%	77.6%
Ivan Andrian	0	0	0	2	0	0	0	77	6 (7.8%)	9.1%	18.2%	72.7%
David Taylor Button	0	9	74	10	0	0	0	125	6 (4.8%)	18.4%	29.6%	52%
Jan Chrin	1	0	2	1	0	0	0	130	1 (0.8%)	8.5%	63.1%	28.5%
Anthony Cuffe	0	0	71	0	0	0	0	1	0	0%	0%	100%
Stefano Deiuri	0	7	54	0	0	0	0	100	9 (9.0%)	9%	50%	41%
Cathy Eyberger	0	1	4	2	12	12	0	60	3 (5.0%)	51.7%	36.7%	11.7%
Charlie Horak	0	1	33	1	0	0	0	62	15 (24.2%)	35.5%	43.5%	21%
Dong Eon Kim	0	0	0	0	0	0	0	34	0	17.6%	52.9%	29.4%
Ghyung Hwa Kim	0	7	29	3	0	0	0	37	5 (13.5%)	27%	8.1%	64.9%
Chul Hoon Kim	0	1	38	1	0	0	0	32	5 (15.6%)	28.1%	28.1%	43.8%
Michaela Marx	1	0	0	0	103	102	2	59	4 (6.8%)	22%	32.2%	45.8%
Amy McCausey	0	4	69	12	0	0	0	19	4 (21.1%)	10.5%	15.8%	73.7%
Theo McGuckin	1	7	29	7	0	0	0	12	1 (8.3%)	0%	8.3%	91.7%
Raphael Mueller	0	0	0	4	0	0	0	135	5 (3.7%)	17%	9.6%	73.3%
Johan Olander	0	0	0	0	0	0	0	28	3 (10.7%)	3.6%	28.6%	67.9%
Christine Petit-Jean-Genaz	0	0	11	1	0	0	0	28	1 (3.6%)	25%	46.4%	28.6%
Todd Satogata	48	0	155	1	0	0	0	70	4 (5.7%)	12.9%	18.6%	68.6%
Volker RW Schaa	0	1	8	13	0	0	0	100	3 (3.0%)	10%	32%	58%
Akihiro Shirakawa	0	1	142	0	0	0	0	59	5 (8.5%)	28.8%	54.2%	16.9%
Toshinari Tanaka	0	18	186	1	0	0	0	20	1 (5.0%)	35%	0%	65%
Sue Waller	1	0	0	0	0	0	0	0				
Ning Zhao	0	11	139	1	0	0	0	28	2 (7.1%)	35.7%	7.1%	57.1%

Email questions, problems or suggestions to the [JACoW Users Mailing List](#)
SPMS Author: Matthew Arena — Fermi National Accelerator Laboratory

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Paper Processing

Final QA

IBIC 2015 Paper QA

David Taylor Button



Select a Paper to QA

Monday
Tuesday
Wednesday
Thursday

There are no more papers to QA

Submit

With the Correct Privileges;

You will pickup a green dot paper from the pile which you weren't the original editor of, from this screen select it from the list and click submit.

Download the PDF, review, check authors, and title, QA OK if good, correct and re-upload if small fixes, or QA Fail and send back to original Editor to fix.

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Open All Close All

- SPMS
 - Editor/Proceedings Administration
 - *** List PDF Only Papers
 - Abstract Search/Edit
 - Activity Log - Staff
 - Editor Source File Types
 - Email
 - File Types
 - Keyword Codes
 - List My Papers
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Email questions, problems or suggestions to the [JACoW Users Mailing List](#)

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11-NOV-15 03:52 AM (GMT)

JACoW SPMS Version 10.3.5

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Paper Processing

Presentations

Slide Processing

This is a dedicated role and requires an editor to be familiar with the process of splitting animations, creating screen videos of complex animations, and embedding videos into PDF documents.

This topic is best to refer to “Processing Talks” on the jacow.org website.

<http://jacow.org/index.php?n=Editors.ProcessingTalks>

Points of Discussion

- Remember you are running a team, monitor the dynamics and nudge gently if needed
- Good preparation before the conference
- Come to an understanding with the conference chair early about deadlines
- You are the enabler to allow others to work, don't be afraid to start handing out the work and preserve your sanity and to maintain time line.
- Time required for Emailing authors.
- When all goes well it is a rewarding experience



Australian Government



Thank You
