

JACoW Collaboration Organization, and Publication Service Agreement(s)

1. Introduction

The publication of scientific conference proceedings at the JACoW.org site relies on excellent preparation and initiation into modern electronic publication and IT skills. While much useful information is published at the JACoW.org site, the Collaboration invests a significant effort in the training of editors and/or scientific secretaries who carry the responsibility for publication, together with the development of a number of tools to facilitate swift and efficient publication.

The "JACoW Model", whereby newly appointed editors of conferences are trained, both during JACoW's annual Team Meetings and via hands on editing experience during major JACoW conferences, requires that once these editors are trained, they go on to take part in the training of newly nominated editors. Since JACoW has no fixed staff or budgets, this is essential for the continuity and sustainability of the JACoW Collaboration.

Because JACoW is based on good will, attendance at team meetings and participation in JACoW activities for, at a minimum, a three-event cycle is essential to maintain high standards and continuity and for the success of the entire venture. Electronic publication is not trivial, and to publish according to JACoW's high standards implies not only that editors receive adequate training but also that once their expertise is acquired they remain active in JACoW for a certain period to train new editors. **JACoW therefore reserves the right to exclude from publication any conferences not respecting the conditions above.**

Membership of the JACoW Collaboration offers:

Publication on JACoW.org and enhanced visibility for proceedings/papers/work
Support in training for editors and for final publication
Support for the organization of the conference through the JACoW Collaboration
Access to mailing lists via the Central Repository
Access to the Scientific Programme Management System (SPMS) for the organization of the scientific programme

Membership of the JACoW Collaboration entails:

Joining in the activities of the Collaboration and if possible collaborating in developing tools and procedures
Informing the JACoW Management about coming events as soon as they are decided, with the names of the JACoW Stakeholders (SPC Chairs and Editors)
Maintaining the wiki to include information about respective conferences and their organizers
Ensuring the attendance of their editors at the annual Team Meetings (mandatory)
Ensuring their editors receive hands on editing training either during their own conference series, or at other JACoW conferences (mandatory)
Ensuring the participation of editors in training of newcomers at team meetings

Sanctions

In cases of non-respect of JACoW policies and requirements, the **Board of Directors** may decide to withdraw from publication or prevent publication of the proceedings of a conference series if a conference fails to meet its obligations.

Useful texts:

How to Join JACoW: <https://www.jacow.org/About/HowToJoin>

The JACoW Charter: <https://www.jacow.org/About/Charter>

Policies and Requirements for Publishing on JACoW:
<https://www.jacow.org/About/PoliciesRequirementsForPublishingOnJACoW>

The following two declarations must be provided by conferences

- a) upon the decision to organize a JACoW event (new), and
- b) when requesting the creation of an SPMS Instance or an Indico Event (revised)

Notification of the Organization of a new JACoW Event

As soon as a new conference is decided, the SPC Chair (of either the past, current or future event) must inform JACoW (the Coordinator). The following is a draft possible Notification.

Text to be undersigned by the conference chair and sent to the JACoW chair and/or coordinator:

As Organizers of the XXX Conference we hereby inform JACoW that

1. *XXX Conference will take place on [dates] in [venue]. The SPC Chair is [name and affiliation] and the Editor is [name and affiliation].*
2. *We have read and understood the JACoW boundary conditions relating to publication on jacow.org and in particular the attendance of the Scientific Secretary/Editor/IT Manager (either or several) at the annual JACoW Team Meetings.*
3. *The conference undertakes to foresee the necessary funding for the attendance of the Scientific Secretary/Editor/IT Manager (either or several) at the annual JACoW Team Meetings*
4. *We have understood that it is the duty of the conference Scientific Secretary/Editor*

a) to ensure the event is announced in the jacow.org page of forthcoming conferences:

<https://www.jacow.org/About/UpcomingEvents>

b) to ensure that the name of the conferences and editors are included in the list of JACoW Team members:

<https://www.jacow.org/About/TeamMembersRoles>

c) to participate as far as possible in the development and testing of JACoW tools

4. *We understand that failure to comply with the above may result in sanctions as referred to above.*

Request for the Creation of an SPMS Instance/Indico Event

The text of the request the creation of an SPMS Instance is published here:

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

The text in red below is a proposal to add one point under 1:

Text to be undersigned by the conference chair and sent to the JACoW chair and/or coordinator:

As Organizers of the XXX Conference we undertake that

1. **To ensure proper training, the Scientific Secretary/Editor/IT Manager (one or several) will attend at least three team meetings in the roles of future, current, or past editor in a series, in order to ensure proper coordination within the same series and within the JACoW Collaboration.**
2. The data supplied and collected within the **SPMS Central Repository** 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**).

3. 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.
4. The data will not be provided to any external body for any purpose.
5. 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.
6. The email utility will not be used after the publication of the conference proceedings.
7. The profiles and account information generated by the conference will be of the same quality as the data already in the repository (no dummy emails, etc.).
8. Software installed using JACoW licenses will be un-installed immediately after the conference.