

Porting SPMS features to Indico

This document aims at providing an in-depth analysis of the SPMS features with regards to their Indico counterparts, identifying the features which are already handled by Indico, and those which would need to be added to Indico. It will also provide a porting path and a reliable estimate of the needed resources for the porting.

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Definitions

(Scientific) Program Chair: Head of the SPC

(Scientific) Program Committee (SPC): Group of people determining the conference programme; propose and select invited abstracts; selects contributed abstracts; defines classification; defines schedule

Scientific Advisory Board (SAB): Group of people who propose Invited Orals, and provide feedback after the conference on issues such as scientific programme and general organization.

SPMS administrator: Super user; performs initial configuration and any task in the SPMS. Since SPMS was designed with a view to organizing the scientific programme, instances have always been delivered to the Scientific Secretariat or Editor, who have de facto had the privileges of SPMS Administrator

Editors (or processors): group of people who edit conference proceedings (Indico equivalent: layout reviewer)

Editor/QA: double check after initial processing. The editing process is managed in two parts: editing (or processing) papers, then quality assurance. The two activities follow each other (the life of a paper) but may be carried out in parallel. It is normally the same group of people carrying out editing and QA, but normally an editor does not edit papers he/she edited. It is however possible for the SPMS Administrator/SS/Chief Editor with all privileges to assign all papers to him/herself for QA.

Reviewers or referees: group of people who does the paper peer review/content editing (Indico equivalent: content reviewer) (no more conference in JACoW use content review, so all related features are considered deprecated)

Organizing Committee: Group of people in charge of the conference organisation at large.

Local Organizing Committee: Group of people responsible for the local organisation of the event (location, registration, etc.)

Conference Coordinator: The person with all privileges in SPMS. This is normally the scientific secretary or editor in chief

Conference Chair: Chairperson of the conference

Registration manager: single person responsible for the whole registration (usually same as financial responsible). This person has full privileges on the registration module.

Registration staff: These people process the registrations, receipt of fees, etc. and are also responsible for on-site registration at the desk at the conference.

Session coordinator: Accepts and rejects classifications of abstracts in a session, finalise the session schedule. In JACoW, these are the “Experts” who can accept/reject the proposals for re-classification and contributed oral selection

Session chair: Chairperson of a session, introduces session and speakers, sometimes ensures timing is respected

Scientific Secretariat: helps the SPC with the programme definition process in SPMS (same rights as SPMS administrator)

Abstract/QA: checks abstracts before SPC selects them (usually scientific secretariat)

Extensive Listing of SPMS Features

This part lists the SPMS features and for each identified feature, states whether it is actively used or deprecated, whether it exists in Indico or not, and whether it should be instantiated in Indico or not.

Login Page

TEST instance for INDICO User Profiles

Thomas Georges Baron

[Logout](#) [Search](#) [My Schedule](#) [Home](#) [Find Profiles](#)

Please select the privileges you want enabled

- Conference Administrator
- Propose Invited Orals
- View SciProg Reports

The login page allows the user to select the privileges to activate. Useful to test interfaces but also to unclutter/clarify the overall conference interface when one has too many roles. Apart from the SS/ADMINISTRATOR, who indeed can login with different roles to test them, most users have only one or two privileges at a time. The lifetime of privileges also varies. View SciProg Reports is normally always available for OC/SPC members for example. But Propose Invited Orals will only be available for a selected few for the period of the proposals.

Active	In Indico	To be added
Yes	No	No
	The indico interface provides action menu items which are tailored to each role and clearly separated in the menu structure, so this feature is probably less important in Indico.	

Modify Your Profile

[Add Another Affiliation](#)
[Add A Private Address](#)
[Manage Abstracts](#)
[Change Password](#)

User Affiliation
[Edit Affiliation](#)
[Delete Affiliation](#)
 European Organization for Nuclear Research (CERN) **Email Address** thomas.baron@cern.ch
 CH - 1211 Geneva 23
Mail Stop
PO Box
Telephone +41 22 767 3828

User Affiliation
[Edit Private Address](#)
[Delete Private Address](#)
 Private Address
 Private Address
Email Address thomas.g.baron@gmail.com
Telephone +33 450429366

<p><u>User Information</u></p> <p>Last (Family) Name Baron First (Given) Name Thomas Middle Name Georges Initials T.G.A.</p>	<p><u>Citizenship Information</u></p> <p>Country France Time Zone Europe/Zurich Date Format dd-MON-yy hh24:mi 14-OCT-15 11:28 (Europe/Zurich)</p>
<p><u>Membership Information</u></p> <p>Member Affiliation</p> <p>No APS DPB No European Physical Society No IEEE No IUPAP No Institute of Physics No National Physical Society No TWAS</p>	<p><u>Mailing Lists</u></p> <p>List Conference</p> <p>No Beam Cooling No International Conference on Cyclotrons and their Applications No Electron Cyclotron Resonance Ion Source No International Workshop on Accelerator Science and Technology for Electron-Ion Collider No International Free-Electron Laser Conference No Heavy-Ion Accelerator Technology No International Beam Instrumentation Conference No International Conference on Accelerator and Large Experimental Physics Control Systems No International Computational Accelerator Physics Conference No Advanced Beam Dynamics Workshops No International Particle Accelerator Conference Yes Linear Accelerator Conference No North American Particle Accelerator Conference No Personal Computers and Particle Accelerators Controls No Russian Particle Accelerator Conference No Symposium on Accelerator Physics No Superconducting RF Yes JACoW Team Meeting</p>

The User can modify its profile data as well as subscribe to society membership and mailing lists

Active	In Indico	To be added
Yes	Partly	No
	<ul style="list-style-type: none"> - User profiles should stay in the central JACoW repository and be synchronised with Indico using an LDAP gateway for ex. (as was done for indico-jacow.cern.ch) - User profile changes should thus be done directly on the central repository (not in Indico) - Society membership and mailing lists subscriptions fields do not exist in Indico profiles. They should anyway stay attached to the user profile in the central JACoW repository. 	

Home Page as Abstract Owner

[Submit A New Abstract](#)
[Modify Your Profile](#)
[Program Committee Access](#)
[Referee Access](#)

Paper ID	Function	Abstract	History
MOCOR101 Monday, 14:00-14:20 Editor Status: ● Waiting For Hard Copy Accept/Reject Editor's Changes Referee Status: ●	Print Edit Authors File Upload • MOCOR101 • TUPR2001	Title: My First Contributed Abstract Speaker: Thomas Georges Baron - European Organization for Nuclear Research Authors: Thomas Georges Baron (CERN, Geneva)	Referee ● [20-OCT-15 14:58 (Europe/Zurich)] Dot Reassignment ● [Thomas Georges Baron 20-OCT-15 14:30 (Europe/Zurich)] Referee ● [20-OCT-15 14:29 (Europe/Zurich)] erfewrferf Abstract Initial QA Performed [Thomas Georges Baron 20-OCT-15 14:29 (Europe/Zurich)] Abstract Initial QA Performed [Thomas Georges Baron 19-OCT-15 15:13 (Europe/Zurich)] Abstract Initial QA Performed [Thomas Georges Baron 19-OCT-15 14:53 (Europe/Zurich)] Abstract Created [Thomas Georges Baron 19-OCT-15 14:53 (Europe/Zurich)] Abstract Withdrawn [Thomas Georges Baron 19-OCT-15 14:52 (Europe/Zurich)] Abstract Initial QA Performed [Thomas Georges Baron 19-OCT-15 11:31 (Europe/Zurich)] Abstract Updated [Thomas Georges Baron 19-OCT-15 11:31 (Europe/Zurich)] Abstract Created [Thomas Georges Baron 19-OCT-15 11:30 (Europe/Zurich)]
MOXR101 Monday, 13:00-13:20 Editor Status: ● Referee Status: ●	Print Edit Authors File Upload • MOXR101 • TUPR2002	Title: Talk on Event Management Applications Speaker: Thomas Georges Baron - European Organization for Nuclear Research Authors: Thomas Georges Baron (CERN, Geneva)	Abstract Initial QA Performed [Thomas Georges Baron 21-OCT-15 15:50 (Europe/Zurich)] Paper Copy Received [Thomas Georges Baron 21-OCT-15 14:54 (Europe/Zurich)] Copyright form Received [Thomas Georges Baron 21-OCT-15 14:54 (Europe/Zurich)] Abstract Initial QA Performed [Thomas Georges Baron 21-OCT-15 14:54 (Europe/Zurich)] Abstract Initial QA Performed [Thomas Georges Baron 21-OCT-15

The User sees the list of abstracts he/she owns and for each one

- Accept/reject editor's changes (if the editor status is yellow)
- Print the abstract details
- Edit the abstract details
- Change the authors
- Upload the files for each session to which the abstract will be displayed
- See the History of actions on this abstract

The user can also submit a new abstract

The log also shows e-mails sent to the individual depending on the mailing list.

Hard copies are no longer required. This is a feature that can be switched on and off depending on the conference. Hard copies used to be handed in by authors upon arrival at the conference, filed by the Author Reception, and then used in the QA process to check that the editor's pdf matched the author's pdf. For a couple of years now it is not used.

Active	In Indico	To be added
Partly	Partly	Yes
"Waiting for Hard copy" (Paper Hardcopy Required): deprecated	In Indico: "View my abstracts" or "My contributions", then "Edit" or "Material" or "Paper"	<ul style="list-style-type: none"> - Add information to the View My abstracts list display: <ul style="list-style-type: none"> o Editor status o Referee status - Accept/reject editor's changes - One process is rather hidden in SPMS is that when an abstract is accepted, a mail is usually sent to the owner announcing the acceptance and asking to confirm (by email) the actual participation to the conference. This could be added as a feature to the abstract list. - Add information to the abstract detailed view: <ul style="list-style-type: none"> o Full History

Home Page as Abstract Owner > Submit New Abstract

Fields marked with an "*" are required.

Abstract Title

Presentation Type*

Main Classification*

Abstract* Abstracts should not exceed 1200 characters.

Footnotes Footnotes should not exceed 200 characters. Please use "*", "**", etc., for references to publications as many times as necessary and with a carriage return between each. **Please note that this is not the correct place to enter coauthors. You will have the opportunity to add coauthors on the next page.**

Funding Agency If necessary, enter funding agency and contract. This field should not be used to request sponsorship. Should not exceed 200 characters

Primary Author

Note: This is a list of previously selected primary authors. If the primary author is not in this list then select any author; you will have an opportunity to change it later. **You will have the opportunity to add co-authors on the next page.**

Page to enter all details related to the new abstracts

Active	In Indico	To be added
Yes	Partly	Yes
	The "Footnotes" and Funding Agency" fields are not default fields in Indico, but can very easily be added as custom fields.	Add "TitleCase" feature

Home Page as Abstract Owner > File Upload

Please verify the Title, the Abstract Text, and the Author list before proceeding with the upload.

[Click here to verify the Title, Abstract Text, and Author List](#)

Abstract: TUPR2001 My First Contributed Abstract
Paper ID: TUPR2001

Presentation Type: Poster
 TUPR2 -- Tuesday Poster Session

Program Session: 10/27/2015 1000 -- 1100
 Room 2

File Type:

Platform:

File to Upload: No file chosen

Comments (Optional):

Please read the [JACoW Template Checklist](#) document before uploading your manuscript.

[Back To Your Abstract List](#)

File Name	File Type	Platform	Uploaded

This page allows the user to upload new files to the contribution. The user must select a file type, the platform which was used to create the master file. The user also has access to some specific JACoW checklist and must confirm that the uploaded manuscript conforms to the guidelines before actually uploading the file.

It also provides a text and a link to verify the contribution metadata and edit it if necessary.

Active	In Indico	To be added
Yes	Partly	Yes
	File types in Indico are "Folders"	<ul style="list-style-type: none"> - It should be possible to enforce some file types according to the presentation type of the contribution. - Add platform type (as an option) - Add comments

Please Review The Editor's Changes

Please review your paper and the Editor's comments (below). You may either accept or reject the Editor's changes.

I the Editor's changes.
 Comments (required if rejecting).

Paper ID MOCOR101 ●

Title My First Contributed Abstract

- ◆ **Referee** ● [20-OCT-15 14:58 (Europe/Zurich)]
- ◆ **Dot Reassignment** ● [Thomas Georges Baron 20-OCT-15 14:30 (Europe/Zurich)]
- ◆ **Referee** ● [20-OCT-15 14:29 (Europe/Zurich)] erfewrfer
- ◆ **Abstract Initial QA Performed** [Thomas Georges Baron 20-OCT-15 14:29 (Europe/Zurich)]
- ◆ **Abstract Initial QA Performed** [Thomas Georges Baron 19-OCT-15 15:13 (Europe/Zurich)]
- ◆ **Abstract Initial QA Performed** [Thomas Georges Baron 19-OCT-15 14:53 (Europe/Zurich)]
- ◆ **Abstract Created** [Thomas Georges Baron 19-OCT-15 14:53 (Europe/Zurich)]
- ◆ **Abstract Withdrawn** [Thomas Georges Baron 19-OCT-15 14:52 (Europe/Zurich)]
- ◆ **Abstract Initial QA Performed** [Thomas Georges Baron 19-OCT-15 11:31 (Europe/Zurich)]
- ◆ **Abstract Updated** [Thomas Georges Baron 19-OCT-15 11:31 (Europe/Zurich)]
- ◆ **Abstract Created** [Thomas Georges Baron 19-OCT-15 11:30 (Europe/Zurich)]

Full Log

This page allows the user to accept or reject the changes made by the editor after the paper has been revised and assigned a yellow dot

Active	In Indico	To be added
Yes	No	Yes

TEST instance for INDICO Dependencies Thomas Georges Baron

[Logout](#) [Search](#) [My Schedule](#) [Home](#) [Find Profiles](#)

Select an object type

	Lines of Code
FUNCTION	19
PACKAGE	51,901
PROCEDURE	17
SEQUENCE	49
SYNONYM	166
TABLE	1,840
TRIGGER	922
TYPE	1
Total Lines of Code	54,915

Email questions, problems or suggestions to the [JACoW Users Mailing List](#) 14-OCT-15 08:16 (Europe/Zurich)
 SPMS Author: *Matthew Arena* — Fermi National Accelerator Laboratory JACoW SPMS Version 10.03.04
[JACoW Legal and Privacy Statements](#)

Active	In Indico	To be added
Yes	Yes	No
	The closest information can be found on OpenHub: https://www.openhub.net/p/indico/analyses/latest/languages_summary	

Overall Database Administration > Email Utility (Repository)

TEST instance for INDICO Email (Repository)

[Back To Repository Page](#)

Select users to include.

Thomas Georges Baron

[Logout](#) [Search](#) [My Schedule](#) [Home](#) [Find Profiles](#)

Mailing List

- Advanced Beam Dynamics Workshops
- Beam Cooling
- Electron Cyclotron Resonance Ion Source

Membership

- APS DPB
- European Physical Society
- IEEE

Affiliations

A. Porr AG
Aalto University Electrical Engineering School of Science and Technology
Aarhus School of Engineering

Country

- Albania
- Algeria
- Argentina

Region

- Africa
- Asia
- Australasia

Affiliation Type

- Academy of Sciences
- Atomic Energy Commission
- Chamber of Commerce

Select Attributes

Subject:

Enter the email message below. Use the substitution parameters below.

Use the EXACT text below as substitutes values.

<<Chair's Email>>
<<Repository Name>>
<<Editor's Email>>
<<Login URL>>
<<Name, First>>
<<Name, Last>>
<<Name, Middle>>
<<Name, Initials>>

Warning: Do not use the SESSION substitution variables until after the session assignment process.

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

14-OCT-15 08:37 (Europe/Zurich)
JACoW SPMS Version 10.03.04
[JACoW Legal and Privacy Statements](#)

Generic mailing system to send emails to any people registered in the repository according to criteria: belonging to mailing lists, membership, affiliations, country, region, affiliation type. Used to invite people to submit or register to conferences.

Title and body of the email can be defined and include substituted tags:

- Chair's Email
- Editor's Email
- Repository Name
- Login URL
- Name, First
- Name, Last
- Name, Middle
- Name, Initials

Active	In Indico	To be added
Yes	No	Yes
		<ul style="list-style-type: none"> • Generic Mailing system

Overall Database Administration > Invitees

Creating the list of invitees for the conference

This screen/functionality was designed for one conference series (Linac) which was originally “invitation only”. Entering the names of the invitees into the bulk load (option 2), or adding individual ones via the Option 2, meant that only persons entered here could access SPMS. This functionality was dropped by Linac some time ago so it is obsolete. However, Christine Petit-Jean-Genaz sometimes use this to allow individuals to submit an abstract when abstract submission is closed. It’s a sneaky back door quick fix which can come in useful since it allows the author to submit the abstract whereas without this the Administrator/SS/Editor would have to do it.

Active	In Indico	To be added
Yes	Yes	No
	In registration module. The current Indico process is a bit tedious: one has to manually select and send a mail to each invitee one by one.	

Overall Database Administration > List of Invitees

TEST instance for INDICO JACoW Reports Invitees

[Add Invitees](#)

Thomas Georges Baron

[Logout](#) [Search](#) [My Schedule](#) [Home](#) [Find Profiles](#)

Select	Full Name	Initials	Affiliation	Email Address
Yes ▼	Thomas Georges Baron	T.G.A.	European Organization for Nuclear Research (CERN) Private Address	thomas.g.baron@gmail.com, thomas.baron@cern.ch
Yes ▼	Pedro Ferreira	P.	European Organization for Nuclear Research (CERN) Information Technology Department (IT)	pedro.ferreira@cern.ch

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

14-OCT-15 08:50 (Europe/Zurich)
JACoW SPMS Version 10.03.04
[JACoW Legal and Privacy Statements](#)

Lists all invitees to the conference. This screen is used to remove the persons who either should not be able to access the instance, or once the individual has submitted an abstract when submission is closed.

Active	In Indico	To be added
Yes	Yes	No
	In registration module	

Overall Database Administration > Job Queue Status

Local Time 14-Oct-15 08:54:44
Time Zone +01:00
Offset +01:00
UTC Time 14-Oct-15 06:54:44

To kill a job click the the ID number. [Start Jobs](#)

ID	Task	Last Run	Next Run	Interval	Total Time	Failures	Broken
951722	regist_maint.auto_notices;		01-Jan-00 00:00:00	trunc(sysdate)+27/24	000-00:00:00		Yes
951723	repository.status;	09-Oct-15 10:50:06	01-Jan-00 00:00:00	sysdate+60/1440	000-00:00:00	0	Yes
951724	sync.repo;		01-Jan-00 00:00:00	sync.get_next_time	000-00:00:00		Yes
951725	repository.optimize_ctx;		01-Jan-00 00:00:00	trunc(sysdate)+30/24	000-00:00:00		Yes
951726	email_queue.send;	09-Oct-15 10:59:02	01-Jan-00 00:00:00	sysdate+5/1440	000-00:00:01	0	Yes
951727	sync.push_XML_data;	09-Oct-15 10:50:06	01-Jan-00 00:00:00	last_day(trunc(sysdate)+1) + 4/24	000-00:00:00	0	Yes

Index	Status
ABSTRACT_CTX	VALID
AFFILIATION_CTX	VALID
ADDRESS_CTX	VALID

Email Errors 0
Email Pending 0
Email Sent 1

Show status of SPMS task queue

Active	In Indico	To be added
Yes	Yes	Yes
	Through Celery Flower or RabbitMQ	<ul style="list-style-type: none"> Adding email sending queue management

Overall Database Administration > Privileges, Roles & Users > Authorize

Functional Role	Functional Role Maintenance	Functional Role
Privilege <input type="text"/> <input type="button" value="Authorize"/>		User ID <input type="text"/> Search for an Account Bulk Upload <input type="button" value="Add User"/>
Privilege	Functional Role	Users
	Abstract QA	
	Associated Team Members (IT, Reg.)	
	Author Reception	
	Co-opted Team Members	
Conference Administrator (Remove)	Conference Coordinator	Ronny Billen, CERN (Remove) Christine Petit-Jean-Genaz, CERN (Remove)
Conference Administrator (Remove)	Database Administrator	Matt Arena, Fermilab (Remove) Thomas Georges Baron, CERN (Remove) Ronny Billen, CERN (Remove) Todd Satogata, JLab (Remove)
Conference Editor (Remove)	Editor	
	Editor In Chief	
Editor QA (Remove)	Editor/QA	
Registration (Remove)	Exhibition Manager	
	Exhibition Staff	
Editor QA (Remove)	Final QA Processing	
	Future Acc Projects Contact (Old)	
	Future Acc Projects Prep.	
	Future Accelerator Projects Contact 2014	
	JACoW Steering Committee	
	JACoW Team	
	JACoW Team (Co-opted)	
View SciProg Reports (Remove)	Local Organizing Committee	
View SciProg Reports (Remove)	Organizing Committee	
Poster Session Manager (Remove)	Poster Presentation Manager	
	Presentations Management	
Propose Invited Orals (Remove) View SciProg Reports (Remove)	Programme Committee	Todd Satogata, JLab (Remove)
	Referee	
Registration (Remove)	Registration Manager	

This page assigns specific roles to a list of users. These roles behave both as functional roles (granting privileges to its members) and as mailing lists. Some roles are pre-defined in the virgin repo, some others can be created from scratch depending on the needs. Can grant/remove privileges to a functional role. Rights given by privileges are detailed down the page.

Active	In Indico	To be added
Yes	Yes, but not at this granularity level	Yes
		<ul style="list-style-type: none"> • Add missing roles and privileges • Listing all roles and assigned users on one single page may be interesting

Overall Database Administration > Privileges, Roles & Users > Functional Roles

Function Codes : Master list of functional roles.

Column	Comments
FUNCTION_CODE	Primary key. Any unique string.
FUNCTION_DESCR	Functional role description, what admins see when assign people to roles.
VENDOR_FLAG	If set to Yes, this role will appear on the vendors' registration screen.
ABSTRACT_FLAG	No longer used.

	Function Code	Function Descr	Vendor Flag	Abstract Flag
Delete	ABSO	Abstract Owner	<input type="checkbox"/>	Yes <input type="checkbox"/>
Delete	AQA	Abstract QA	<input type="checkbox"/>	<input type="checkbox"/>
Delete	ATM	Associated Team Members (IT, Reg.)	<input type="checkbox"/>	<input type="checkbox"/>
Delete	AR	Author Reception	<input type="checkbox"/>	<input type="checkbox"/>
Delete	BS	Booth Staff	Yes <input type="checkbox"/>	<input type="checkbox"/>
Delete	COAU	Co-Author	<input type="checkbox"/>	Yes <input type="checkbox"/>

Create/delete functional roles – Edit existing ones

Active	In Indico	To be added
Yes	No	No
Vendor and abstract flags are deprecated		

Overall Database Administration > Privileges, Roles & Users > Privileges

Privilege Codes : Master list of SPMS privileges. These codes are checked in the application code.

Column	Comments
PRIVILEGE_CODE	Any UNIQUE string.
PRIVILEGE_DESCR	Descriptive name of a privilege. Applications are granted access to privileges, which in turn are granted to functional roles.
ACTIVITY_LOG	Set to Yes to display persons with the privilege in the Activity Log report.
VALIDATE_IP_ADDRESS	Test for IP address defined in the IP Address List system parameter.

	Privilege Code	Privilege Descr	Activity Log	Validate Ip Address
Delete	AQA	Abstract QA	Yes <input type="checkbox"/>	<input type="checkbox"/>
Delete	AABS	Accept/Reject Proposed Invited Orals	No <input type="checkbox"/>	<input type="checkbox"/>
Delete	RCAM	Approve Classification Changes	No <input type="checkbox"/>	<input type="checkbox"/>
Delete	APC	Approve Presentation Changes	<input type="checkbox"/>	<input type="checkbox"/>
Delete	PRAM	Approve/Reject Presentation Changes	No <input type="checkbox"/>	<input type="checkbox"/>
Delete	AI	Author Interface	<input type="checkbox"/>	<input type="checkbox"/>
Delete	ADMN	Conference Administrator	No <input type="checkbox"/>	<input type="checkbox"/>

Create/delete privileges – Edit existing ones

Active	In Indico	To be added
Yes	No	No
	“Activity Log” and “Validate IP address”: Deprecated	

Overall Database Administration > Privileges, Roles & Users > Web Pages

All applications that appear on this page are restricted to specific privileges. You may assign applications to privileges, which are assigned to functional roles on the [Authorize Page](#). You may grant and revoke privileges from an application. **Warning:** Removing an application from this list grants full access to the public.

Add a URL

Action	Application Name	Privilege Required
Edit	abstract_maint.%	Abstract QA Conference Administrator Conference Editor Sort and File
Edit	affil_reqs.%	Conference Administrator
Edit	affil_reqs.affil_search	Conference Administrator
Edit	affil_reqs.merge	Conference Administrator
Edit	agenda.html	Conference Administrator
Edit	app_maint.%	Conference Administrator
Edit	att.attendees	Conference Administrator Registration

Create/delete web pages (correspond to SPMS functions) – Edit existing ones – Link a function with one or several privileges

Active	In Indico	To be added
Yes	No	No

Overall Database Administration > System Parameters > Conference

Conference Title	TEST instance for INDICO	The short name of your conference. It displays at the top of every page generated by the database.
Conference Location	Test instance for Indico	Used in XML output.
Time Zone Offset	0	The difference, in hours, between the conference location and the database location. Formula: (UTC offset at conference site) - (UTC offset at database site). Example: Conference time zone UTC-0800, DB time zone UTC-0600. (-8) - (-6) = -2. Example: Conference UTC+0530, DB UTC+0900. (5.5) - (9) = -3.5.
Conference Start Date	10-Oct-2015	The date of the first day of the conference. It controls the day-of-week popup list in session maintenance.
Conference Length in Days	1	Controls the popup list in the Session Maintenance screen.
Abstracts Submission Start Date	*** NO VALUE ***	This date will be used in the exports for the website (leave empty if not needed)
Abstracts Submission End Date	*** NO VALUE ***	This date will be used in the exports for the website (leave empty if not needed)
Submission of Contributions End Date	*** NO VALUE ***	Deadline for paper submission (files) for publication. This date will be used in the exports for the website
Opening of Delegate Registration	*** NO VALUE ***	This date will be used in the exports for the website (leave empty if not needed)
Early Registration Deadline for Delegates	*** NO VALUE ***	This date will be used in the exports for the website (leave empty if not needed)
Invitation Only Conference	No	Use the "Invitees" link to identify persons invited by the Conference to submit contributions and participate.
Auto Gen Program Code	Yes	Set to Yes to allow SPMS to generate the session portion of the program code. Set to No to manually enter the session ID.
Enable Automatic Poster ID Assignment	No	Allow SPMS to assign program codes to all posters. Disable these feature once the program codes are set in stone.
Poster Police	No	Conference Uses Poster Police

Sets basic conference data/options

Active	In Indico	To be added
Yes	Partly	Yes

	<p>All parameters exist in the conference definition page or abstract management page or papers management page or registration page but:</p> <ul style="list-style-type: none"> • Early registration deadline • Invitation-only conference • Auto-gen program code • Enable auto poster id assignment • Poster Police: policy for accepting poster publication 	<ul style="list-style-type: none"> • Early registration • Invitation-only mode • Management of program code • Poster policy: set of checks which are applied to posters and taken into account when deciding whether to publish a poster or not (poster manned, quality ok...).
--	--	---

Overall Database Administration > System Parameters > User

Accepting Abstracts	No	Controls users' ability to create new abstracts. Set to "No" during setup, prior to the opening of a conference. Set to "Yes" once the conference opens. Set to "No" again when the program committee begins their review process.
Accepting File Uploads	No	Set to "Yes" to allow users' to upload their papers and associated documents. Paper IDs must be assigned in addition to setting this parameter to "Yes".
Allow Poster Transparency Uploads	No	Set to Yes if you wish to allow authors upload capability of their poster PDF file.
Copyright Required	No	Set to Yes only if your conference requires a signed copyright form from the author prior to publishing.
File Upload Threshold	3	The total weight of all files uploaded must meet or exceed this value before SPMS will automatically assign the paper to an editor. To set file upload weights go to the Presentation File Combinations maintenance screen.
Freeze User Updates to Abstracts	No	Prevents users from updating their abstracts. Usually set at the conclusion of a conference to prevent changes prior to the generation of the conference CD and export files for the JACoW and SPIRES search engines.
Hide Program Codes	Yes	Keep program codes hidden until finalized by the program committee
Paper Hardcopy Required	Yes	Author is required to submit a printed copy at the conference
Sub-Classification Required	No	If set to Yes the author must select a sub-classification for their paper. If set to No, only an administrator may select a sub-classification for a paper.
Users can see the Agenda	No	Set to Yes to allow users to view the agenda. Only privileged users can download.
VISA Invitation Letter	No	Select yes to display a prompt to the users to indicate the need for an invitation letter.

Controls different parameters related to users features

Active	In Indico	To be added
Yes	Partly	Yes
	<p>“Accepting Abstracts”: abstract submission dates and CfA activation button; this field is exclusively used in SPMS to define when abstracts are accepted; dates are not used; this gives the possibility to have soft deadlines which conferences usually favor</p> <p>“Allow Poster Transparency Uploads”: Indico allows submitters to upload any type of document including poster files.</p> <p>“File Upload Threshold”:</p> <p>“Freeze user Updates to abstracts”:</p> <p>Indico’s “modification deadline”</p>	<ul style="list-style-type: none"> • “Accepting abstracts”: check if late submitters mechanism is acceptable (should be) • “File Upload Threshold” • “Hide program codes” • “Sub-classification required”

	<p>“Hide Program Codes”: No</p> <p>“Copyright required”: Deprecated</p> <p>“Paper Hardcopy”: Deprecated</p> <p>“Sub-classification Required”: No</p> <p>“Users can see the Agenda”: Yes, deactivate the corresponding menu link</p> <p>“VISA Invitation Letter”: No – Can be added as a registration form free-text field.</p>	
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Overall Database Administration > System Parameters > URLs

JACoW Template Guidelines http://jacow.web.psi.ch/authorInfo/checkList.html	Link to the guidelines document
Abstract Instructions *** NO VALUE ***	Displays a link to conference-specific instructions at the top of the abstract submission screen. Leave this value blank to suppress its display.
Account Creation Instructions http://www.jacow.org/jacow/SPMS-instructions.html	Displays a link to conference-specific instructions at the top of the account creation screen. Leave this value blank to suppress its display.
File Upload Instructions URL *** NO VALUE ***	Displays a link to conference-specific instructions at the top of the file upload screen. Leave this value blank to suppress its display.
HELP *** NO VALUE ***	Displays a link to conference-specific help at the top of the abstract submission screen. Leave this value blank to suppress its display.
Legal and Privacy Text JACoW Legal and Privacy Statements	1 of 2 parameters for the Legal and Privacy link. This parameter is the link text the user sees.
Legal and Privacy URL http://www.jacow.org/index.php?n=About.LegalAndPrivacyStatement	2 of 2 parameters for the Legal and Privacy link. This parameter is the link URL for the link text.
Login Page Information Link Text What is the JACoW Repository?	Optional text displayed as a link to information about JACoW and SPMS. Non-JACoW conferences may wish to leave this value blank or change it to your conference-specific text. For example "What is the XYZ Conference?" The actual link for this text is specified in the "Login Page Information Link URL " parameter.
Login Page Information Link URL http://accelconf.web.cern.ch/AccelConf/jacow/SPMS_repository.html	Optional link to information about JACoW and SPMS. Non-JACoW conferences may wish to leave this value blank or change it to your conference-specific URL. The actual text for this link is specified in the "Login Page Information Link Text " parameter.
Proceedings TOC Base URL *** NO VALUE ***	The base URL to the proceedings PDF files.
Program Guide & PDA Download *** NO VALUE ***	URL to the on-line conference program guide and PDA version(s) for user downloading. The program guide is generated from the PL/SQL script SEARCH.LIST. This link will not be displayed until the "Accepting File Uploads" system parameter is set to Yes. Because it is at this point that the program codes (paper IDs) are set.
Publications Home Page http://www.jacow.org/	URL to the conference main web page. Not necessarily the login page of SPMS. It is only available in the Administrators' email utility.
Reclassification Instructions *** NO VALUE ***	Enter the full URL to an instructions page for individuals who reclassify abstracts. Leave blank to skip instructions.
Repository URL http://accelconf.web.cern.ch/AccelConf/jacow/SPMS_repository.html	The link to the main repository.
Repository URL Text The JACoW Repository	The text display for the link to the main repository.

Defines various URLs displayed on the event interface

Active	In Indico	To be added
Yes	No	No
		<p>The various URLs and info sources will be added directly to the event using Indico's flexible content and interface management system.</p> <p>If needed a pre-defined event containing basic information can be created which can be then cloned to create conferences.</p>

Overall Database Administration > System Parameters > Email

"From" Email Address iacow.conference@cern.ch	Default "From" email address used on all outgoing email. It must match the domain of the SMTP server.
Administrators' Email Address ronny.billen@cern.ch	Email address of the conference administrator. It is used as the "reply-to" address in all email sent to users. It also displays at the bottom of every page generated by SPMS.
CC All Email No	CC All Outgoing Email to the Administrator
CC New Affiliation Request to Administrator Yes	If set to Yes the conference administrator is CCed on all email sent regarding requests for new affiliations.
Hotel Handling *** NO VALUE ***	registration manager
LOC Email Address *** NO VALUE ***	Email address or distribution list for the Local Organizing Committee.
New Affiliation Request Email Address sue.waller@stfc.ac.uk	Email address of the person or mailing list responding to new affiliation requests.
New Profile Created Email Address sue.waller@stfc.ac.uk	Email address of the person or mailing list responding to new Profiles
Program Chairs' Email Address *** NO VALUE ***	Email address of the conference program chair. It is only available in the Administrators' email utility.
SMTP Host cernmx.cern.ch	SMTP host of your organization. Used by the EMAIL.SEND procedure to process the email queue.
Send Co-author Email No	Send an email to new co-authors when a profile is created by the Conference Administrator. Note: email is always sent when a non-administrator creates the profile.
Send Email to Administrator for Abstract Updates No	Send Email to Administrator When an Abstract is Updated.
Send Email to Administrator for New Abstract No	Send Email to Administrator When an Abstract is Created.
Send Email to Administrator for New Accounts Yes	When set to "Yes" a copy of the email sent to new users when they create an account is CCed to the conference administrator. The email address is specified in the "administrator" email parameter.
Send Email to LOC for Abstract Updates No	Send Email to LOC When an Abstract is Updated.
Send Email to LOC for New Abstract No	Send Email to LOC When an Abstract is Created.
Send Email to Owner for New Abstract No	Send email to the account owner when a new abstract is created.

Defines various email addresses as well as email-related behaviours throughout the application

Active	In Indico	To be added
Yes	Partly	Yes
"Hotel handling": deprecated	<p>"From" email address": in Indico general system configuration</p> <p>"Administrator's Email Address": Indico event support email address; This e-mail is the SS/Editor's e-mail address, the "reply to" e-mail address. It is not the "technical" person, it is the person who is interfacing between the contributors and the organizers, the SS/Editor.</p> <p>Affiliation/profile requests: should stay in JACoW</p> <p>"Program chair email": can be added through Indico flexible interface customization</p> <p>"SMTP Host": In the central configuration of the Indico server</p> <p>"Send Co-author email": should stay in JACoW</p> <p>"Send Email to administrator for abstract update": Use the Indico "Email notification on submission" field</p> <p>"Send Email to Administrator for New Abstract": Use the Indico "Email notification on submission" field</p> <p>"Send Email to Administrator for New Accounts": should stay in JACoW</p> <p>"Send Email to LOC for Abstract Updates": Use the Indico "Email notification on submission" field</p> <p>"Send Email to LOC for New Abstract" : Use the Indico "Email notification on submission" field</p>	<ul style="list-style-type: none"> "cc all email" Creation of profiles for co-authors unknown to the system

	<p>“Send Email to Owner for New Abstract”: Indico sends a mail by default to the abstract submitter. When a new abstract is created and the “primary author” adds co-authors who do not yet have profiles, i.e. he creates profiles for co-authors, the co-authors receive an e-mail informing them that a profile has been created and inviting them to login and check it is correct, creating an account and making them the “owner” of the profile.</p>	
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Overall Database Administration > System Parameters > Web Configuration

<p>Secret Passphrase for automated data extracts iefDuOvNowEkHvofPowbUpMyreirOkciazteffNosvakdecks</p> <p>Secret Passphrase for paper UPLOAD CHANGE ME ON INSTALL</p> <p>Secret Passphrase for paper DOWNLOAD CHANGE ME ON INSTALL</p> <p>Author File Upload Script *** NO VALUE ***</p> <p>DTree JavaScript URL https://accelconf.web.cern.ch/AccelConf/jacow/js/dtree/</p> <p>Editor Download Script *** NO VALUE ***</p> <p>Repository Profile URL https://oraweb.cern.ch/pls/jacow/</p> <p>Use SSL for Authentication Yes</p> <p>Virtual Directory /pls/jacow_new_conf/</p> <p>Virtual Directory (Debug Mode) /pls/jacow_new_conf_debug/</p> <p>Web Port - Default HTTP Port *** NO VALUE ***</p> <p>Web Port - Default SSL Port 443</p> <p>Web Server Name *** NO VALUE ***</p>	<p>In the SPMS there are several procedures to extract data by external scripts. A typical example is for statistical data for use in the Conference Website, or the List of Participants. Set this parameter to a random string to restrict access only to scripts that know this string. Leave it empty to grant access without authentication (not recommended)</p> <p>This passphrase (that MUST BE CHANGED AFTER INSTALLATION) is used for securely UPLOAD the papers to the file server via the JACoW Upload Scripts (JUDS). It MUST match the corresponding setting in the JUDS scripts configuration. Set this parameter to a random non trivial string.</p> <p>This passphrase (that MUST BE CHANGED AFTER INSTALLATION) is used for securely DOWNLOAD the papers from the file server via the JACoW Download Scripts (JUDS). It MUST match the corresponding setting in the JUDS scripts configuration. Set this parameter to a random non trivial string, or leave it empty if you don't mind letting anyone download uploaded paper files. You MUST leave it empty if you want to download papers from the Agenda or from the XML extract (with its direct links).</p> <p>The full URL to the file upload script for paper submission. This script is independent of the Oracle SPMS code. The script may be written in any programming language such as Perl or PHP. The URL may point to any machine, not necessarily the machine upon which the database runs.</p> <p>URL of the DTree JavaScripts. Include only the protocol, node and virtual directory. Include the trailing slash.</p> <p>The full URL to the file download script for editors. This script is independent of the Oracle SPMS code. The script may be written in any programming language such as Perl or PHP. The URL may point to any machine, not necessarily the machine upon which the database runs.</p> <p>Partial URL to the main repository. It gives conference database access to updates of the repository profiles. Permission from the JACoW Repository Administrator is required. Directs SPMS to use HTTPS as specified in the "SSL Port#" parameter.</p> <p>The virtual directory of the SPMS web site. This value is generally /pls/DAD_NAME/, where DAD_NAME is the name of the Data Access Descriptor specified when the web site was created. Virtual directory for debugging only</p> <p>The default port for HTML traffic. Leave blank for port 80</p> <p>SPMS will use SSL for login authentication if a value is specified. If left blank, HTTPS is not specified in the URL. If the value is 443, HTTPS is used but the port is considered the default and not included in the URL.</p> <p>Set to the server node name hosting SPMS. This value overrides the value returned from the owa_util.get_cgi_env ('SERVER_NAME') routine. Normally this parameter should be left blank.</p>
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Defines various parameters related to the web access and http api

Active	In Indico	To be added
Yes	Yes	No
	<p>“Secret Passphrase”: Will use Indico HTTP API keys</p> <p>“Secret passphrase for paper Upload”: Will use Indico HTTP API keys</p> <p>“Secret passphrase for paper download”: Will use Indico HTTP API keys</p>	

	<p>“Author File Upload script”: file upload and storage is integrated to Indico</p> <p>“DTree Javascript”: Not needed</p> <p>“Editor Download Script”: Indico provides direct file download mechanisms</p> <p>“Repository Profile URL”: Handled by the profile sync mechanism already in place and using ldap proxying</p> <p>Other parameters: Natively handled by Indico</p>	
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Overall Database Administration > System Parameters > SPMS Configuration

Abstract Book Extract - Initials Only	No	Set to Yes to display author and co-author initials instead of first names.
Additional Credit Line	*** NO VALUE ***	Text that appears under the hard-coded "Web Author" line for acknowledgement of local developer's modifications.
Allow editor to QA a paper they edited	No	When set to No SPMS will not allow an editor to perform the final QA on a paper they edited (i.e. gave the final Green Dot)
CSS URL	*** NO VALUE ***	Optional URL to a Cascading Style Sheet that is included in the header of every HTML page generated by SPMS. With it you may control fonts, color and other style-related features of all standard HTML tags. Note: No HTML tags contain any pre-defined CLASSES.
Conference Program Report Interval	15	The minimal time interval between all event start times.
Date Format String (Oracle)	dd-MON-yy hh24:mi	Controls the default method of date/time displayed throughout SPMS. Individual users may override the default in their profile. Enter only valid Oracle date/time format strings. Please note that all dates and times are stored at UTC. It is important to set your database's time zone correctly.
Date Input Format (Oracle)	dd-MON-yy	Controls the format of all dates entered into HTML forms by the users. Enter only valid Oracle date format strings
Maximum Abstract Length	1200	The maximum length in characters allowed for an abstract.
Maximum Footnote Length	200	The maximum length in characters allowed for an abstract footnote.
Maximum Funding Agency Length	200	The maximum length in characters allowed for an abstract funding agency.
Minutes Between SYNCs	15	The interval, in minutes, between the running of the SYNC batch job.
Paper ID Oral Sequence Length	2	The exact number of digits for the numeric portion of Oral paper IDs. The maximum paper ID length (Session ID + Sequence #) is 10
Paper ID Poster Sequence Length	3	The exact number of digits for the numeric portion of Poster paper IDs. The maximum paper ID length (Session ID + Sequence #) is 10
Rebuild CTX Indexes Online	Yes	Set to Yes for Oracle Enterprise Edition, set to No for Oracle Standard Edition
SPMS Version String	JACoW SPMS	Part 1 of the string that identifies the version of the SPMS database. The version number is concatenated to the end of this value.
Standalone Database	No	Specifies that the database is not coordinated with a main repository.

Defines various parameters mostly related to Abstracts and Schedule

Active	In Indico	To be added
Yes	Partly	Yes
	<p>“Additional Credit Line”: Use BoA “Additional Text” field</p> <p>“CSS URL”: Use the Indico event-specific local CSS sheet</p> <p>“Conference Program Report Interval”: Not needed (used in SPMS only for drawing the synoptic program table)</p> <p>“Date Input Format”: imposed by Indico</p> <p>“Maximum Abstract Length”: Indico Cfa “Max Length” field</p>	<ul style="list-style-type: none"> • Abstract Book Extract - Initials Only: Add to book of abstracts configuration • “Allow editor to QA a paper they edited”: in paper review module. • “Paper ID Oral Sequence length” • “Paper ID Poster Sequence Length”

	<p>“Maximum Footnote Length”: Indico CfA “Max Length” field</p> <p>“Maximum Funding Agency Length”: Indico CfA “Max Length” field</p> <p>“Minutes between syncs”: Synchronisation of the local db with the central repo.</p> <p>“Rebuild CTX Indexes Online”: Not needed</p> <p>“SPMS Version String”: Not needed</p> <p>“Standalone Database”: Not needed</p>	
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Overall Database Administration > System Parameters > Image URLs

Cancel image	https://accelconf.web.cern.ch/AccelConf/iacow/SPMS-Images/cancel.jpg
Delete image	https://accelconf.web.cern.ch/AccelConf/iacow/SPMS-Images/delete.jpg
Edit image	https://accelconf.web.cern.ch/AccelConf/iacow/SPMS-Images/edit.jpg
List Item Dot Image URL	https://accelconf.web.cern.ch/AccelConf/iacow/SPMS-Images/list_pointer.gif URL to a GIF or JPEG representing the image displayed in HTML lists.
Logo Gif File	https://accelconf.web.cern.ch/AccelConf/iacow/SPMS-Images/SmilySunglasses.bmp URL to a GIF or JPEG representing the image displayed at the top of every page generated by the SPMS.
New image	https://accelconf.web.cern.ch/AccelConf/iacow/SPMS-Images/new.jpg
Next image	https://accelconf.web.cern.ch/AccelConf/iacow/SPMS-Images/next.jpg
Previous image	https://accelconf.web.cern.ch/AccelConf/iacow/SPMS-Images/previous.jpg
Used image	https://accelconf.web.cern.ch/AccelConf/iacow/SPMS-Images/used.jpg

Defines various image URLs to be used in the SPMS interface

Active	In Indico	To be added
Yes	No	No
	Not needed in Indico	

Overall Database Administration > System Parameters > Registration

Credit Card Vendor	*** NO VALUE ***	
Hotel Handling	No	Hotel booking module
IP Address Environment Variable	*** NO VALUE ***	The Apache environment variable that contains the IP address of the remote user. Leave blank to default to "REMOTE_ADDR".
IP Address List	*** NO VALUE ***	An optional list of IP address allowed to access registration pages. Separate each address with a comma. Leave blank to accept any IP address.
Late Fee Grace Period	0	The amount of time, in days, to wait prior to assessing a late fee.
Local Currency Symbol	*** NO VALUE ***	
Missing Payment Email Message	...	Email message sent to registrants who provide no payment information.
Pass Phrase for Quick Registration	*** NO VALUE ***	Enter a value to enable an external registration system to update SPMS with registration status. This value should remain protected between the SPMS and the external system. Use HTTPS, not HTTP when using Quick Registration. The URL is: https://NODE/quick_regist.sync?this_page=PAGE_NUMBER&pass_phrase=THIS_PARAMETER_VALUE&id=PERSON_ID&id=PERSON_ID where PAGE_NUMBER is the registration page ID generated by SPMS and PERSON_ID is the SPMS profile person ID passed to the external registration system. You can send multiple PERSON_ID by repeating the &ID name/value pair.
Payment Email Text	...	Enter your additional text for the automated email confirmation message
Payment Prompt Notes	Note: You may can...	Text displayed on the registration payment screen.
Registration List is Public	No	If set to Yes, the list of Registrants is visible without logging into SPMS
Show Registration Invoices	No	Display an invoice when registration is complete

Defines various parameters related to the registration process

Active	In Indico	To be added

Yes	Partly	Yes
"Hotel handling": Deprecated	"Credit Card Vendor": Indico e-payment module "IP Address Environment Variable": Not needed "Local Currency Symbol": Indico e-payment module "Payment Email Text": Indico e-payment module "Payment prompt notes": Indico e-payment/registration module "Registration List is Public": Will be in Indico 1.9.6	<ul style="list-style-type: none"> • Few e-payment modules • Registration Invoices • Registration "Late Fee Grace Period" • Allow external registration systems to update Indico with registration status

Overall Database Administration > System Parameters > Hotel Handling

Contacts ...	Hotel Handling department contacts
Greetings ...	Greetings and footer of Voucher
HH email signature the office srl	Signature used in hh e-mails
Instructios ...	Instructions printed on voucher
Voucher Header ...	Header of Voucher

Defines various parameters related to the hotel handling

Active	In Indico	To be added
No	No	No

Overall Database Administration > System Parameters > Experts/Referees

Auto Assign No	Automatically assign a paper to a referee when the PDF file is uploaded.
Email Notice When PDF File Is Uploaded ...	The email text sent the referee when the editor uploads the PDF file. The text entered here is formatted as follows Dear <<Referee Name>> <<The Text You Enter Here>> <<Paper ID>> <<Paper Title>> <<SPMS Login URL>>
Email Notice When Paper Assigned ...	The email notice a referee receives when a paper is assigned. The text entered here is formatted as follows Dear <<Referee Name>> <<The Text You Enter Here>> <<Paper ID>> <<Paper Title>> <<SPMS Login URL>>
Expert Instructions ...	Instructions emailed to experts when initially identified.
Notify Admin. on Decline No	Notify the conference administrator when a paper is declined.
Notify Admin. on Revisions No	Notify the conference administrator when a paper requires revisions.
Notify PC on Decline No	Notify the Program Chair when a paper is declined.
Notify PC on Revisions No	Notify the Program Chair when a paper requires revisions.
Refereed Conference No	Does this conference require paper refereeing?
Referees Per Paper 0	The number of referees to assign to each paper.

Defines various parameters related to the paper review process. This is the Refereeing Module ... Currently no JACoW conference series are refereeing. Low priority therefore.

Active	In Indico	To be added
Yes	Partly	Yes
	"Email Notice When PDF File Is Uploaded" : hard-coded into Indico "Email Notice When Paper Assigned": Hard coded into Indico "Refereed conference": paper review activation in Indico "Referees per paper": Indico content reviewers (as many as necessary).	<ul style="list-style-type: none"> • Auto Assignment of papers • "Expert instructions": be able to customize the email sent to newly appointed reviewers with instructions • Be able to inform conference managers when a paper is revised or declined • Create Program chair • Create Program committee

Overall Database Administration > System Parameters > PC

Enable Abstract Edit [No](#) Allow a PC member (with appropriate privileges) to edit an abstract. This applies only when SPMS is in PC mode.

Enable PC Members to Propose Invited Orals [Yes](#) Individuals with "propose invited oral" privilege may propose abstracts prior to opening abstract submission to the public. **Note: Once enabled, users without this privilege can not use the search feature.**

Enable PC Presentation [No](#) Allow Program Committee members to change the presentation type of abstracts. Enabling this function automatically freezes user updates to presentation types.

Enable PC Reclassification [No](#) Allow Program Committee members to re-classify abstracts. Enabling this function automatically freezes user updates to classifications.

Freeze User Updates to Classifications [No](#) Prevent users from changing their abstracts' classification. Set to Yes when the program committee begins abstract reclassification.

Freeze User Updates to Presentation Type [No](#) Prevent users from changing their abstracts' presentation type. Set to Yes when the program committee begins changing abstract presentations.

Defines various parameters related to the program committee activities

Active	In Indico	To be added
Yes	Partly	Yes
	Freeze user updates to classification Freeze user updates to presentation type: in both cases the abstract modification deadline can be used.	<ul style="list-style-type: none"> • Create Program committee • Configure PC members rights to: edit abstract, propose invited orals, change presentation types (same as edit), reclassify abstracts • Implement invited orals management process

Overall Database Administration > System Parameters > Post Conference

ISBN	*** NO VALUE ***	International Standard Book Number issued by JACoW. Do not change this value.
ISSN	*** NO VALUE ***	International Standard Serial Number.
Publication Date	*** NO VALUE ***	Date of publication.
Publisher	*** NO VALUE ***	Text string identifying the official publisher of the conference proceedings.
Paper URL to JACoW	*** NO VALUE ***	URL to conference papers on the JACoW site. For example "http://accelconf.web.cern.ch/accelconf/p01/PAPERS/" include the trailing slash.
SPIRES Conference #	*** NO VALUE ***	Conference number assigned by SPIRES administrator.
SPIRES Meeting-Note	*** NO VALUE ***	Full text for the SPIRES system. For example: Presented at IEEE Particle Accelerator Conference (PAC2001), Chicago, Illinois, 18-22 May 2001.

Defines various parameters related to the conf proceedings publication

Active		In Indico		To be added	
Yes	No	Yes	No	Yes	No
				Yes	No
				<ul style="list-style-type: none"> Associate an ISBN with the conference (assigned by JACoW) Associate an ISSN with the conference Add publication date Add publisher field Add URL to the conference papers repository in JACoW Add a INSPIRE Conference # Add the description of the conference in INSPIRE 	

Overall Database Administration > System Parameters > E-Dot Board

Editor Instructions Font Size	34	Enter the font size in Pixels.
Header Background Color	#009999	Enter the color in # notation or by name.
Header Font Size	24	Enter the font size in Pixels.
Header Text Color	#FFFFFF	Enter the color in # notation or by name.
Refresh rate in seconds	5	
Table cell font size	12	
Table column count	15	
Table row count	20	

Defines various parameters related to the e-dot board feature

Active		In Indico		To be added	
Yes	No	Yes	No	Yes	No
				Yes	No
				<ul style="list-style-type: none"> E-Dot Board to be implemented as a separate module, or plugin? Or external script ? 	

Scientific Program Administration

Scientific Program Administration > Abstract Attributes

Attribute Codes : Master table of attribute codes that can be assigned to abstracts or persons.

Column	Comments
ATTRIBUTE_CODE	
ATTRIBUTE_DESCR	
EDIT_EARLY	

	Attribute Code	Attribute Descr	Edit Early
New	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>
New	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>
New	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>

Allows the creation of specific attributes for tracking various abstract statuses (ex. Invited Oral Pending, Invited Oral Accepted, Invited Oral Declined), or registrant statuses (Student Grant Offered, Accepted, Declined...); Yes/No options

Note this works on contributions and on profiles. It is a very valuable tool for organizers to monitor different activities and people. This will not be implemented on indico for profiles as profiles will be managed centrally on the profiles DB.

Active	In Indico	To be added
Yes	Partly	Yes
	<ul style="list-style-type: none"> Fields can be added to the abstract submission form but cannot be hidden from public. Fields can be added and hidden in there g. forms 	<ul style="list-style-type: none"> Make some additional fields for abstracts only available to admins.

Scientific Program Administration > Abstract Reclassification

1002 My First Contributed Abstract
[Edit](#) [Authors](#)
Presentation Contributed Oral [Propose New Presentation Type](#)
Classification Track 2 - Electronics [Propose New Classification](#)
Speaker Thomas Georges Baron - CERN
Abstract Abstract body
Author Thomas Georges Baron - CERN
Co-Authors

Records Found: 1

This page allows to search for specific abstracts in a classification or presentation type and propose to change their classification and/or presentation type

Active	In Indico	To be added
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Yes	Partly	Yes
	<ul style="list-style-type: none"> The CfA review process allows the Track reviewers to propose a different track, but not a different presentation type 	<ul style="list-style-type: none"> Allow track experts to propose a different presentation type and moderate the change of presentation types.

Scientific Program Administration > Classification > Main Classifications

Classification Codes : A master list of Main Classification codes used to categorize abstracts.

Column	Comments
CLASSIFICATION_CODE	
CLASSIFICATION_DESCR	

	Classification Code	Classification Descr		
Delete	TR1	Track 1 - Computing	Experts	New Session
Delete	TR2	Track 2 - Electronics	Experts	New Session
Delete	TR3	Track 3 - Biology	Experts	New Session
New	<input type="text"/>	<input type="text"/>		
New	<input type="text"/>	<input type="text"/>		
New	<input type="text"/>	<input type="text"/>		

This page allows to create main classifications, to nominate experts, and assign sessions to each of them. Experts can have several roles: Session coordinator, propose to reclassify, moderate reclassification, propose to change presentation type, moderate change of presentation type, referee for papers (standard and moderator).

This screen is first and foremost to classify contributions. The link to the Experts tables was introduced for "fine grained tuning" so that one can give privileges to specific persons per main classification. It's finer than when one assigns a privilege via the Authorize screen. Used for PC activities: verification of main and sub-classifications upon abstract submission, and selection of contributed orals after general abstract submission.

While some specialized conferences only have Main Classifications, many use the combination of Main PLUS Sub-classification. For the larger conferences this combination is essential.

The primary use of Main Classifications combined with Sub-classifications is to schedule the POSTERS. When there are 1400 posters to schedule, the main plus sub-classification allows for a fine tuning.

This is far more important than the SPC jobs of checking main plus sub-classifications are correct, and for selecting the contributed orals.

Active	In Indico	To be added
Yes	Partly	Yes
	<p>All processes are in Indico except the change of presentation types.</p> <ul style="list-style-type: none"> Classifications: Tracks Expert for proposing changes: track coordinators Session coordinator: can approve/reject changes Experts for accepting changes: currently event managers in Indico 	<ul style="list-style-type: none"> Allow track reviewers to propose a different presentation type Add granularity level for accepting changes without being event manager Assign sessions to track (for the automated poster assignment)

Scientific Program Administration > Classification > Sub Classifications

Sub Class Codes : Used to categories abstracts.

Column	Comments
SUB_CLASS_CODE	
SUB_CLASS_DESCR	

	Sub Class Code	Sub Class Descr	
Delete	STR2	Cloud	New Session
Delete	STR1	Code	New Session
Delete	STR3	Storage	New Session
New	<input type="text"/>	<input type="text"/>	
New	<input type="text"/>	<input type="text"/>	
New	<input type="text"/>	<input type="text"/>	

This page allows to create sub classifications, and assign sessions to them.

Active	In Indico	To be added
Yes	No	Yes
		<ul style="list-style-type: none"> • Add sub-tracks

Scientific Program Administration > Classification > Combine Main and Sub Classifications

Classification

Sub-Classification

Note: Session assignment is for Posters only. Assignment does not affect Orals.

	Classification	Sub Classification	Session
DELETE Abstracts: 1	Track 1 - Computing	Code	New Session
DELETE Abstracts: 0		Cloud	New Session
DELETE Abstracts: 0		Storage	New Session

This page allows to create the hierarchy between main and sub classifications
 To be more specific, this page allows the fine tuning with the association of the main plus sub-classification (of POSTERS), which are then assigned to a poster session, i.e. scheduled in time and space.
 Note it is possible to assign one Main plus Sub-classification to more than one session, for instance when there are too many contributions in one main plus sub-classification to fit into one area. Setting two sessions will fit the posters into several areas, via the sorting protocol specified in the Program Code Sort Order.

Active	In Indico	To be added
Yes	No	Yes

		<ul style="list-style-type: none"> • Assign sub-tracks to tracks • Assign Session to subtrack/track (for posters only) • Used for automated session assignment
--	--	---

Scientific Program Administration > Classification > Import Classifications

Unable to Import Classification Data
Classification Data Already Exists

This page is used to import classifications/sub-classifications from another SPMS instance.

Active	In Indico	To be added
Yes	No	Yes
	All via straight SQL	Ensure that this structure can be cloned

Scientific Program Administration > Contributions Log Codes

Log Codes : A master list of possible activities for the logs.

Column	Comments
LOG_CODE	
LOG_DESCR	
DO_NOT_DELETE	Certain codes are required for SPMS processing.
SRTF_FUNCTION	Display on Sort/File home page.
PUBLISH	If set to Yes, the item is required for publication.
ACTIVITY_LOG	If set to Yes, this log will display in the activity log report.
CHART_FLAG	If set to Yes, the activity will appear in the Conference Activity Chart (in the reports section).
STATUS_CODE	

	Log Code	Log Descr	Do Not Delete	Srtf Function	Publish	Activity Log	Chart Flag	Status Code
Delete	AC	Abstract Created	Yes ▼	▼	▼	▼	Yes ▼	▼
Delete	AB	Abstract Initial QA Performed	Yes ▼	Yes ▼	▼	▼	▼	▼
Delete	AOC	Abstract Owner Changed	Yes ▼	No ▼	▼	▼	▼	▼
Delete	AU	Abstract Updated	Yes ▼	▼	▼	▼	Yes ▼	▼
Delete	AW	Abstract Withdrawn	Yes ▼	No ▼	No ▼	▼	▼	▼
Delete	REDC	Author rejected the Editor's changes	Yes ▼	No ▼	No ▼	No ▼	No ▼	▼
Delete	CF	Copyright form Received	Yes ▼	Yes ▼	▼	Yes ▼	▼	▼
Delete	DR	Dot Reassignment	Yes ▼	▼	▼	Yes ▼	Yes ▼	▼

This page is used to create/delete contribution log codes, and configure the log codes

- Do Not Delete: indicates that the code should not be deleted
- Srtf Function: Sort and File – the Author Reception screen where they can enter comments in the log, convey the author’s comments on for example an editor’s editing comments.
- Activity Log: Show this code on the activity log
- Chart Flag: This is used for generating a chart associated with the status. These charts are sometimes used at the conference websites to show the abstract submission, paper upload, delegate registration, etc.
- Status Code: The status code refers to the status of editing (probably not used anymore)

Active	In Indico	To be added
Yes	Partly	Yes
		Possibility to add customised status codes

Scientific Program Administration > Daily Events (for Program)

Daily Events : Used to add recurring events for the conference program report such as lunch and coffee breaks.

Column	Comments
DAILY_EVENT_ID	Primary key generated by system sequence. When entering new records enter any number the SPMS will reset it with an appropriate value.
BEG_TIME	
END_TIME	
EVENT	Event title.

	Daily Event	Beg Time	End Time	Event
New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This page is used to create daily events for the conference program (breaks, lunches etc.). This is apparently very rarely used ... Christine believes it was created at the request of the PAC'09 Editor .. and not used since ... As far as she recalls it's a little over rigid since coffee breaks/lunches have to take place at exactly the same time.

Active	In Indico	To be added
Yes	Yes	No
	Available by creating "breaks" in the conference timetable	

Scientific Program Administration > Generate Paper TOC Values

TOC Numbers Generated
Paper ID TOC #

This page provides a view of all papers submitted to proceedings with their page number. Christine thinks that the TOC.html is only used for "pre-press", without page numbers.

Active	In Indico	To be added
Yes	No	Not sure this is still needed???

Location Codes : A master list of locations for conference sessions. The location codes is used to automatically generate session IDs.

Column	Comments
LOCATION_CODE	
LOCATION_DESCR	
CAPACITY	

	Location Code	Location Descr	Capacity
Delete	R1	Room 1	250
Delete	R2	Room 2	100
Delete	R3	Room 3	150
New	<input type="text"/>	<input type="text"/>	<input type="text"/>
New	<input type="text"/>	<input type="text"/>	<input type="text"/>
New	<input type="text"/>	<input type="text"/>	<input type="text"/>

This page allows to create/delete locations (rooms where conference presentations or poster sessions take place), each with a description and capacity. The Location Code is normally included in the programme code. The capacity is used when automatically assigning programme codes to posters. If there are more contributions in a main plus sub-classification than can fit into one location, assign 2 locations for the same main plus sub-classification combination will make a flow over several locations.

Active	In Indico	To be added
Yes	No	Yes
	Rooms in Indico are only available as free text, except for locally defined – CERN – rooms, which also include capacity. In SPMS, the capacity is only used for posters area where it represents the maximum number of posters which can fit in the room. Location codes are used to generate contribution programme codes	Necessary for automated posters assignments. Also needed in case contribution programme codes must be implemented.

Scientific Program Administration > Presentation Types (Contributions)

Presentation Codes : A master list of presentation types (generally invited oral, contributed oral and poster) used to classify abstracts.

Column	Comments
PRESENTATION_CODE	
PRESENTATION_DESCR	
PRESENTATION_TYPE_CODE	Poster VS. Oral.
MAX_PAGES	Maximum number of pages for the final printed paper.
EDITOR_ONLY	Limits selection of presentation codes to editors (hides it from the users).
RECLASSIFY	Set to Yes to allow program committee members to propose this classification for an abstract.
SORT_ORDER	
INCLUDE_IN_PAPER_ID	If set to Yes the presentation (short) code will be included in the paper ID between the session ID and the paper sequence number.
PROPOSE_ORAL	Set to Yes to allow program committee members to propose this presentation type for an abstract.

	Presentation Code	Presentation Descr	Presentation Type Code	Max Pages	Editor Only	Reclassify	Sort Order	Include In Paper	Propose Oral
Delete	CO	Contributed Oral	Oral ▼	5	Yes ▼	Yes ▼	20	▼	Yes ▼
Delete	IO	Invited Oral	Oral ▼	5	No ▼	▼	10	▼	Yes ▼
Delete	P	Poster	Poster ▼	5	Yes ▼	Yes ▼	30	▼	▼
Delete	T	Tutorial	Oral ▼	5	No ▼	▼	40	▼	Yes ▼
New			▼		▼	▼		▼	▼
New			▼		▼	▼		▼	▼
New			▼		▼	▼		▼	▼

[Save](#)

This page allows to create/delete presentation types for contributions together with some additional parameters:

- Presentation Type Code: Poster/Oral (only influences upload options afterwards)
- Max Pages: maximum number of pages for the final paper: only used as a reference for the editor manual checks.
- Editor Only: the types marked Yes can only be assigned by editors; The Editor Only means that only the SS/Editor can see the different types of presentation possible. For example, when an author submits an abstract he can see only what the SS/Editor wishes him to see. For IPAC, only the “poster” option is “visible” for submitters. Other conferences allow “poster” as well as for example “oral if selected”, or “oral poster” ... The SS/Editor limits via this parameter what is seen by persons with no privileges
- Reclassify: the types marked Yes can be reassigned by editors; Again, this is for the SS/Editor/Administrator to decide what is seen by others
- Sort order: display order
- Include In Paper: use the presentation code to compute the paper ID – usually not used
- Propose Oral: presentation types which appear when an SAB member creates an invited oral

Active	In Indico	To be added
Yes	Partly	Yes
	Presentation types can be defined in Indico (General Settings > Types of contributions) but do not have the parameters present in SPMS.	Parameters for types of contributions: <ul style="list-style-type: none"> • Presentation Code • Poster/Oral • Max Pages • Editor Only • Reclassify • Include in paper: only if programme codes should be implemented • Sort Order • Propose Oral

Scientific Program Administration > Presentation Types (Sessions)

Presentation Option Codes : A master list of the part of the programme (or session) code that describes the type of presentation, i.e. invited or contributed oral, or poster, and when during the day it is presented during the conference, morning, afternoon, before or after coffee, etc.

Column	Comments
PRESENTATION_OPTION_CODE	
PRESENTATION_OPTION_DESCR	
PRESENTATION_TYPE_CODE	

	Presentation Option Code	Presentation Option Descr	Presentation Type Code
Delete	CO	Contributed Oral Presentation	Oral ▼
Delete	O	Contributes Oral Presentation	Oral ▼
Delete	Y	Invited Oral After Coffee	Oral ▼
Delete	Z	Invited Oral After Noon	Oral ▼
Delete	X	Invited Oral Before Coffee	Oral ▼
Delete	IO	Invited Oral Presentation	Oral ▼
Delete	P	Poster	Poster ▼
New	<input type="text"/>	<input type="text"/>	▼
New	<input type="text"/>	<input type="text"/>	▼
New	<input type="text"/>	<input type="text"/>	▼

This page allows to create/delete presentation types for sessions; these are just codes used to generate program codes from the sessions.

Active	In Indico	To be added
Yes	No	Maybe
		Add session type codes only if programme codes should be implemented

Scientific Program Administration > Profile Search/Edit > Alphabetical List

Select a Letter for a List of Persons

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Click on a User ID to Edit the Profile

Note: Editing occurs in a new window; close the window when editing is complete. Click refresh/reload to see your changes.

ID	Last (Family) Name	First (Given) Name	Middle Name	Initials	User ID	Email(s)	Affiliation(s)	Abstracts
5897	Baak	Max		H.A.	BAAK	baak@slac.stanford.edu	The National Institute for Nuclear Physics and High Energy Physics (NINHEP-K)	
60697	Baandrup	Leif	Ole	L.O.	LEP@DANFYSIK.DK	lep@danfysik.dk	Danfysik A/S	
41329	Baars	Derek	C	D.C.	BAARSDER	baarsder@msu.edu	Michigan State University Chemical Engineering and Materials Science	
80	Baartman	Richard		R.A.	RBAARTMAN	krab@triumf.ca	TRIUMF Canada's National Laboratory for Particle and Nuclear Physics	
66692	Baba	Alinori		A.	BABA	alinori.baba@slazaki-mfu.com	Okaazi Manufacturing Company Limited	
20393	Baba	H.		H.		voffice1@spring8.or.jp hitoshib@post.kek.jp	High Energy Accelerator Research Organization (KEK) Japan Synchrotron Radiation Research Institute (JASRI/Spring-8) SPring-8 Joint-Project for XFEL	
80520	Baba	Hidetada		H.	BABELONG	baba@rinf.riken.jp	Nishina Center for Accelerator-Based Science (RIKEN) The Institute of Physical and Chemical Research (RIKEN)	

Search for a user profile through alphabetical list; Select user profile and edit it.

Active	In Indico	To be added
Yes	Yes	No

	This option exists only to the Indico server administrators	User Profiles should be modified centrally on the JACoW repo and synced to the Indico server.
--	---	---

Scientific Program Administration > Profile Search/Edit > Create New Profile

[Instructions](#)

User Name*
Password*
Reenter Password*

Last (Family) Name*
First (Given) Name*
Middle Name

Initials of First and Middle Names* The initials of the first and middle names are used in the author index. Initials must be separated by full stops. In the example George Bernard Shaw, the initials should be entered: G.B. The author index will reflect this with: Shaw, G.B.

Affiliation

Email*
Mail Stop
PO Box
Display Order Display order controls the order in which multiple affiliations display in author lists.
Phone
Fax
Current Address Check box to indicate your current mailing address.
Citizenship
Your Time Zone
Preferred Date/Time Format

Select those professional organizations of which you are a member and enter your membership number.

Organization	Membership Number
<input type="checkbox"/> APS DPB	<input type="text"/>
<input type="checkbox"/> European Physical Society	<input type="text"/>
<input type="checkbox"/> IEEE	<input type="text"/>
<input type="checkbox"/> IUPAP	<input type="text"/>
<input type="checkbox"/> Institute of Physics	<input type="text"/>
<input type="checkbox"/> National Physical Society	<input type="text"/>
<input type="checkbox"/> TWAS	<input type="text"/>

Select the conference series for which you wish to receive announcements.

Conference

- Advanced Beam Dynamics Workshops
- Beam Cooling
- Electron Cyclotron Resonance Ion Source
- Heavy-Ion Accelerator Technology
- International Beam Instrumentation Conference
- International Computational Accelerator Physics Conference
- International Conference on Accelerator and Large Experimental Physics Control Systems
- International Conference on Cyclotrons and their Applications
- International Free-Electron Laser Conference
- International Particle Accelerator Conference
- International Workshop on Accelerator Science and Technology for Electron-Ion Collider
- JACoW Team Meeting
- Linear Accelerator Conference
- North American Particle Accelerator Conference
- Personal Computers and Particle Accelerators Controls
- Russian Particle Accelerator Conference
- Superconducting RF
- Symposium on Accelerator Physics

*** Required Fields**

Create a new user profile

Active	In Indico	To be added
Yes	Yes	No

	Should be done on the central repo	User Profiles should be created centrally on the JACoW central repo and synced to the Indico server.
--	------------------------------------	--

Scientific Program Administration > Profile Search/Edit > Search/Edit

Step 1 - Search the JACoW Database for an existing profile.

Last (Family) Name

Email Address

Affiliation Search String

Search for a user profile through simple search form then edit the profile.

Active	In Indico	To be added
Yes	Yes	Yes
	This option exists only to the Indico server administrators	User search returns close matches

Scientific Program Administration > Proposed Invited Oral Priority Codes

Priority Codes :

Column	Comments
PRIORITY_CODE	
PRIORITY_DESCR	

	Priority Code	Priority Descr
Delete	1	1st Priority
Delete	2	2nd Priority
Delete	3	3rd Priority
New	<input type="text"/>	<input type="text"/>
New	<input type="text"/>	<input type="text"/>
New	<input type="text"/>	<input type="text"/>

Defines the list of priorities the SPC members will be able to select when assessing invited oral proposals. Indeed, the SS/Editor/Administrator needs to be able to create new/different priority Codes
Christine sometimes adds another priority during the meeting: Reserve. At the end of the SPC meeting she asks that what is First Priority is accepted. She asks that the SPC indicates from the Second Priorities a number of Reserves. She then deletes the 2nd and 3rd priorities leaving the SPMS with only First Priority and Reserves.

Active	In Indico	To be added
Yes	No	Yes

	Should this be flexible or is there a recurring schema?	Let the event manager define the list of priorities for evaluating proposed invited orals.
--	---	--

Scientific Program Administration > Restore Withdrawn Abstracts

Click the ID to restore.

ID	Paper ID	Title	Speaker/Presenter	Withdrawn
1002	My First Contributed Abstract -		19-OCT-15 16:52 (Europe/Zurich) Thomas Georges Baron	

Allows to restore an abstract that has been withdrawn by its submitter

Active	In Indico	To be added
Yes	Yes	No
	In the Indico abstract detail page, use the “back to submitted” option	

Scientific Program Administration > Sessions

New Session										
	Session	Type	Date	Start	End	Title	Location	Chair	Sort	
EDIT	SUPF	Poster	Sunday 03-MAY-15	1400	1800	Student Poster Session	Registration Foyer Posters	Add Chair	1	Delete
EDIT	SUWSM	Special Session: Science Museum Lecture	Sunday 03-MAY-15	1900	2000	Thom Mason Public Lecture	Science Museum of Virginia	Add Chair	90	Delete
EDIT	MOXGB	Invited Oral Before Coffee	Monday 04-MAY-15	0900	1030	Opening Plenary	Grand Ballroom	Andrew Hutton (Thomas Jefferson National Accelerator Facility (JLab)) Remove Chair	100	Delete
EDIT	MOYGB	Invited Oral After Coffee	Monday 04-MAY-15	1100	1230	Opening Plenary	Grand Ballroom	Won Namkung (Pohang University of Science and Technology (POSTECH)) Remove Chair	110	Delete
EDIT	MOAB	Contributed Oral Early PM	Monday 04-MAY-15	1400	1500	Contributed Orals (MC6)	Grand Ballroom A	Jeff Corbett (SLAC National Accelerator Laboratory (SLAC)) Remove Chair	120	Delete
EDIT	MOBB	Contributed Oral Late PM	Monday 04-MAY-15	1500	1600	Contributed Orals (MC8)	Grand Ballroom A	Hanspeter Vogel (RI Research Instruments GmbH) Remove Chair	130	Delete
EDIT	MOAC	Contributed Oral Early PM	Monday 04-MAY-15	1400	1500	Contributed Orals (MC3)	Grand Ballroom B	J. Scott Berg (Brookhaven National Laboratory (BNL)) Remove Chair	140	Delete
EDIT	MOBC	Contributed Oral Late PM	Monday 04-MAY-15	1500	1600	Contributed Orals (MC5)	Grand Ballroom B	Peter Kuske (Helmholtz-Zentrum Berlin für Materialien und Energie GmbH (HZB)) Remove Chair	150	Delete
EDIT	MOAD	Contributed Oral Early PM	Monday 04-MAY-15	1400	1500	Contributed Orals (MC7)	Grand Ballroom C	Mei Bai (Forschungszentrum Jülich GmbH (FZJ)) Institut für Kernphysik Remove Chair	160	Delete
EDIT	MOBD	Contributed Oral Late PM	Monday 04-MAY-15	1500	1600	Contributed Orals (MC7)	Grand Ballroom C	Bruce Paul Strauss (U.S. Department of Energy (DOE)) Remove Chair	170	Delete
EDIT	MOPWA	Poster	Monday 04-MAY-15	1600	1800	Monday Posters (Washington)	Exhibit Hall Posters (Washington)	Add Chair	181	Delete
EDIT	MOPJE	Poster	Monday 04-MAY-15	1600	1800	Monday Posters (Jefferson)	Exhibit Hall Posters (Jefferson)	Add Chair	182	Delete

Create/Delete Sessions, and associate chairs. The title of the session is entered “free hand” by the SS/Editor/Administrator and this can be used as a “header” in the programme booklet.

Active	In Indico	To be added
Yes	Yes	Yes
	Indico equivalent: Session Block	Add a page to list all sessions/session blocks Add automated session code generation and session type if programme codes should be implemented

Scientific Program Administration > Validate Paper ID Sequence

This screens shows the list of paper IDs in order to identify gaps. Absolutely necessary during the run up to the conference for the SS/Editor/Administrator to be able to re-sequence contributions around withdrawn contributions

Active	In Indico	To be added
Yes	No	Maybe
	Indico equivalent: contribution IDs	needed if programme codes should be implemented

Scientific Program Administration > Withdraw all proposals with no priority

Are you sure you wish to withdraw all proposals with no Accepted Priority?

*Note: many abstracts may have priorities set as preferences by committee members, however this routine withdraws the proposal if the chair has **not accepted** the proposal. In addition, all abstract owners will be changed to the primary author.*

You will withdraw 1 proposals.

ID	Classification	Title
1002	Track 2 - Electronics	My First Contributed Abstract

Utility screen to withdraw all proposals without any priority given. This utility is used to remove all of the proposals for invited orals that are 2nd and 3rd priority.

This is used in connection with invited oral presentations. When the SPC is working it decides three types:

1. Accepted for invited oral proposals (first priority)
2. Reserve or backup (second priority)
3. Rejected

This screen is thus used to remove the 3. Rejected proposals.

Active	In Indico	To be added
Yes	No	Yes
		Listing all proposals w/o priority, then withdraw them

Scientific Program Administration > Withdraw all rejected proposals

Utility screen to withdraw all proposals which have been rejected. This is used by the SS/Editor/Administrator to remove rejected proposals for invited oral presentation which had 2nd priority (reserve or backup).

Active	In Indico	To be added
Yes	No	No
		Currently rejected proposals in Indico do not become contributions – which is probably enough.

Utility screen to move one contribution to a different session.

This is an essential part of the functionality.

When the assignment of poster programme codes has been made, in particular when it's an IPAC with 1400 contributions, we see a number of "disjointed authors", i.e. one author presenting more than one poster in several areas. This screen allows the SS/Editor/Administrator to manually move contributions around.

Once this is done, i.e. right at the very last minute, we disable the "reset all poster paper IDs" since this would re-assign the poster programme codes and all of the manual modifications would be lost.

The Reset All Poster Paper IDs should thus only be used ONCE, prior to the manual adjustment, and then be disabled.

Active	In Indico	To be added
Yes	Partly	Maybe
	<ul style="list-style-type: none"> • Indico includes the possibility to easily move one contribution from a session to another • It does not include a feature to show that the same author appear in different sessions. 	<ul style="list-style-type: none"> • Reset All Poster Paper IDs if programme codes should be implemented

Scientific Program Administration > Program Code Assignment > Program Code Sort Order

Program Sort Fields : This table controls the generation of the program code sequence number within Sessions.

Column	Comments
FIELD_NAME	The data item eligible for sorting.
SORT_ORDER	Leave blank to skip. Value must be a UNIQUE number.

Field Name	Sort Order
Country of Presenter	10
Town of Presenter	20
Affiliation of Presenter	30
Last Name of Presenter	40
First Name of Presenter	50
Main Classification	
Sub Classification	

Save

Utility screen to set the sorting order of the program codes according to various criteria. Essential for automatically assigning the poster programme codes. This allows posters to be grouped by specific criteria for the automatic assignment of codes.

Active	In Indico	To be added
Yes	No	Maybe
		Only if program code should be implemented: <ul style="list-style-type: none"> Program code sorting options

Scientific Program Administration > Program Code Assignment > Bulk Assignment

Enter Search Criteria. Search matches all criteria specified below. **Note:** To view all abstracts submit a search request with no search criteria.

Contribution ID through

Paper ID ID assigned by editor.

Session Date

Word in Title or Abstract Exact Title Match

Author Name

Main Classification

Sub Classification

Type of Presentation

Presentation Group

Affiliation Any part of name.
 Exclude Affiliation of Co-author

First Sort **Show Abstract Title and...**

Second Sort

Third Sort

Co-Authors Presentation Type
 Abstract Text Main Classification
 Funding Agency Sub Classification

Editor Status

Referee Status

Requires Initial QA

Final QA'ed

Source Files Uploaded

Source Platform

PDF Uploaded

Slides Uploaded

New Affiliations

Copyright Form

Search by Session

Utility screen to bulk assign specific sessions and presentation types to contributions returned by a search request

This is a feature developed for multiple programme code assignments.

The automatic programme code assignment for poster sessions is the first activity.

Then, via the “bulk” assignment one has to search for the type, i.e. student poster or oral poster, and assign the sessions to them.

This will result in assigning more than one programme code to those contributions presented more than once.

Active	In Indico	To be added
Yes	No	Yes

Scientific Program Administration > Program Code Assignment > Session Search

Session **MOXR1 - Monday Morning Invited Orals Before Coffee** ▼

Session MOXR1

Title Monday Morning Invited Orals Before Coffee

Date 10/26/2015 09:00 - 10:30

Chair Thomas Georges Baron
European Organization for Nuclear Research (CERN)

Type Invited Oral Before Coffee

Session #	Time	Schedule	Speaker	Abstract Title	Classification	Author(s)
MOXR101	13:00 - 13:20	Add	Thomas Georges Baron - European Organization for Nuclear Research	Talk on Event Management Applications	Track 1 - Computing / Code	Thomas Georges Baron (CERN, Geneva)

Utility screen to assign program codes to contributions returned by a session search request. This is a useful feature for authors/participants to be able to see a session at a glance.

Active	In Indico	To be added
Yes	No	Yes

Hotel Administration

Logout Search My Schedule Home Find Profiles

Open All Close All

- SPMS
 - Editor/Proceedings Administration
 - General
 - Hotel Administration
 - Available Hotels
 - Available Services
 - Available hotel categories
 - Data export
 - Deposit List
 - Hotel confirmation list
 - Hotel notches
 - Payment methods choice
 - Process deposit payment
 - Summary statistics
 - Overall Database Administration
 - Programme Committee
 - Referee
 - Registration
 - Scientific Program Administration

Hotel Name	Category	Phone Numb.	Services	Rooms	Hotel Notches
					

Active	In Indico	To be added
No	No	No
The whole module is deprecated		

Program Committee

Program Committee > All Orals

Paper ID	Type	Title	Speaker	Affiliation
	Contributed Oral	My First Contributed Abstract	Thomas Georges Baron	CERN
	Invited Oral	Talk on Event Management Applications	Thomas Georges Baron	CERN

Utility screen to list and export (HTML or CSV) all oral contributions. This report generates an excel spreadsheet which can be merged with a standard letter to create the individual invitations to speakers

Active	In Indico	To be added
Yes	Yes	No
List of abstracts/contributions		

Program Committee > Change Abstract Classification and/or Presentation Type

Classification
Sub Classification
Sort Order
 Display all abstracts in the selected classification.
 Display only the abstracts proposed for a change in classification.
 Display only the abstracts proposed for a change in presentation type.
 Display the abstracts not proposed for a change.

Note: The following presentation types are available for reclassification.
 Contributed Oral
 Poster

[New Search](#)

1002 My First Contributed Abstract
[Edit](#) [Authors](#)
Presentation Contributed Oral [Propose New Presentation Type](#)
Classification Track 2 - Electronics [Propose New Classification](#)
Speaker Thomas Georges Baron - CERN
Abstract Abstract body
Author Thomas Georges Baron - CERN
Co-Authors

Records Found: 1

Utility screen to retrieve some abstracts according to some criteria (classification, sub-classification, status) and propose a change in their classification and/or presentation type

Active	In Indico	To be added
Yes	Partly	Yes
	Only classification can be changed	Allow proposing new presentation types

Program Committee > Contribution Counts: Classification – Presentation Summary

Classifications & Sub-classifications	Total	Invited Oral	Contributed Oral	Poster	Tutorial
2 Total Contributions					
Track 1 - Computing	1 50.00%	1 100.00%	0 0.00%	0 0.00%	0 0.00%
Code	1 100.00%	1 100.00%	0 0.00%	0 0.00%	0 0.00%
Cloud	0 0.00%	0 ---	0 ---	0 ---	0 ---
Storage	0 0.00%	0 ---	0 ---	0 ---	0 ---
Track 2 - Electronics	1 50.00%	0 0.00%	1 100.00%	0 0.00%	0 0.00%
Track 3 - Biology	0 0.00%	0 ---	0 ---	0 ---	0 ---

Shows a table with statistics of repartition of abstracts per classification and type of contributions

Active	In Indico	To be added
--------	-----------	-------------

Yes	No	Yes
		Summary/stats page for classification/presentation types assignments

Program Committee > Invited Extract

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																
2	Abstract ID	Paper ID	First	Last	Affiliation	Speaker	E-Mail	Stop	Address 1	Address 2	Address 3	PO Box	Town	Postal Code	Country	Type
3	1001	MOXR101	Thomas	Baron	European	thomas.baron@cern.ch							Geneva	1211	23	CH
4	1002	MOCOR10	Thomas	Baron	European	thomas.baron@cern.ch							Geneva	1211	23	CH

Utility to export the list of Abstracts/Contributions to Excel

Active	In Indico	To be added
Yes	Yes	No
	Export feature in Abstract/Contribution management page	

Program Committee > Overview of Oral Presentations

	A	B	C	D	E
1	Program ID	Title	Speaker		
2	MOXAP01	The Science	Joachim Stohr		
3	MOXBP01	The First T	Stephen Myers		
4	MOYAP01	Accelerator	Dirk Vandeplasse		
5	MOYBP01	State-of-the	Kenji Saito		
6	MOYCP01	Design and	Sergei Nagaitsev		
7	MOOAA01	Performance	Bruce Dunham		
8	MOOAA02	Instrument	Stefano De Santis		
9	MOOAA03	Fast Feed	Sven Pfeiffer		
10	MOOBA01	Thorium E	Robert Cywinski		
11	MOOBA02	Status and	Yacine Kadi		

Utility to download a list of all oral presentations showing paper ID, presentation title, and speaker name

Active	In Indico	To be added
Yes	Yes	No
	Export feature in Contribution management page	

Program Committee > By Page Count

Presentation Type	Max Pages	Actual Pages	Count of Actual
Contributed Oral	5		1
Invited Oral	5		1

Utility to show a table summarising the number of paper pages per type of presentation

Active	In Indico	To be added
Yes	No	No
Is this used? For what purpose?		

Referee

Referee > Editor / Proceedings Administration

The screenshot shows a web interface for managing referees. On the right is a navigation menu with links: Logout, Search, My Schedule, Home, Find Profiles. Below these are 'Open All' and 'Close All' buttons. A tree view shows a hierarchy: SPMS (green dot), Editor/Proceedings Administration (expanded), General, Hotel Administration, Overall Database Administration, Programme Committee, Referee (expanded), Editor/Proceedings Administration (highlighted), List My Papers, Main Classification / Experts, Master Status Report, Referee Module, Referee Status Codes, Referee System Parameters, Referee/Editor Status Code Matrix, Registration, and Scientific Program Administration. The main area contains search filters: Monday (dropdown), Tuesday (dropdown), Wednesday (dropdown), Thursday (dropdown), Friday (dropdown), Platform (*No Preference* dropdown), Source Type (Any Type dropdown), Paper ID (text input), and a 'Get Next Paper' button. Below is an 'Active Papers' table with columns: Paper ID, Function, Change Status, Files Uploaded.

This page allows searching for papers to be processed by editors, then change the editing status of a paper.

Active	In Indico	To be added
Yes	Partly	Yes
	This concerns the layout review process in Indico	

Paper ID	Function	Change Status	Files Uploaded
MOCOR101 ●	View Abstract Edit Abstract Full Log Email Upload Files • MOCOR101 • TUPR2001 Download Files • MOCOR101 • TUPR2001	Yellow <input type="button" value="Set Status"/>	
MOXR101 ●	View Abstract Edit Abstract Full Log Email Upload Files Download	Green <input type="button" value="Set Status"/>	

This page lists all papers assigned to the user as an editor and gives access to many features

- View detailed abstract
- Edit abstract
- Abstract log
- Email authors
- Upload and download files
- Set editor status

Active	In Indico	To be added
Yes	Yes	Yes
	The equivalent in Indico is in "Paper Reviewing" -> "Layout Reviewer Area"	<ul style="list-style-type: none"> • The list in Indico lacks a lot of options which should be accessible directly in the page together with links to paper files. • Colored dots may be assigned to each status for better visual representation.

Referee > Master Status Report

Select an editor status

*** No Status *** ▼

Select a referee status

*** No Status *** ▼

Paper ID	Files	Final QA	Referee			Editor		
			Status	Name	Log/Notes	Status	Name	Log/Notes
Found: 0								

This page lists papers in the reviewing process filtered by editor and referee statuses, with their status, list of files and evaluations

Active	In Indico	To be added
Yes	Partly	Yes
		<ul style="list-style-type: none"> The dots layout reviewer statuses have to be implemented The overview list itself could be implemented based on the "Assign paper" existing list with additional functionality: adding final QA, file list etc.

Referee > Referee Module

Paper ID	Referee Status	Type	Title	Author
----------	----------------	------	-------	--------

This page summarises the status of the refereeing process

Active	In Indico	To be added
Yes		

Referee > Referee Status Codes

Referee Codes : A master list of referee statuses (Green, Yellow, Red dots).

Column	Comments
REFEREE_CODE	Unique, one-letter code.
REFEREE_DESCR	Text description of the referee code.
SORT_ORDER	No longer used.
EMAIL_MSG	Text sent to authors when paper is assigned status.
IMAGE_URL	Full URL to the JPG or GIF file of the dot image.
OK_TO_UPLOAD	Is it OK for authors to upload files when their paper has this status?
SEND_EMAIL_NOTICE	Enable automatic emails to authors when paper is assigned this status.
PUBLISHABLE	Is a paper with this dot status publishable (if all other criteria are met)?
DECLINED	Paper content declined by referee (one and only one record should be set to YES).
REVISIONS	Paper content requires revision per referee (one and only one record should be set to YES).
EDOT_BOARD_TEXT	
PX_WIDTH	
PX_HEIGHT	
EDOT_FG_COLOR	
EDOT_BG_COLOR	

	Referee Code	Referee Descr	Sort Order	Email Msg	Image Url	Ok To Upload	Send Email Notice	Publishable	Declined	Revisions	Edot Board
New	<input type="checkbox"/>					<input type="checkbox"/>					
New	<input type="checkbox"/>					<input type="checkbox"/>					
New	<input type="checkbox"/>					<input type="checkbox"/>					

Save

This page allows to define the status codes used by the referees – None are available by default. Each status has associated configurations which determine the behaviour of the system when the status is selected:

- Sort order: sort order in drop down lists
- Email Msg: body of the email sent to the abstract owner when the status is assigned
- Image URL: URL of the image representing the status in the interface
- Ok to Upload: If set to yes, allows the abstract owner to upload files
- Send Email Notice: Send a mail to the abstract owner when the status is assigned
- Publishable: Set the paper publishability to ok when the status is assigned (if all other criteria are met)
- Declined: Indicates that the paper is rejected when the status is assigned
- Revisions: Indicates that the abstract owner can revise its paper when the status is assigned
- E-Dot Board related variables:
 - Edot Board Text
 - Px Width
 - Px Height
 - Edot Fg Color
 - Edot Bg Color

Active	In Indico	To be added
No	Partly	No
	Available codes in Indico for referees (Indico equivalent: content reviewer) are “accept”, “to be corrected”, “reject”. One can also add custom statuses. Same statuses are defined for both reviews (content and layout)	

Referee > Referee/Editor Status Code Matrix

The Yes/No drop-down lists determine if a user may upload files based on the status of the Editor and Referee status codes. Every combination is covered in the rows and columns. Set the values of each combination then click save.

Editor Status	Referee Status				
	Not assigned	Assigned but no dot status	Dot with uploadable status	Dot with no uploadable status	Declined
Not assigned	Yes ▾	No ▾	Yes ▾	No ▾	No ▾
Assigned but no dot status	No ▾	No ▾	No ▾	No ▾	No ▾
Dot with uploadable status	Yes ▾	Yes ▾	Yes ▾	Yes ▾	No ▾
Dot with no uploadable status	No ▾	No ▾	Yes ▾	No ▾	No ▾

Save

This page shows for each combination of status in layout/content refereeing processes if the author has the right to upload files.

When the Refereeing Module was used, once the Editor had edited a paper the author no longer had access until it had been through the refereeing process. If the Referee found things to be corrected the paper went back to the author with the comments of the Referee and could re-submit. If the Referee accepted the paper, the author could no longer access of modify the paper.

Active	In Indico	To be added
Yes	Partly	Yes
	<p>In Indico once the paper file has been uploaded, it cannot be modified unless the status is changed to "to be corrected". This should be changed so that the file can still be uploaded if no referee/editor is assigned to the paper.</p> <p>Currently the Indico referee has to mark the status "to be corrected" in order for the author to be able to revise the file. The revision should be possible when layout or content reviewer set the status to "to be corrected".</p>	<ul style="list-style-type: none"> Let the author revise the paper as long as it is not assigned to any reviewer, or when either the content or layout reviewers assign status "to be corrected" Add status matrix with selectable uploadability

Editor/Proceedings Administration

Editor/Proceedings Administration > *** List PDF Only Papers

PDF-Only Paper Count: 0

Click on a paper ID to assign it to yourself.

This page lists the papers which have only a PDF submitted. And allows self-assignment as an editor

Active	In Indico	To be added
Yes	No	Yes

Editor/Proceedings Administration > Abstract Search/Edit

Enter Search Criteria. Search matches all criteria specified below. **Note:** To view all abstracts submit a search request with no search criteria.

Contribution ID <input type="text"/> through <input type="text"/>	Editor Status <input type="text"/>	<input type="checkbox"/> Invitation Accepted
Paper ID <input type="text"/> ID assigned by editor.	Referee Status <input type="text"/>	<input type="checkbox"/> Invitation Declined
Session Date <input type="text"/>	Requires Initial QA <input type="text"/>	<input type="checkbox"/> Invitation Pending
Word in Title or Abstract <input type="text"/> <input type="checkbox"/> Exact	Final QA'ed <input type="text"/>	
Author Name <input type="text"/>	Source Files Uploaded <input type="text"/>	
Main Classification <input type="text"/>	Source Platform <input type="text"/>	
Sub Classification <input type="text"/>	PDF Uploaded <input type="text"/>	
Type of Presentation <input type="text"/>	Slides Uploaded <input type="text"/>	
Presentation Group <input type="text"/>	New Affiliations <input type="text"/>	
Affiliation of name. <input type="text"/> Any part	Copyright Form <input type="text"/>	
<input type="checkbox"/> Exclude Affiliation of Co-author		
First Sort <input type="text"/>	Show Abstract Title and...	
Second Sort <input type="text"/>	<input checked="" type="checkbox"/> Co-Authors <input checked="" type="checkbox"/> Presentation Type	
Third Sort <input type="text"/>	<input checked="" type="checkbox"/> Abstract Text <input checked="" type="checkbox"/> Main Classification	
	<input checked="" type="checkbox"/> Funding Agency <input checked="" type="checkbox"/> Sub Classification	
<input type="button" value="Search"/>	<input type="button" value="Reset"/>	

Search by Session

Session

ID: 1001 - MOXR101, TUPR2002 Talk on Event Management Applications
[Edit](#) [Withdraw](#) [Owner](#) [Editor](#) [QA](#) [Referee](#) [Download \(MOXR101 TUPR2002\)](#) [Sort/File/Edit](#) [Final QA](#) [Print](#) [Log](#) [Upload \(MOXR101 TUPR2002\)](#) [Authors](#) [Email](#) [Profile](#) [Sessions](#)

Requires QA No	My Schedule Add
Editor	Speaker Thomas Georges Baron (CERN, Geneva)
Referee	Authors Thomas Georges Baron (CERN, Geneva)
Final QA Not Publishable	Registered
Publishable No, Referee Status Code is not Publishable, Final QA Not Publishable	Abstract This will be a talk on event management applications.
PDF No	Funding Agency
Slides No	Type of Presentation Invited Oral
	Main Classification Track 1 - Computing
	Sub Classification Code

ID: 1002 - MOCOR101, TUPR2001 My First Contributed Abstract
[Edit](#) [Withdraw](#) [Owner](#) [Editor](#) [QA](#) [Referee](#) [Download \(MOCOR101 TUPR2001\)](#) [Sort/File/Edit](#) [Final QA](#) [Print](#) [Log](#) [Upload \(MOCOR101 TUPR2001\)](#) [Authors](#) [Email](#) [Profile](#) [Sessions](#)

Requires QA No	My Schedule Add
Editor	Speaker Thomas Georges Baron (CERN, Geneva)
Referee	Authors Thomas Georges Baron (CERN, Geneva)
Final QA Not Publishable	Registered
Publishable No, Editor Status Code is not Publishable, Final QA Not Publishable	Abstract Abstract body
PDF No	Footnotes my footnote
Slides No	Funding Agency My funding Agency
	Type of Presentation Contributed Oral
	Main Classification Track 2 - Electronics
	Sub Classification

2 abstracts matched your query.

This page allows to search for abstracts according to various criteria:

- Contribution ID range
- Paper ID
- Scheduling Date
- Session
- Free text search on titles and abstracts (with exact match option)
- Author name
- Classification (main and sub)
- Presentation type
- Presentation group (oral or poster)
- Free text search on Affiliation (option to exclude affiliation of co-authors)
- Some reviewing statuses
 - Editor status
 - Referee status

- Requires initial Q/A
- Final Q/A'ed
- Has source files been uploaded
- What is the source platform
- Has PDF been uploaded
- Have slides been uploaded
- New affiliations
- Copyright form – Still needed for IEEE documents for ex. should be generalised as “necessary documents”

- Custom abstract statuses

And sort results according to (3 levels of sorting):

- Paper ID
- Author
- Contribution ID
- Main Classification
- Sub Classification
- Presenter’s Affiliation

And select which fields are displayed on the result page in addition to the abstract title

- Co-authors
- Abstract text
- Funding Agency
- Presentation Type
- Main Classification
- Sub Classification

The search page is also available for general users

The results page gives access to all features available for each contribution:

- Withdraw
- Define owner
- Define editor
- Perform Initial abstract Q/A
- Perform Referee Assessment
- Download files
- Upload Files
- Sort/File/Edit
- Perform Final Q/A
- Print abstract data
- Show action log on abstract
- Add co-authors
- Email authors
- Profile of author
- Show details of sessions showing the contribution/ Add session

Active	In Indico	To be added
Yes	Partly	Yes
	<ul style="list-style-type: none"> ● In Indico two different objects represent a single contribution: it is called abstract before approval and contribution after. This means there are currently two search interfaces: one for abstracts, one for contributions. 	<ul style="list-style-type: none"> ● Add to filtering criteria: <ul style="list-style-type: none"> ○ Contribution ID range ○ Paper ID (if program codes should be implemented) ○ Scheduling date ○ Session blocks ○ Title and abstract free text search ○ Presentation Group (oral/poster) ○ Affiliation free text search

		<ul style="list-style-type: none"> ○ Layout and content review statuses ○ Requires initial Q/A ○ Final Q/A'ed ○ Has source files been uploaded ○ What is the source platform ○ Has PDF been uploaded ○ Have slides been uploaded ○ Copyright form ○ Custom abstract statuses ● Improve sorting options <ul style="list-style-type: none"> ○ 3 levels on ○ Paper ID ○ Author ○ Contribution ID ○ Main Classification ○ Sub Classification ○ Presenter's Affiliation ● Add results display options <ul style="list-style-type: none"> ○ Funding agency ● Add easy access to all contribution related features: <ul style="list-style-type: none"> ○ Define owner ○ Define editor ○ Perform Initial abstract Q/A ○ Perform Referee Assessment ○ Download files ○ Upload Files ○ Sort/File/Edit ○ Perform Final Q/A ○ Print abstract data ○ Show action log on abstract ○ Add co-authors ○ Email authors ○ Profile of author ○ Show details of sessions in which the contribution is scheduled / Add session
--	--	---

Abstract:MOXR101, **TUPR2002** Talk on Event Management Applications
Paper ID:MOXR101
Presentation Type:Invited Oral
 MOXR1 -- Monday Morning Invited Orals Before Coffee
Program Session:10/26/2015 0900 -- 1030
 Room 1
 Capacity: 250
Paper ID:TUPR2002
Presentation Type:Poster
 TUPR2 -- Tuesday Poster Session
Program Session:10/27/2015 1000 -- 1100
 Room 2
 Capacity: 100

Fields marked with an "*" are required.

Abstract Title: Talk on Event Management Applications

Presentation Type*: Invited Oral

Main Classification*: Track 1 - Computing

Sub Classification*: Code

Abstract*: Abstracts should not exceed 1200 characters.
 This will be a talk on event management applications.

Footnotes: Footnotes should not exceed 200 characters. Please use "*", "**", etc., for references to publications as many times as necessary and with a carriage return between each. Please note that this is not the correct place to enter coauthors. You will have the opportunity to add coauthors on the next page.

Funding Agency: If necessary, enter funding agency and contract. This field should not be used to request sponsorship. Should not exceed 200 characters

Date/Time/Location: MOXR1 - Monday Morning Invited Orals Before Coffee

Start Time: 1300 24-hour format "0000"

Duration Minutes: 20

Session Seq #: 1

Streaming Video URL:

Invitation Accepted
 Invitation Declined
 Invitation Pending

Note: QA is recorded only when data in a field above the horizontal line is updated

This page gives details on the contribution data and allows to modify various fields:

- Title
- Presentation type
- Main classification
- Sub classification
- Abstract
- Footnotes
- Funding Agency
- Session
- Time
- Duration
- Session Seq
- Streaming video URL

Includes a special feature to automatically set the proper title case

Allows to record initial abstract Q/A

Active	In Indico	To be added
Yes	Partly	Yes

	All the fields can be modified from the contribution management page except footnotes and funding agency. Footnotes and funding agency can be added as custom fields	<ul style="list-style-type: none"> • Add TitleCase feature • Add recording of initial Q/A • Add Custom abstract statuses
--	--	---

Editor/Proceedings Administration > Abstract Search/Edit > Withdraw

Abstract:MOXR101, TUPR2002 Talk on Event Management Applications
Paper IDMOXR101
Presentation TypeInvited Oral
MOXR1 -- Monday Morning Invited Orals Before Coffee
Program Session 10/26/2015 0900 -- 1030
Room 1
Capacity: 250
Paper IDTUPR2002
Presentation TypePoster
TUPR2 -- Tuesday Poster Session
Program Session 10/27/2015 1000 -- 1100
Room 2
Capacity: 100

Are you sure you wish to withdraw the abstract?

This page allows to withdraw the abstract

Active	In Indico	To be added
Yes	Yes	No

Editor/Proceedings Administration > Abstract Search/Edit > Owner

Owner is: Thomas Georges Baron

ID1001
Paper IDMOXR101
TitleTalk on Event Management Applications
AuthorsThomas Georges Baron (CERN, Geneva)
Change Owner ID to: [Search for an Account](#)

This page allows to change the owner of the contribution

Active	In Indico	To be added
Yes	Yes	No
	In abstract detailed page: "change submitter"	

Owner is: Thomas Georges Baron

ID 1001

Paper ID MOXR101

Title Talk on Event Management Applications

Authors Thomas Georges Baron (CERN, Geneva)

Select An Editor

Thomas Georges Baron ▼

This page allows to change the editor of the contribution

Active	In Indico	To be added
Yes	Yes	No
	In contribution management, "Paper Reviewing" tab, "Assign a layout reviewer"	

MOCOR101 - My First Contributed Abstract

Enter the paper's status:

Comments to Author **Referee's Notes (Private)**

This page allows the referee to change the status of the abstract and enter some comments (to author and private). The notes are viewable by accounts with editor, referee, admin, sort file and edit roles. In general, those with proceedings-production activities.

Active	In Indico	To be added
Yes	Partly	Yes
	Available in contribution management, "Paper reviewing", "Assess Content". Private notes are not available	Private notes

Clicking on the QA link automatically sets the Initial abstract QA flag to Yes for the contribution

Active	In Indico	To be added
Yes	No	Yes

--	--	--

Editor/Proceedings Administration > Abstract Search/Edit > Sort/File/Edit

[Return to the Paper List](#)

Paper ID MOXR101

Abstract Title

QA

- Abstract Initial QA Performed
- Copyright form Received
- Paper Copy Received

Editor Status

Referee Status

Comments

Authors Thomas Georges Baron (CERN, Geneva)

- ◆ **Abstract Initial QA Performed** [Thomas Georges Baron 21-OCT-15 16:57 (Europe/Zurich)]
- ◆ **Abstract Initial QA Performed** [Thomas Georges Baron 21-OCT-15 15:50 (Europe/Zurich)]
- ◆ **Paper Copy Received** [Thomas Georges Baron 21-OCT-15 14:54 (Europe/Zurich)]
- ◆ **Copyright form Received** [Thomas Georges Baron 21-OCT-15 14:54 (Europe/Zurich)]
- ◆ **Abstract Initial QA Performed** [Thomas Georges Baron 21-OCT-15 14:54 (Europe/Zurich)]
- ◆ **Abstract Initial QA Performed** [Thomas Georges Baron 21-OCT-15 14:49 (Europe/Zurich)]
- ◆ **Dot Reassignment** 🟡 [Thomas Georges Baron 20-OCT-15 14:21 (Europe/Zurich)] Referee:
- ◆ **Dot Reassignment** 🟢 [Thomas Georges Baron 20-OCT-15 14:21 (Europe/Zurich)]
- ◆ **Abstract Initial QA Performed** [Thomas Georges Baron 20-OCT-15 14:17 (Europe/Zurich)]
- ◆ **Abstract Initial QA Performed** [Thomas Georges Baron 19-OCT-15 11:16 (Europe/Zurich)]
- ◆ **Abstract Updated** [Thomas Georges Baron 19-OCT-15 11:16 (Europe/Zurich)]
- ◆ **Abstract Created** [Thomas Georges Baron 19-OCT-15 09:22 (Europe/Zurich)]

This page allows the editor and referee to perform various actions on the contribution:

- Change title
- Enter Q/A values
 - Abstract Initial QA Performed
 - Copyright form Received
 - Paper Copy Received
- Change editor status
- Change referee status
- Add comments

Active	In Indico	To be added
Yes	Partly	Yes
	The features are available in different screens. The comments are displayed in the log Can the QA values be entered anywhere else (the initial QA can be entered at the abstract detailed page/search result)???	Central place where the administrator can modify various contribution parameters. <ul style="list-style-type: none"> • Change title • Enter Q/A values • Change editor status • Change referee status • Add comments

Editor/Proceedings Administration > Abstract Search/Edit > Final QA

[Get Another Paper to QA](#)

MOXR101 (Invited Oral) Talk on Event Management Applications

[Authors](#) Thomas Georges Baron (CERN, Geneva)
[Send Email](#)

Editor Thomas Georges Baron

Title

Select an Action

Total Pages

Comments (Optional)

No PDF File [File Upload](#)

[Show Log](#)

This page allows the QA team member to send an email to the author, upload a PDF file set the final QA status, add a comment, get another paper to QA and modify some contribution fields:

- Title
- Authors
- Total Pages

The comment will be visible in the log

Active	In Indico	To be added
Yes	Yes	No
	That's the referee page	

Editor/Proceedings Administration > Abstract Search/Edit > Print

Print

Total: 1 sheet of paper

Destination:

Pages: All
 e.g. 1-5, 8, 11-13

Copies:

TEST instance for INDICO Abstract

Thomas Georges Baron

[Logout](#) [Search](#) [My Schedule](#) [Home](#) [Find Profiles](#)

Title Talk on Event Management Applications **Submitted** 19-OCT-15 09:22 (Europe/Zurich)

Classification Track 1 - Computing **Modified** 19-OCT-15 11:16 (Europe/Zurich)

Speaker: Thomas Georges Baron **Presentation** Invited Oral
Paper ID MOXR101 **Paper PDF** [Download](#)

Author(s) Thomas Georges Baron (CERN, Geneva)
Abstract This will be a talk on event management applications.
Word Count: 9 Character Count: 52

Footnote
Funding Agency

File Name File Type Platform Uploaded

Email questions, problems or suggestions to the [JACoW Users Mailing List](#) 22-OCT-15 09:25 (Europe/Zurich)

SPMS Author: Matthew Arena — Fermi National Accelerator Laboratory JACoW SPMS Version 10.03.04
[JACoW Legal and Privacy Statements](#)

This link allows to print data about the contribution

Active	In Indico	To be added
Yes	Yes	Yes

	Equivalent to the Indico contribution PDF export with a few fields missing	<ul style="list-style-type: none"> • Add to the PDF export: <ul style="list-style-type: none"> ○ Submitted and modified dates ○ Paper ID (if program codes are implemented)
--	--	---

Editor/Proceedings Administration > Abstract Search/Edit > Log

Owner is: Thomas Georges Baron

ID 1001

Paper ID MOXR101

Title Talk on Event Management Applications

Authors Thomas Georges Baron (CERN, Geneva)

- ◆ **Final QA Passed** [Thomas Georges Baron 21-OCT-15 17:43 (Europe/Zurich)]
- ◆ **Abstract Initial QA Performed** [Thomas Georges Baron 21-OCT-15 17:23 (Europe/Zurich)]
- ◆ **Abstract Initial QA Performed** [Thomas Georges Baron 21-OCT-15 17:23 (Europe/Zurich)]
- ◆ **Abstract Initial QA Performed** [Thomas Georges Baron 21-OCT-15 17:23 (Europe/Zurich)]
- ◆ **Paper Copy Received** [Thomas Georges Baron 21-OCT-15 17:20 (Europe/Zurich)]
- ◆ **Copyright form Received** [Thomas Georges Baron 21-OCT-15 17:20 (Europe/Zurich)]
- ◆ **Abstract Initial QA Performed** [Thomas Georges Baron 21-OCT-15 17:20 (Europe/Zurich)]
- ◆ **Abstract Initial QA Performed** [Thomas Georges Baron 21-OCT-15 16:57 (Europe/Zurich)]
- ◆ **Abstract Initial QA Performed** [Thomas Georges Baron 21-OCT-15 15:50 (Europe/Zurich)]
- ◆ **Paper Copy Received** [Thomas Georges Baron 21-OCT-15 14:54 (Europe/Zurich)]
- ◆ **Copyright form Received** [Thomas Georges Baron 21-OCT-15 14:54 (Europe/Zurich)]
- ◆ **Abstract Initial QA Performed** [Thomas Georges Baron 21-OCT-15 14:54 (Europe/Zurich)]
- ◆ **Abstract Initial QA Performed** [Thomas Georges Baron 21-OCT-15 14:49 (Europe/Zurich)]
- ◆ **Dot Reassignment** 🟡 [Thomas Georges Baron 20-OCT-15 14:21 (Europe/Zurich)] Referee:
- ◆ **Dot Reassignment** 🟢 [Thomas Georges Baron 20-OCT-15 14:21 (Europe/Zurich)]
- ◆ **Abstract Initial QA Performed** [Thomas Georges Baron 20-OCT-15 14:17 (Europe/Zurich)]
- ◆ **Abstract Initial QA Performed** [Thomas Georges Baron 19-OCT-15 11:16 (Europe/Zurich)]
- ◆ **Abstract Updated** [Thomas Georges Baron 19-OCT-15 11:16 (Europe/Zurich)]
- ◆ **Abstract Created** [Thomas Georges Baron 19-OCT-15 09:22 (Europe/Zurich)]

This link allows to print data about the contribution

Active	In Indico	To be added
Yes	No	Yes
		<ul style="list-style-type: none"> ○ Preserve the full history of all changes applied to an abstract/contribution and display them in a Log page

Abstract: MOXR101, TUPR2002 Talk on Event Management Applications
Paper ID MOXR101
Presentation Type Invited Oral
 MOXR1 -- Monday Morning Invited Orals Before Coffee
Program Session 10/26/2015 0900 -- 1030
 Room 1
 Capacity: 250
Paper ID TUPR2002
Presentation Type Poster
 TUPR2 -- Tuesday Poster Session
Program Session 10/27/2015 1000 -- 1100
 Room 2
 Capacity: 100

- If your speaker is not an author first add the speaker's name as an author then use the radio button to set them as the speaker, next remove their name from the list of authors.
- To add an author with multiple affiliations complete the steps in the "Add a New Author" procedure for each affiliation.
- Sort order applies to individual co-authors with multiple affiliations. Enter a numeric value to adjust the order in which affiliations appear.

Owner Thomas Georges Baron
Speaker Thomas Georges Baron, European Organization for Nuclear Research (CERN)

Owner	Primary	Speaker	Remove	Author	Affiliation	On Leave	Sort Order
X	X	X		Thomas Georges Baron	European Organization for Nuclear Research (CERN)		

Note: You must click "Update" to save changes in the table above. Clicking "Add a New Author" or "Return to Abstract List" will not save your changes.

This pages allows to modify the contributions authors
 The field on leave is used to construct the affiliations list appropriately.

Active	In Indico	To be added
Yes	Yes	No
	In the contribution edition page	The JACoW author sort order will have to be taken into account in the creation of proceedings as Indico will keep an alphabetical ordering when displaying author lists.

MOXR101 Talk on Event Management Applications

Recipient(s)

Submitting (Primary) Author
 Account Owner
 Speaker
 Copy Administrator

Subject:

Enter the email message below. Use the substitution parameters below.

Use the EXACT text below as substitutes values.

[[Chair's Email]]
 [[Copyright URL]]
 [[Editor's Email]]
 [[Login URL]]
 [[Paper ID]]
 [[Paper Title]]
 [[Presentation Type]]
 [[Publications URL]]
 [[Search URL]]
 [[Session Date]]
 [[Session End Time]]
 [[Session End Time - 30]]
 [[Session ID]]
 [[Session Location]]
 [[Session Start Time]]
 [[Session Start Time - 30]]
 [[Session Title]]
 [[Recipient's Name]]
 [[Recipient's First Name]]
 [[Recipient's Last Name]]
 [[Presentation Start]]
 [[Presentation Duration]]
 [[Contribution ID]]

Warning: Do not use the SESSION substitution variables until after the session assignment process.

Generic interface to send emails to authors of one or several contributions using substitutes values.

Active	In Indico	To be added
Yes	Yes	Yes
	The "Author List" page from the Indico contribution list page allows to send emails using the local mail client and without substitutable fields	Add generic author emailing option

Abstract: MOXR101, TUPR2002 Talk on Event Management Applications
Paper ID MOXR101
Presentation Type Invited Oral
 MOXR1 -- Monday Morning Invited Orals Before Coffee
Program Session 10/26/2015 0900 -- 1030
 Room 1
 Capacity: 250
Paper ID TUPR2002
Presentation Type Poster
 TUPR2 -- Tuesday Poster Session
Program Session 10/27/2015 1000 -- 1100
 Room 2
 Capacity: 100

[Add New Session](#)

	Program Code	Presentation Type	Start Time	Duration	
Primary	MOXR101	Invited Oral	1300	20	
Delete	TUPR2002	Poster	1000		Make Primary

This page lists the sessions in which the contribution will be displayed and allows to remove some, add new and make primary

Active	In Indico	To be added
Yes	Yes	No
	In Indico this can be changed from the contribution detailed page. Indico will not support the possibility to show one contribution in different sessions, but will rather suggest the duplication of contributions	

	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%

This page lists statistics of activity for each editor:

- Number of dot reassignment
- Number of failed final QA (papers which got a failed final QA from the person)
- Number of passed final QA (papers which got a passed final QA from the person)
- Number of papers re-assigned (self-reassignments)
- Number of Transparencies assigned to the person
- Number of Transparencies completed by the person
- Number of Transparencies reassigned by the person
- Number of edits completed
- % of QA failures on papers edited by the person
- % of initial dot statuses

Active	In Indico	To be added
Yes	No	Yes

Editor/Proceedings Administration > Editor Source File Types

Source Codes : List of file types editor may select for paper assignment.

Column	Comments
SOURCE_CODE	Primay key. Must be unique.
SOURCE_DESCR	Text editors see when selecting a file type to upload.
REG_EXP	Standard regular experssion used in query to find files to upload. Any change to the regular expression requires a change to the regular experssion in File Types as well.

	Source Code	Source Descr	Reg Exp
Delete	Any	Any Type	.*\$
Delete	LaTeX	LaTeX	.(TEX LATEX)\$
Delete	WORD	MS Word	.(DOC DOCX)DOCMS\$
Delete	OD	OpenDocument	.(ODT)\$
New	<input type="text"/>	<input type="text"/>	<input type="text"/>
New	<input type="text"/>	<input type="text"/>	<input type="text"/>
New	<input type="text"/>	<input type="text"/>	<input type="text"/>

This page lists the available source file types that editors can select to process and allows to add others. This is used when the editor selects which paper he/she wants to be assigned to, in the statistics, in the file upload form.

Active	In Indico	To be added
Yes	No	Yes

Editor/Proceedings Administration > Email > Email History

Date	Subject	Message
20-MAY-15 17:22 (Europe/Zurich)	IPAC'15 Paper Outstanding	<p>Dear [[Recipient's Name]],</p> <p>We note that you have not uploaded a written contribution for [[Paper ID]], [[Paper Title]], for the IPAC'15 proceedings. We are nearly finished with the paper editing and QA process, and hope to deliver proceedings to JACoW within the next several weeks.</p> <p>Unless you have told us not to publish your slides, we will publish them in the final proceedings. However we would like to include your written contribution if you have the opportunity to submit it.</p> <p>If you intend to submit a written contribution, please email the source files to IPAC15Editorial@jlab.org by Friday, May 29 2015. We will then process your paper for inclusion in the final proceedings. We will also appreciate a notification if you do not intend to submit a paper.</p> <p>Thank you for your contribution to making IPAC'15 a success!</p> <p>Yours truly, Evelyn Akers and Todd Satogata / IPAC15Editorial@jlab.org IPAC'15 Editorial Board</p> <p>Recipient(s): Primary Author Includes: Excludes: Classifications: Editor Status: Referee Status: Presentation Type: Presentation: Presentation Option: ID Range From 1598 To 1598</p>
20-MAY-15 17:22 (Europe/Zurich)	IPAC'15 Paper Outstanding	<p>Dear [[Recipient's Name]],</p> <p>We note that you have not uploaded a written contribution for [[Paper ID]], [[Paper Title]], for the IPAC'15 proceedings. We are nearly finished with the paper editing and QA process, and hope to deliver proceedings to JACoW within the next several weeks.</p> <p>Unless you have told us not to publish your slides, we will publish them in the final proceedings. However we would like to include your written contribution if you have the opportunity to submit it.</p> <p>If you intend to submit a written contribution, please email the source files to IPAC15Editorial@jlab.org by Friday, May 29 2015. We will then process your paper for inclusion in the final proceedings. We will also appreciate a notification if you do not intend to submit a paper.</p>

This page lists every single email ever sent by SPMS for this conference

Active	In Indico	To be added
Yes	Yes	No
	This currently stands in the event log page	

Select abstracts to include or exclude.

Check at most one box per horizontal line. Leave blank to ignore.

<p>Include/Exclude</p> <ul style="list-style-type: none"> <input type="checkbox"/> Abstract Created <input type="checkbox"/> Abstract Initial QA Performed <input type="checkbox"/> Abstract Owner Changed <input type="checkbox"/> Abstract Updated <input type="checkbox"/> Abstract Withdrawn <input type="checkbox"/> Author rejected the Editor's changes <input type="checkbox"/> Copyright form Received <input type="checkbox"/> Dot Reassignment <input type="checkbox"/> Edit Complete <input type="checkbox"/> File Removed <input type="checkbox"/> File Uploaded <input type="checkbox"/> Final QA Failed <input type="checkbox"/> Final QA Passed <input type="checkbox"/> Paper Assigned <input type="checkbox"/> Paper Copy Received <input type="checkbox"/> Paper Re-assigned <input type="checkbox"/> Poster Police <input type="checkbox"/> Referee <input type="checkbox"/> Transparency Assigned <input type="checkbox"/> Transparency Complete <input type="checkbox"/> Transparency Reassigned <input type="checkbox"/> Other Supporting Files <input type="checkbox"/> Portable Document Format <input type="checkbox"/> Source File (MS Word, Open Office or LaTeX) <input type="checkbox"/> Talk Movies <input type="checkbox"/> Transparencies/Slides <p>Select Attributes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Awaiting Paper <input type="checkbox"/> Contributed talk accepted <input type="checkbox"/> Contributed talk declined <input type="checkbox"/> Contributed talk no response yet <input type="checkbox"/> Do Not Publish Slides <input type="checkbox"/> Invited talk accepted <input type="checkbox"/> Invited talk declined <input type="checkbox"/> Invited talk no response yet <input type="checkbox"/> Slides Only <input type="checkbox"/> Student poster (grant) <input type="checkbox"/> Student poster (non-grant) <input type="checkbox"/> apparent placeholder abstract for oral <input type="checkbox"/> electronic poster interest 	<p>Classification</p> <p>1: Circular and Linear Colliders 2: Photon Sources and Electron Accelerators 3: Alternative Particle Sources and Acceleration Techniques</p>	<p>Editor Status</p> <p>Assigned to an Editor Green Red</p> <p>Contribution Presentation Type</p> <p>Contributed Oral Invited Oral Poster</p> <p>Presentation Option</p> <p>Awards Session Contributed Oral Early PM Contributed Oral Late PM</p> <p>Presentation Type</p> <p>Oral Poster</p>
--	--	--

Affiliation

No Files Uploaded

No One Registered

Police Ok; No Files

QA Passed; Police Failed

Contribution ID Range -

Paper ID Range -

Recipient(s)

Submitting (Primary) Author

Account Owner

Speaker

Copy Administrator

Subject:

Enter the email message below. Use the substitution parameters below.

Email utility which allows to send emails to authors of contributions filtered by various criteria:

- Some statuses in the history log
- Custom contribution attributes
- Classifications
- Editor status
- Referee status
- Presentation generic type (oral/poster)
- Presentation specific type
- Session type
- Affiliation free text match
- No files uploaded
- No related registration
- Police Ok; No file
- QA passed; Police failed
- Contribution ID range
- Paper ID range

The email body message can be written using substitutable fields

- [[Chair's Email]]
- [[Copyright URL]]
- [[Editor's Email]]

- [[Login URL]]
- [[Paper ID]]
- [[Paper Title]]
- [[Presentation Type]]
- [[Publications URL]]
- [[Search URL]]
- [[Session Date]]
- [[Session End Time]]
- [[Session End Time - 30]]
- [[Session ID]]
- [[Session Location]]
- [[Session Start Time]]
- [[Session Start Time - 30]]
- [[Session Title]]
- [[Recipient's Name]]
- [[Recipient's First Name]]
- [[Recipient's Last Name]]
- [[Presentation Start]]
- [[Presentation Duration]]
- [[Contribution ID]]

Active	In Indico	To be added
Yes	No	Yes

Select Recipients

<p>Functional Roles</p> <input type="checkbox"/> Conference Coordinator <input type="checkbox"/> Database Administrator <input type="checkbox"/> Programme Committee	<p>Experts</p> <input type="checkbox"/> Propose New Classification <input type="checkbox"/> Propose New Presentation Type <input type="checkbox"/> Approve New Classification <input type="checkbox"/> Approve New Presentation Type <input type="checkbox"/> Referee <input type="checkbox"/> Referee Approver <input type="checkbox"/> Session Coordinator
---	---

Subject:

Enter the email message below.

Use the EXACT text below as substitutes values.

[[Chair's Email]]
 [[Editor's Email]]
 [[Login URL]]
 [[Search URL]]
 [[Recipient's Name]]
 [[Recipient's First Name]]
 [[Recipient's Last Name]]

Warning: Do not use the SESSION substitution variables until after the session assignment process.

Email utility which allows to send emails to people with roles in SPMS

- Conference coordinator
- Database Administrator
- Programme Committee
- Various experts

Substitutable fields can be used

- [[Chair's Email]]
- [[Editor's Email]]
- [[Login URL]]
- [[Search URL]]
- [[Recipient's Name]]
- [[Recipient's First Name]]
- [[Recipient's Last Name]]

Active	In Indico	To be added	
Yes	No	Yes	

Select the Chairs

	Session	Title	Date	Chair
<input checked="" type="checkbox"/>	MOXR1	Monday Morning Invited Orals Before Coffee	26-OCT-15 15:00	Thomas Georges Baron - CERN
<input type="checkbox"/>	MOYR1	Monday Morning Invited Orals After Coffee	26-OCT-15 18:20	
<input type="checkbox"/>	MOCOR1	Monday Afternoon Contributed Orals	26-OCT-15 23:20	
<input type="checkbox"/>	TUPR2	Tuesday Poster Session	27-OCT-15 16:40	

Subject:

Enter the email message below. Use the substitution parameters below.

Use the EXACT text below as substitutes values.

- [[Chair's Email]]
- [[Editor's Email]]
- [[Login URL]]
- [[Publications URL]]
- [[Search URL]]
- [[Session Date]]
- [[Session End Time]]
- [[Session End Time - 30]]
- [[Session ID]]
- [[Session Location]]
- [[Session Start Time]]
- [[Session Start Time - 30]]
- [[Session Title]]
- [[Recipient's Name]]
- [[Recipient's First Name]]
- [[Recipient's Last Name]]

Warning: Do not use the SESSION substitution variables until after the session assignment process.

Email utility which allows to send emails to session chairs

Substitutable fields can be used

- [[Chair's Email]]
- [[Editor's Email]]
- [[Login URL]]
- [[Publications URL]]
- [[Search URL]]
- [[Session Date]]
- [[Session End Time]]
- [[Session End Time - 30]]
- [[Session ID]]
- [[Session Location]]
- [[Session Start Time]]
- [[Session Start Time - 30]]
- [[Session Title]]
- [[Recipient's Name]]
- [[Recipient's First Name]]

- [[Recipient's Last Name]]

Active	In Indico	To be added
Yes	No	Yes

Editor/Proceedings Administration > File Types

File Type Codes : A master list of file types author can upload, such as DOC, LaTeX.

Column	Comments
FILE_TYPE_CODE	Primay key. Must be unique.
FILE_TYPE_DESCR	Text authors see when selecting a file type to upload.
REG_EXP	Standard, JavaScript regular expression used to control which files an author may upload. Any change to the regular expression for a source file requires a change to the regular expression in Editor Source File Types as well.
ERROR_MSG	Message displayed to authors if they attempt to upload a file where the type and extension do not match.
REQUIRED	If set to Yes, authors will see a message stating that they must upload a file of this type.
TRANSPARENCY_FLAG	Indicates this file type contains files for oral presentation.
UPLOAD_2ND_CODES	Allow uploads of this file type on contributions under secondary program codes.

	File Type Code	File Type Descr	Reg Exp	Error Msg	Required	Transparency Flag	Upload 2nd Codes
Delete	O	Other Supporting Files		Upload of "Other Supporting Files" can not be named	No ▼	No ▼	No ▼
Delete	PDFS	Portable Document Format or Post Script	\\.(PDF PS)\$	Filename must be named <paper_id>.PDF or <paper_	Yes ▼	No ▼	No ▼
Delete	POST	Poster	_poster\\.(PDF)\$	Poster filename must be named <paper_id>_poster.P	No ▼	No ▼	No ▼
Delete	SRC	Source File (MS Word, Open Document or LaTeX)	\\.(TEX DOC DOCX DOC ODT)\$	Source filename must be named <paper_id>.DOC./X	Yes ▼	No ▼	No ▼
Delete	MOV	Talk Movies		Talk movie filename must be named *.AVI, *.MOV, *	No ▼	Yes ▼	No ▼
Delete	TRAN	Transparencies	_TALK\\.(PPT PPTX PPS PPSX PDF ODP)\$	Transparency filename must be named <paper_id>_ti	No ▼	Yes ▼	No ▼
New					▼	▼	▼
New					▼	▼	▼
New					▼	▼	▼

Save

Page defining the list of file type authorised for submission by the contribution authors with parameters:

- Reg Exp: regular expression used to assess whether the submitted file has correct naming and extension
- Error Msg: displayed when the uploaded file name does not match regular expression
- Required: file must be uploaded
- Transparency flag: indicates if the file is used as support for an oral (it can be uploaded regardless of editing status, where file uploads are blocked)
- Upload 2nd Codes – available for multiple programme code

Active	In Indico	To be added
Yes	No	Yes

Editor/Proceedings Administration > Keyword Codes

Keyword Codes : A master list of keywords used to generate post-conference HTML and datafiles for JACoW and SPIRES serach engines.

Column	Comments
KEYWORD_CODE	
KEYWORD_DESCR	
REGULAR_EXPRESSION	Text used by the PERL script that generates paper keywords.
CONFERENCE_CODE	

	Keyword Code	Keyword Descr	Regular Expression	Conference Code
New				▼
New				▼
New				▼

Save

Page defining a list of keywords used by post-processing scripts

Active	In Indico	To be added
No	No	No

Paper ID	Function	Change Status	Files Uploaded
MOCOR101 ●	View Abstract Edit Abstract Full Log Email Upload Files • MOCOR101 • TUPR2001 Download Files • MOCOR101 • TUPR2001	Yellow ▾ <input type="button" value="Set Status"/>	
MOXR101 ●	View Abstract Edit Abstract Full Log Email Upload Files • MOXR101 • TUPR2002 Download Files • MOXR101 • TUPR2002	Green ▾ <input type="button" value="Set Status"/>	

Page listing the papers assigned to the logged in user as an editor. Offers various options

- Change editor status
- View detailed contribution
- Edit contribution
- Show full log
- Email authors
- Upload and download files

Active	In Indico	To be added
Yes	Yes	Yes
	"Paper Reviewing" -> "Layout Reviewer Area"	The list of assigned papers could be improved to give access to more options as in SPMS

Editor/Proceedings Administration > List My Contributions

Paper ID	Function	Abstract	History
MOCOR101 Monday, 14:00-14:20 Editor Status: ● Waiting For Hard Copy Accept/Reject Editor's Changes Referee Status: ●	Print Edit Authors File Upload • MOCOR101 • TUPR2001	Title: My First Contributed Abstract Thomas Georges Baron Speaker: European Organization for Nuclear Research Thomas Georges Baron Authors: Baron (CERN, Geneva)	Abstract Initial QA Performed [Thomas Georges Baron 21-OCT-15 16:57 (Europe/Zurich)] Referee ● [Thomas Georges Baron 20-OCT-15 14:58 (Europe/Zurich)] Dot Reassignment ● [Thomas Georges Baron 20-OCT-15 14:30 (Europe/Zurich)] Referee ● [Thomas Georges Baron 20-OCT-15 14:29 (Europe/Zurich)] erfewrferf Abstract Initial QA Performed [Thomas Georges Baron 20-OCT-15

Gives access to the list of contributions I own

Active	In Indico	To be added
Yes	Yes	No
	"My Conference"->"My Contributions"	

Error Codes : A master list of errors found during paper processing by editors.

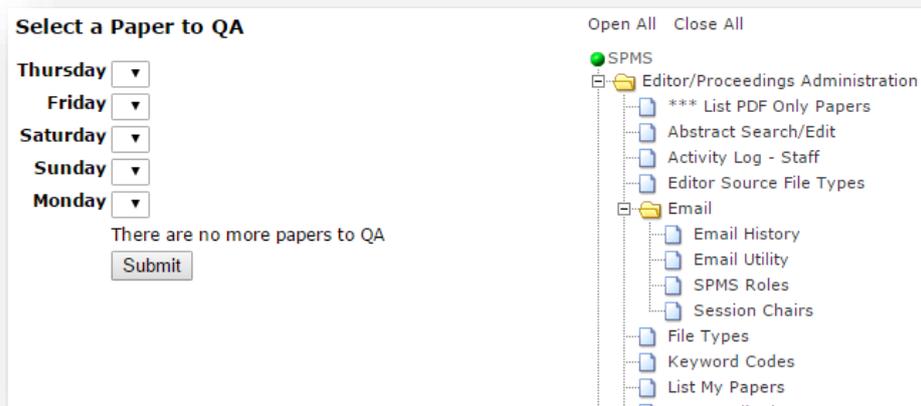
Column	Comments
ERROR_CODE	
ERROR_DESCR	
EDITOR	
POSTER	
REFEREE	

	Error Code	Error Descr	Editor	Poster	Referee
Delete	FC00	FC00 General Problems with files	Yes ▼	No ▼	No ▼
Delete	FC01	FC01 PS/EPS/PDF/source or supporting file(s) missi	Yes ▼	No ▼	No ▼
Delete	FC04	FC04 Multiple or Unusable Files	Yes ▼	No ▼	No ▼
Delete	FC05	FC05 Bad EPS/PS/PDF: Scale to fit; Colour image p	Yes ▼	No ▼	No ▼
Delete	FC10	FC10 full page image, no text	Yes ▼	No ▼	No ▼
Delete	FP00	FP00 General Problems with Fonts	Yes ▼	No ▼	No ▼
Delete	FP01	FP01 Font Problems (wrong font, wrong font size, Ty	Yes ▼	No ▼	No ▼
Delete	FP02	FP02 Font Problems (missing character, unknown gly	Yes ▼	No ▼	No ▼
Delete	MP00	MP00 Miscellaneous or Formatting Problems	Yes ▼	No ▼	No ▼
Delete	MP02	MP02 Spelling Corrections	Yes ▼	No ▼	No ▼
Delete	MP03	MP03 Too many pages, blank pages	Yes ▼	No ▼	No ▼
Delete	MP04	MP04 Comments to the Author/Editor in Chief	Yes ▼	No ▼	No ▼
Delete	TC00	TC00 General Problems related to formatting	Yes ▼	No ▼	No ▼
Delete	TC01	TC01 Incorrect Title, Authors, Affiliation formatting (s	Yes ▼	No ▼	No ▼
Delete	TC02	TC02 Text formatting incorrect (paragraphs, section/s	Yes ▼	No ▼	No ▼
Delete	TC03	TC03 Table formatting incorrect (not centered, outsid	Yes ▼	No ▼	No ▼
Delete	TC04	TC04 Figure formatting incorrect (caption missing, ou	Yes ▼	No ▼	No ▼
Delete	TC05	TC05 Footnote formatting incorrect (outside margins,	Yes ▼	No ▼	No ▼
Delete	TC06	TC06 Reference or Reference formatting incorrect (m	Yes ▼	No ▼	No ▼
Delete	TC07	TC07 Figure/Table/Equation/Reference numbers not i	Yes ▼	No ▼	No ▼

Gives access to the list of error codes editors can use while processing papers. New ones can be added.

Active	In Indico	To be added
Yes	No	Yes
		This can be implemented using the questions defined during the review setup, but we must add yes/no questions.

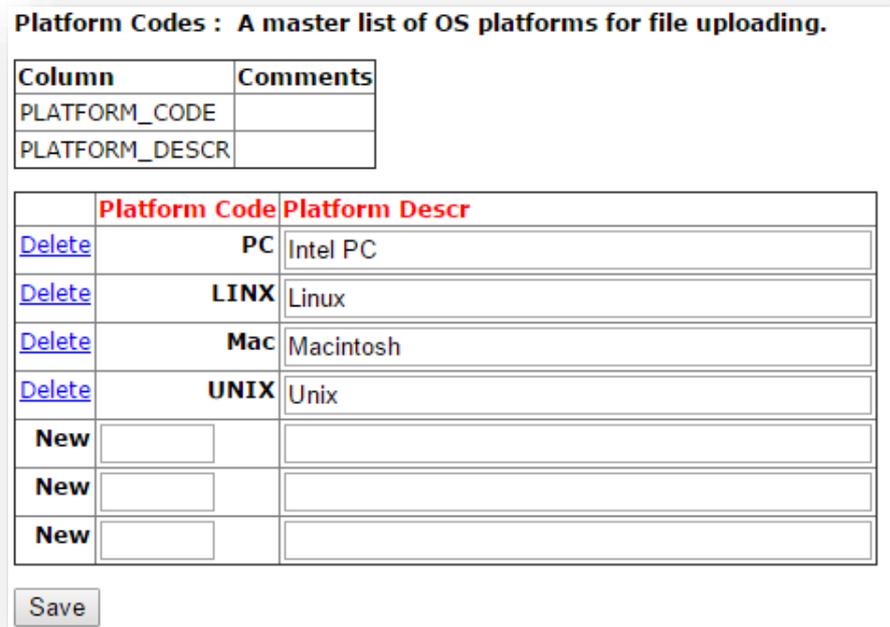
Editor/Proceedings Administration > Paper Final QA



Can select a paper in the list of papers pending final QA classified by day in order to perform final QA over it

Active	In Indico	To be added
Yes	Yes	No
	Final QA in Indico is done by the paper referee.	

Editor/Proceedings Administration > Platform Codes



Displays the list of platform codes on which paper masters have originally be created defined for the conference. New ones can be added as well.

Active	In Indico	To be added
Yes	No	Yes

Edit	Print	SUPF	Student Poster Session
Edit	Print	MOPWA	Monday Posters (Washington)
Edit	Print	MOPJE	Monday Posters (Jefferson)
Edit	Print	MOPMA	Monday Posters (Madison)
Edit	Print	MOPMN	Monday Posters (Monroe)
Edit	Print	MOPHA	Monday Posters (Harrison)
Edit	Print	MOPTY	Monday Posters (Tyler)
Edit	Print	MOPWI	Monday Posters (Wilson)
Edit	Print	TUPWA	Tuesday Posters (Washington)
Edit	Print	TUPJE	Tuesday Posters (Jefferson)
Edit	Print	TUPMA	Tuesday Posters (Madison)
Edit	Print	TUPHA	Tuesday Posters (Harrison)
Edit	Print	TUPTY	Tuesday Posters (Tyler)
Edit	Print	TUPWI	Tuesday Posters (Wilson)
Edit	Print	WEPWA	Wednesday Posters (Washington)
Edit	Print	WEPJE	Wednesday Posters (Jefferson)
Edit	Print	WEPMA	Wednesday Posters (Madison)
Edit	Print	WEPMN	Wednesday Posters (Monroe)
Edit	Print	WEPHA	Wednesday Posters (Harrison)
Edit	Print	WEPTY	Wednesday Posters (Tyler)
Edit	Print	WEPWI	Wednesday Posters (Wilson)
Edit	Print	THPF	Thursday Posters

ID	Presenter	Title	Manned	Posted	Satisfactory	Picture	Comments
MOPWA001	Fernando Henrique de Sá - LNLS	Instability Thresholds and Tune Shift Estimation for Sirius	Yes ▼	Yes ▼	Yes ▼	Yes ▼	
MOPWA002	Samuel Marini - IF-UFRGS	Nonequilibrium Phase Transitions in Crossed-Field Devices	Yes ▼	Yes ▼	Yes ▼	Yes ▼	
MOPWA003	Roman Samulyak - BNL	Optimal Generalized Finite Difference Solution to the Particle-in-Cell Problem	Yes ▼	Yes ▼	Yes ▼	Yes ▼	
MOPWA004	Javier Fernando Cardona - UNAL	Reformulation of the Action and Phase Jump Method to Obtain Magnetic Errors in the LHC IRs	Yes ▼	Yes ▼	Yes ▼	Yes ▼	
MOPWA005	Javier Fernando Cardona - UNAL	Comparison between Digital Filters and Singular Value Decomposition to Reduce Noise in LHC Orbits used for Action and Phase Jump Analysis	Yes ▼	Yes ▼	Yes ▼	Yes ▼	
MOPWA006	Phu Anh Phi Nghiem - CEA/DSM/IRFU	Core-Halo Limit as an Indicator of High Intensity Beam Internal Dynamics	Yes ▼	Yes ▼	Yes ▼	Yes ▼	
MOPWA007	Nicolas Pichoff - CEA/DSM/IRFU	The SARAF-LINAC Beam Dynamics	Yes ▼	Yes ▼	Yes ▼	Yes ▼	
MOPWA008	Didier Uriot - CEA/DSM/IRFU	Status of TraceWin Code	Yes ▼	Yes ▼	Yes ▼	Yes ▼	
MOPWA009	Wade Rush - KU	Channelling Radiation Experiment at Fermilab ASTA	Yes ▼	Yes ▼	Yes ▼	Yes ▼	
MOPWA010	Matthieu Valette - CEA/IRFU	Emittances of the Core and of the Halo	Yes ▼	Yes ▼	Yes ▼	Yes ▼	
MOPWA011	Francis Jamshyd Cullinan - SOLEIL	The Damping of Transverse Coherent Instabilities by Harmonic Cavities	Yes ▼	Yes ▼	Yes ▼	Yes ▼	
MOPWA012	Alexandre Loulergue - SOLEIL	Study of Optimal MBA Lattice Structures for the SOLEIL Upgrade	Yes ▼	Yes ▼	Yes ▼	Yes ▼	
MOPWA013	Nicola Carmignani - ESRF	Modeling and Measurements of Spin Depolarization	Yes ▼	Yes ▼	Yes ▼	Yes ▼	
MOPWA014	Boaz Nash - ESRF	New Functionality for Beam Dynamics in	Yes ▼	Yes ▼	Yes ▼	Yes ▼	

Gives the list of posters for each poster session and allows setting various “poster police” flags:

- Was the poster manned?
- Was the poster posted?

- Was the poster satisfactory? (Is the poster a real poster and not a replica of a paper)
- Was a picture of the poster taken?
- Comments

Active	In Indico	To be added
Yes	No	Yes
		Should be implemented using a generic review system

Editor/Proceedings Administration > Presentation File Combination

Presentation	Other Supporting Files			Portable Document Format			Source File (MS Word, Open Office or LaTeX)			Talk Movies			Transparencies/Slides		
	Weight	Editor Only	Always Available	Weight	Editor Only	Always Available	Weight	Editor Only	Always Available	Weight	Editor Only	Always Available	Weight	Editor Only	Always Available
Contributed Oral	0	No	No	2	No	No	1	No	No	0	No	Yes	0	No	Yes
Invited Oral	0	No	No	2	No	No	1	No	No	0	No	Yes	0	No	Yes
Poster	0	No	No	2	No	No	1	No	No	0	No	No	0	No	No

Defines for each combination presentation type/File type

- The weight of the uploaded file
- If the file type can be uploaded exclusively by the editor
- If the file type is always available: used to specify if the file type can always be uploaded regardless of the contribution status.

Active	In Indico	To be added
Yes	No	Yes
		Will be simplified

IPAC 2015 Agenda

Richmond, Virginia, USA
03-May -2015 — 08-May -2015

[Full Conference](#)

By Location	By Day
Grand Ballroom	Sunday
Grand Ballroom A	19:00 - 20:00 Thom Mason Public Lecture
Grand Ballroom B	Monday
Grand Ballroom C	09:00 - 10:30 Opening Plenary
Marriott Salons F-J	11:00 - 12:30 Opening Plenary
Science Museum of Virginia	14:00 - 15:00 Contributed Orals (MC6)
	14:00 - 15:00 Contributed Orals (MC3)
	14:00 - 15:00 Contributed Orals (MC7)
	15:00 - 16:00 Contributed Orals (MC8)
	15:00 - 16:00 Contributed Orals (MC5)
	15:00 - 16:00 Contributed Orals (MC7)
	Tuesday
	09:00 - 10:30 Invited Orals (MC4)
	09:00 - 10:30 Invited Orals (MC2)
	11:00 - 12:30 Invited Orals (MC1)
	11:00 - 12:30 Invited Orals (MC3)

IPAC 2015 Agenda

Richmond, Virginia, USA
03-May -2015 — 08-May -2015

Sunday, 3 May 2015

SUWSM Thom Mason Public Lecture
Chair: -
Science Museum of Virginia
19:00 - 20:00

19:00 **SUWSMI** The Impact of "Big Science" on the U.S. Economy
Speaker: Thomas Edward Mason - Oak Ridge National Laboratory

Monday, 4 May 2015

MOXGB Opening Plenary
Chair: Andrew Hutton - Thomas Jefferson National Accelerator Facility
Grand Ballroom
09:00 - 10:30

09:00 **MOXGB1** Opening Remarks
Speaker: Andrew Hutton - Thomas Jefferson National Accelerator Facility
Transparencies/Slides: [MOXGB1_TALK.PDF](#) (Intel PC); Transparencies/Slides:

Displays the conference timetable, either

- Full
- By Location
- By Day
- By Session

Active	In Indico	To be added
Yes	Yes	No

Paper ID	When	Contribution Title	Speaker
SUWSM1 No Files Upload Email	Sunday 19:00	The Impact of "Big Science" on the U.S. Economy	Thomas Edward Mason - Oak Ridge National Laboratory
MOXGB1 Download Upload Email	Monday 09:00	Opening Remarks	Andrew Hutton - Thomas Jefferson National Accelerator Facility
MOXGB2 Download Upload Email	Monday 09:30	Commissioning and Operation of 12 GeV CEBAF	Arne Freyberger - Thomas Jefferson National Accelerator Facility
MOXGB3 Download Upload Email	Monday 10:00	LHC Commissioning at Higher Energy	Paul Collier - European Organization for Nuclear Research Beams Department (BE)
MOYGB1 Download Upload Email	Monday 11:00	Industrial Applications of Free Electron Lasers: Extreme Ultraviolet Lithography	Patrick Naulleau - Lawrence Berkeley National Laboratory
MOYGB2 Download Upload Email	Monday 11:30	High Q Developments	Anna Grassellino - Fermi National Accelerator Laboratory
MOYGB3 Download Upload Email	Monday 12:00	Commissioning of NSLS-II	Ferdinand J. Willeke - Brookhaven National Laboratory National Synchrotron Light Source II

Lists all papers indicating for each if slides have been uploaded. Gives access to the slides and upload and email options. This screen is used by the Presentations Managers. They can see whether the talks have been uploaded or not and contact the speakers via SPMS directly.

Active	In Indico	To be added
Yes	No	Yes
		Allow to display for each contribution the number of files of each type

Day	Invited Oral						Contributed Oral						
	Total	Assignable	Assigned	●	●	●	Total	Assignable	Assigned	●	●	●	
Sunday	1	0	1	0	0	0	0	0	0	0	0	0	0
Monday	6	6	6	0	0	6	18	18	18	0	0	0	18
Tuesday	12	12	12	0	0	12	18	18	18	0	0	0	18
Wednesday	21	19	19	0	0	19	12	12	12	0	0	0	12
Thursday	20	19	19	0	0	19	0	0	0	0	0	0	0
Friday	10	10	10	0	0	10	0	0	0	0	0	0	0
Totals	70	66	67	0	0	66	48	48	48	0	0	0	48




Get Next Transparency
List My Active Transparencies
List All My Transparencies

There are no active transparencies assigned to you.

This is the screen which shows the status of the processing by the editor processing the transparencies of the talks.

Active	In Indico	To be added
Yes	No	Yes
		Transparency processing will be implemented using the generic review workflow

Editor/Proceedings Administration > Presentations Management > Transparency Status Maintenance

Transparency Codes : List of file types editor may select for paper assignment.

Column	Comments
TRANSPARENCY_CODE	Primary Key.
TRANSPARENCY_DESCR	Display description. Visible to users
SORT_ORDER	Order displayed on reports, graphs, etc.
EMAIL_MSG	Standard text send to user when transparency code is assigned.
IMAGE_URL	Full URL to "dot" image.
PUBLISHABLE	Indicates if the transparency is acceptable for viewing.
PX_WIDTH	
PX_HEIGHT	
EDOT_FG_COLOR	Foreground color on the EDOT report. Use standard color names or ##### notation only.
EDOT_BG_COLOR	Background color on the EDOT report. Use standard color names or ##### notation only.

Transparency Code	Transparency Descr	Sort Order	Email Msg	Image Url	Publishable	Px Width	Px Height	Edot Fg Color	Edot Bg Color
Delete	G Green	30	Your transparencys have been successfully processed and will be published in the conference proceedings. They can be downloaded via your account. Please see the	http://www-esh.fnal.gov/Graphics/greenball2.gif	Yes	14	14	BLACK	00FF00
Delete	R Red	10	Your transparencys could not be processed. Please see the editor's comments below. Please come to the Author Reception.	http://www-esh.fnal.gov/Graphics/redball2.gif	No	14	14	WHITE	FF0000
Delete	Y Yellow	20	Your transparencys have been processed but required some work. Please download the .pdf file and see the editor's comments below. Please agree to our version for publication	http://www-esh.fnal.gov/Graphics/yellowball.gif	No	14	14	BLACK	FFFF00
New									
New									
New									

[Save](#)

Defines the various statuses used by the transparency processing workflow, as well as the texts of the mails which go to the speakers once the transparency processing is complete.

Active	In Indico	To be added
Yes	No	Yes

Editor/Proceedings Administration > Processing Status Code

Status Codes : A master list of paper statuses (Green, Yellow, Red dots).

Column	Comments
STATUS_CODE	Unique, one-letter code.
STATUS_DESCR	Text description of the status code.
SORT_ORDER	No longer used.
EMAIL_MSG	Text sent to authors when paper is assigned status. The email message begins with the text: Your contribution PAPER ID, "PAPER TITLE," . Format the remainder of the email message accordingly.
IMAGE_URL	Full URL to the JPG or GIF file of the dot image.
OK_TO_UPLOAD	Is it OK for authors to upload files when their paper has this status?
SEND_EMAIL_NOTICE	Enable automatic emails to authors when paper is assigned this status.
PUBLISHABLE	Is a paper with this dot status publishable (if all other criteria are met)?
EDOT_BOARD_TEXT	Instructions to authors displayed on the color key.
PX_WIDTH	Pixel width of the dot image.
PX_HEIGHT	Pixel height of the dot image.
EDOT_FG_COLOR	Foreground color on the EDOT report. Use standard color names or ##### notation only.
EDOT_BG_COLOR	Background color on the EDOT report. Use standard color names or ##### notation only.
OK_TO_EDIT	Are authors allowed to edit their paper when it has this status?
USER_VALIDATE	If set to Yes AND Email Msg is populated, then an email will go to the user that will allow them to verify changes to their paper. This allows the user to reset the Dot status to the value in User Validate Status.
USER_VALIDATE_STATUS	If the user validates changes to their paper, then the paper's Dot status will change to this value, otherwise it remains unchanged.
PDF_REQUIRED	Prevents an editor from setting a paper to the status without first uploading a PDF file.

Status Code	Status Descr	Sort Order	Email Msg	Image Url	Ok To Upload	Send Email Notice	Publishable	Edot Board Text
Delete	A Assigned to an Editor	40		http://www.esh.fnal.gov/Graphics/purpleball.gif	No	No	No	Assigned to an Editor
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	http://www.esh.fnal.gov/Graphics/greenball2.gif	No	Yes	Yes	Paper successfully processed
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	http://www.esh.fnal.gov/Graphics/redball2.gif	Yes	Yes	No	Please go to the Proceedings Office
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	http://www.esh.fnal.gov/Graphics/yellowball.gif	No	Yes	No	Please go to the Proceedings Office
New								
New								

Defines the various statuses used by the paper editing/processing workflow, with various parameters:

- Sort order
- Email Msg: text of the email message sent to the abstract owner when the status is assigned
- Image URL: URL to gif for colored dot
- Ok to Upload: Yes if the author can upload a file
- Send Email Notice: Yes if an email should be sent when the status is assigned
- Publishable: Yes if the paper is publishable when the status is assigned
- Edot board parameters:
 - Edot Board Text: text displayed on the board
 - Px Width and Px Height: width and height of the image on the board
 - Edot Fg and Bg colors: colors for Foreground and background of board cell
- Ok to edit: Yes if the author can edit the contribution when it has this status assigned
- User Validate: Yes if the author must validate the changes made to the paper when the status is assigned (after the editor has changed the paper for ex.)
- User validate status: Status that the paper will fall back to if the author approves the changes made by the editor in the paper
- PDF required: Yes if the editor cannot assign the status without a PDF be uploaded

Active	In Indico	To be added
Yes	Partly	Yes
	Current layout review statuses in Indico are the same as content review statuses: <ul style="list-style-type: none"> • Accept • Reject • To be corrected 	<ul style="list-style-type: none"> • Layout review statuses should be different from content review statuses • Allow more parameters to statuses • Allow new statuses to be added • Allow to tailor email messages sent to authors • Add colored dot • Edot board configuration

		<ul style="list-style-type: none"> • Ok to upload • Ok to edit • User validation needed • PDF required
--	--	--

Editor/Proceedings Administration > Reassign Red Dot Papers

Reassign Paper ID Editor New Files
 Thomas Georges Baron

Reassign all papers checked above to *** Select an Editor ***

This page lists all papers with red dot status and allows to re-assign the papers to a new editor. This is mostly used at the end of the conference when all of the “guest editors” disappear back to their home laboratories. The Editor-in-Chief normally takes over all of the remaining red dot status contributions so he can see when new files are uploaded and deal with them so as not to bother the “original” editor.

Active	In Indico	To be added
Yes	No	Yes

General

General > Statistics

Contributions (1256)

Assignable	1221	97.21%
No Files	35	2.79%
Unassigned	0	0.00%
Assigned	1221	100.00%

Editor

Red	0	0.00%
Yellow	0	0.00%
Green	1221	100.00%
w/Editor	0	0.00%

Final QA

Final QA Failed	0	0.00%
QA Remaining	0	0.00%
Final QA Passed	1221	100.00%
Publishable	1221	100.00%

Initial

Red	235	19.25%
Yellow	388	31.78%
Green	598	48.98%

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
13,640	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

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)

General statistics page on the editing process. Includes

- Pie chart on contributions status (Assignable, No files, Unassigned, Assigned)
- Pie chart on editor status (red, yellow, green, no editor)
- Pie chart on FinalQA (failed, passed, publishable, remaining)
- Pie chart on initial assignment (red, yellow, green)
- Table with unassigned papers by platform and file type
- Table with Activity log occurrences
- Table with Error code occurrences (Pct and running columns);

Active	In Indico	To be added
Yes	No	Yes

General > Data Extracts

Various extraction features

- AIP extract: HTML list of abstract/paper title and their associated authors.

```
Talk on Event Management Applications
T.G.A. Baron (CERN, Geneva)
My First Contributed Abstract
T.G.A. Baron (CERN, Geneva)
My Third Abstract
T.G.A. Baron (CERN, Geneva)
```

- Abstract book: HTML table of abstracts with ID, Paper ID, Title, presentation Type, classification, authors, speaker affiliation, abstract content, footnote and agency

Abstract ID	Paper ID	Contribution Title	Presentation	Classification	Author List	Speaker Affiliation	Contribution
1001	MOXR101	Talk on Event Management Applications	Invited Oral	Track 1 - Computing	Thomas Georges Baron (CERN, Geneva)	CERN	This will be a talk on event management applications.
1002	MOCOR101	My First Contributed Abstract	Contributed Oral	Track 2 - Electronics	Thomas Georges Baron (CERN, Geneva)	CERN	Abstract body
1002	TUPR2001	My First Contributed Abstract	Contributed Oral	Track 2 - Electronics	Thomas Georges Baron (CERN, Geneva)	CERN	Abstract body
1001	TUPR2002	Talk on Event Management Applications	Invited Oral	Track 1 - Computing	Thomas Georges Baron (CERN, Geneva)	CERN	This will be a talk on event management applications.
1021		My Third Abstract	Contributed Oral	Track 3 - Biology	Thomas Georges Baron (CERN, Geneva)	CERN	My Third Abstract

- Abstracts by time: HTML table of abstracts with date and time, Paper ID, title and speaker

Time	Paper ID	Title	Speaker
26-OCT-15 13:00	MOXR101	Talk on Event Management Applications	Thomas Georges Baron - European C Research
26-OCT-15 14:00	MOCOR101	My First Contributed Abstract	Thomas Georges Baron - European C Research
27-OCT-15 10:00	TUPR2001	My First Contributed Abstract	Thomas Georges Baron - European C Research
27-OCT-15 10:00	TUPR2002	Talk on Event Management Applications	Thomas Georges Baron - European C Research

- Affiliations Mailing List (Excel): Excel list of every affiliation represented at the conference with abbreviation, Name1, Name 2, Department, Type, Address 1, Address 2 Address 3, PO Box, Town, Postal Code, Zip code, country abbreviation, country name, Region and URL

1	Abbrev	Name1	Name2	Department	Type	Address1	Address2	Address3	PO Box
2	IKF	Goethe Universität	F	Institut für	University	August-Euler-Str.	6		
3	TUM/Phys	Munich Te	Physics	Department	University	James Franck Str.			
4	DESY	Deutsches Elektronen-Synchrotron				Notkestrasse 85			
5	MPI-K	Max-Planck-Institut für Kernphysik		Research		Saupfercheckweg 1			P.O. Bo
6		Heidelberg University		Physics Institute		Philosophenweg 12			
7		Heidelberg		Physics In	High Energy Physics	Philosophenweg 12			
8	FZJ	Forschung		Institut für Kernphysik	Research Centre				
9	IKP	Johannes		Fachberei	Institut für	University	Johann-Joachim-Becher-Weg 45		
10		Bergische Universität		Fachberei	University	Gauss Strasse 20			
11	NORDITA	Nordisk Inst. for Teoretisk		Atom	Institute	Blegdamsvej 17			
12	NBI	Niels Bohr		Institute		Institute	Blegdamsvej 17		
13	IN2P3-LAF	Institut National de		Laboratoire d'Annecy	Laborator	9, ch. de Bellevue			B.P. 110
14	IHES	Institut de Hautes Etudes Scientifiques			Institute	35 route de Chartres			
15	GANIL	Grand Accélérateur National d'Ions Lourds			Laborator	Boulevard H. Becquerel			P.O. Bo
16	IES	Institut d'Etudes Scientifiques			Institute				
17	CEA	Commissariat à l'Energie Atomique			Atomic Energy Commission				

- All Orals: Excel list of all oral papers with Abstract ID, Paper ID, First name, Last name, Affiliation, Speaker Email, Mail Stop, Address 1, Address 2, Address 3, PO Box, Town, Postal Code, Zip Code, Country Code, Type, Title, Abstract, Main Classification, Sub Classification, Date, Time, Duration, Priority, Coordinator, Coordinator Email

2	Abstract ID	Paper ID	First	Last	Affiliation	Speaker E Mail	Mail Stop	Address
3	1001	MOXR101	Thomas	Baron	European	thomas.baron@cern.ch		
4	1002	MOCOR10	Thomas	Baron	European	thomas.baron@cern.ch		
5	1021		Thomas	Baron	European	thomas.baron@cern.ch		

- Author index: HTML list of authors for a conference and the IDs of the papers for which they're primary author or co-author

Last Name	Initials	Paper IDs
Champion	M.S.	WEPPD058, WEPPC050, WEPPC046, 7
Clayton	C.E.	MOOAB02
Haber	I.	WEPPR013, TUPPC094, WEPPR014
Sonnad	K.G.	WEYA02, WEPPR091, TUOAA01, WE
Pellico	W.	WEPPR085, THPPP024, WEPPD079, T
Wake	M.	THPPD071
Shiltsev	V.D.	MOPPD067, MOPPD082
Jain	A.K.	WEOBA01, WEEPPB013
...

- Conference Guide: HTML list of paper IDs, contribution titles, and author lists

Paper ID	Contribution Title	Author List
SUWSM1	The Impact of "Big Science" on the U.S. Economy	T.E. Mason (ORNL, Oak Ridge, Tennes
MOXGB1	Opening Remarks	A. Hutton, F.C. Pilat (JLab, Newport Ne Henderson (ANL, Argonne, Illinois)
MOXGB2	Commissioning and Operation of 12 GeV CEBAF	A. Freyberger (JLab, Newport News, Vi
MOXGB3	LHC Commissioning at Higher Energy	P. Collier, F. Bordry, J. Wenninger (CE
MOYGB1	Industrial Applications of Free Electron Lasers: Extreme Ultraviolet	P. Naulleau (LBNL, Berkeley, California

- Library Data > BibTex / CERN OAI / SPIRES / SPIRES Part 2: text data export of all conference papers metadata in formats for BibTex, CERN OAI, and SPIRES
- Overview of Oral Presentations: tab-separated export list of all oral presentations showing paper ID, presentation title, and speaker names

Program Code	Title	Speaker
SUW5M1	The Impact of "Big Science" on the U.S. Economy	Thomas Edward Mason
MOXGB1	Opening Remarks	Andrew Hutton
MOXGB2	Commissioning and Operation of 12 GeV CEBAF	Arne Freyberger
MOXGB3	LHC Commissioning at Higher Energy	Paul Collier
MOYGB1	Industrial Applications of Free Electron Lasers: Extreme ultraviolet	
MOYGB2	High Q Developments	Anna Grassellino

- Post Conference XML: XML export of data that is used to generate the proceedings

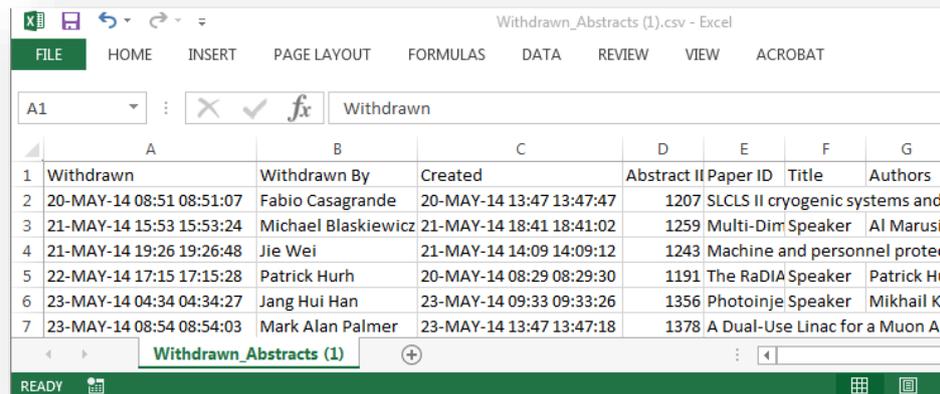
This XML file does not appear to have any style information associated with it. The document tree is shown below.

```

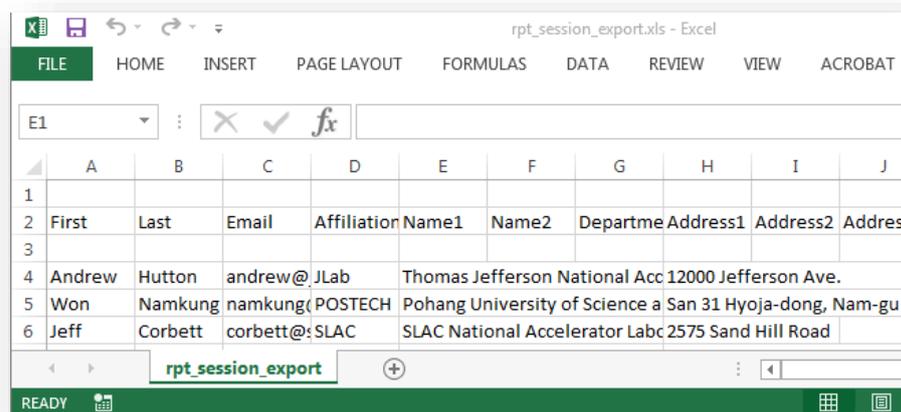
<conference xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:noNamespaceSchemaLocation="http://bel.gsi.de/docs/xml/conference.xsd" name="TEST instance for Indico">
  <session type="Oral">
    <name abbr="MOXR1">Monday Morning Invited Orals Before Coffee</name>
    <date btime="0900" etime="1030">26-Oct-15</date>
    <location type="Invited Oral Before Coffee">Room 1</location>
    <chairs>
      <chair>
        <lname>Baron</lname>
        <fname>Thomas</fname>
        <mname>Georges</mname>
        <iname>T.G.A.</iname>
        <author_id>68291</author_id>
        <institutions>
          <institute>
            <full_name abbrev="CERN" type="Laboratory">European Organization for Nuclear Research</full_name>
            <name1>European Organization for Nuclear Research</name1>
            <URL>http://www.cern.ch</URL>
            <town>Geneva</town>
            <postal_code>1211</postal_code>
            <zip_code>23</zip_code>
            <country_code abbrev="CH">Switzerland</country_code>
          </institute>
        </institutions>
        <emails>
          <email>thomas.g.baron@gmail.com</email>
          <email>thomas.baron@cern.ch</email>
        </emails>
      </chair>
    </chairs>
  </session>
</conference>

```

- Withdrawn Abstracts: HTML or CSV list of withdrawn abstracts with withdrawn date, withdrawn by, creation date, abstract ID, Paper ID, Title and authors



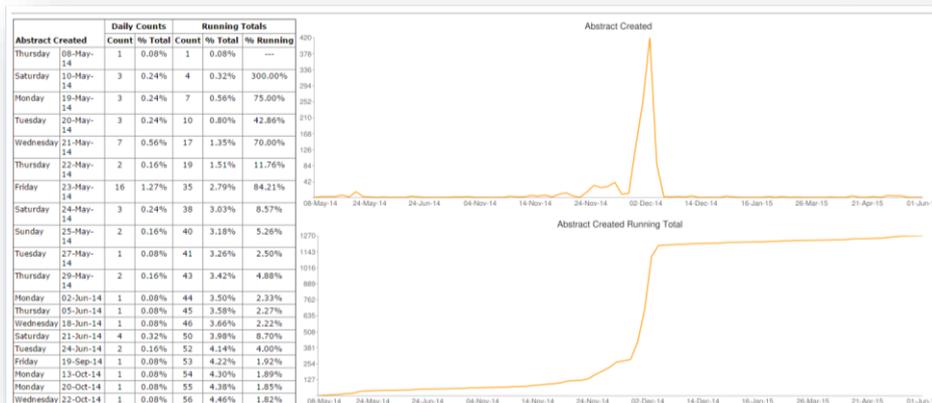
- Via Mailing List: Excel list of all profiles pertaining to a conference mailing list
- Session Export: Excel list of session chairs, their email, affiliation, and address, as well as the list of speakers for each session, whether the talk is invited or contributed, and the classification/sub-classification for the session



Active	In Indico	To be added
Yes	No	Yes
		Evaluate which extracts should be kept Propose each extract in various formats: HTML, CSV

General > Reports

- Abstracts per day: graphical report on number of items affected each day by a given activity (to be chosen between Abstract created, Abstract initial QA performed, Abstract owner changed, Abstract updated, Abstract withdrawn, Author rejected the editor's changes, Copyright form received, Dot reassignment, Edit complete, File removed, File uploaded, Final QA failed, Final QA passed, Paper assigned, Paper copy received, Paper reassigned, Poster police, Referee, Transparency assigned)

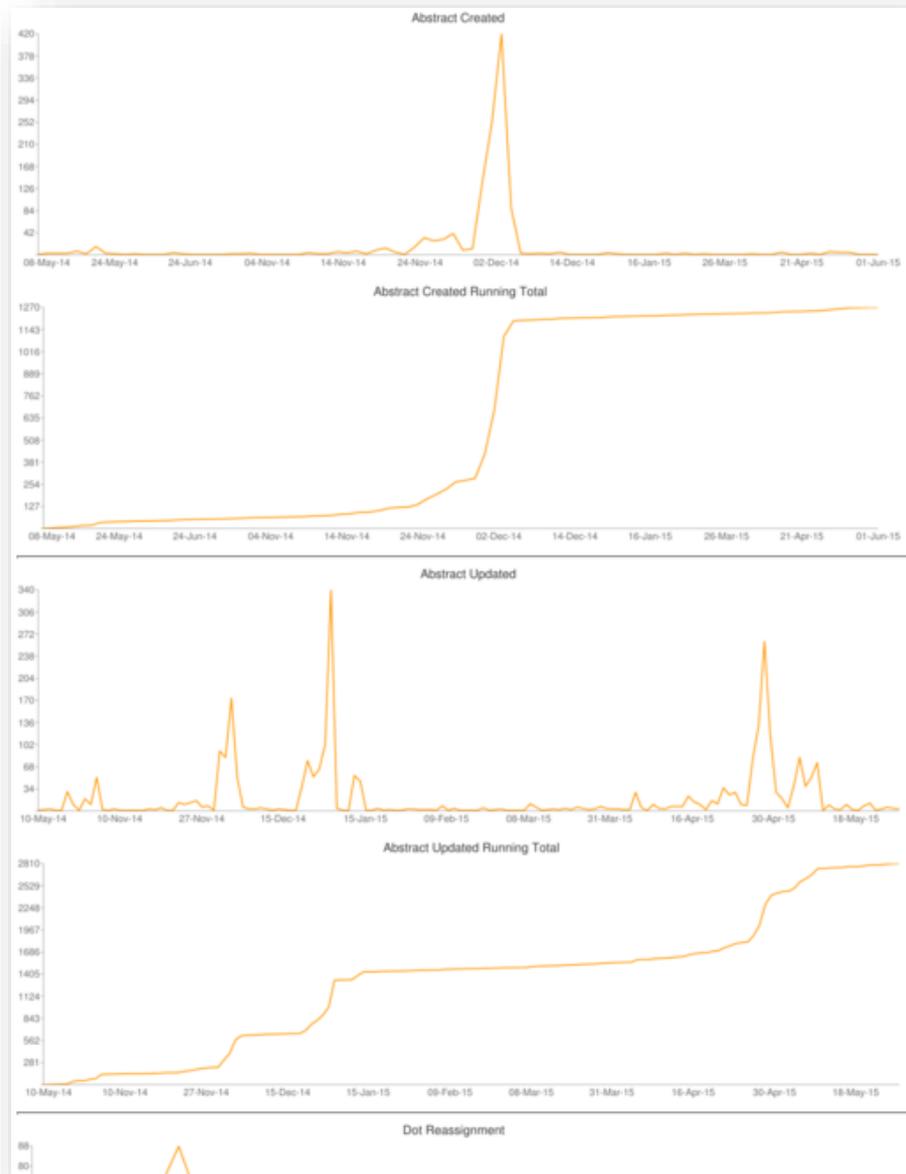


- Activity Log – Staff: paper-processing statistics for all of the editorial staff working at a conference Same as in Editor/Proceedings Administration
- All Orals: generates in either HTML or CSV format, a table with conference data for all contributed and invited orals:
 - Paper ID
 - Type (invited or contributed)
 - Title
 - Speaker
 - Speaker's affiliation
 Same as in Programme Committee
- Author Count: counts number of authors for the conference

1,021 Distinct Primary Authors
 985 Distinct Accounts with Abstracts
 4,261 Distinct Co-authors
 30,962 Profiles
 19,135 Accounts
 4,499 Affiliations

- Conference Activity charts: shows charts for all these activities on the same page:
 - Abstract created
 - Abstract created running total
 - Abstract updated
 - Abstract updated running total
 - Dot reassignment
 - Dot reassignment running total
 - Edit complete
 - Edit complete running total
 - File uploaded
 - File uploaded running total
 - Transparency assigned
 - Transparency assigned running total
 - Transparency complete
 - Transparency complete running total
 - Transparency reassigned
 - Transparency reassigned running total
 - Delegate registration
 - Delegate registration running total
 - Industrial Exhibition Registration

- Industrial Exhibition Registration running total
- Student grant application
- Student grant application running total
- Student poster session
- Student poster session running total



- Conference Program: generates all of the information generally used to produce the conference program guide, such as
 - Paper ID
 - Authors
 - Title
 - Session
- Contribution Counts > Affiliation: number and percentages of contributions according to affiliation of primary author

#	Affiliation	Invited Oral		Contributed Oral		Poster		Total	
1	European Organization for Nuclear Research (CERN)	3	4.29%	5	10.42%	128	11.25%	136	10.83%
2	Brookhaven National Laboratory (BNL)	4	5.71%	3	6.25%	77	6.77%	84	6.69%
3	Fermi National Accelerator Laboratory (Fermilab)	4	5.71%	3	6.25%	60	5.27%	67	5.33%
4	Argonne National Laboratory (ANL)	3	4.29%	2	4.17%	43	3.78%	48	3.82%
5	Thomas Jefferson National Accelerator Facility (JLab)	5	7.14%	2	4.17%	39	3.43%	46	3.66%
6	National Synchrotron Radiation Research Center (NSRRC)	2	2.86%	1	2.08%	36	3.16%	39	3.11%
7	High Energy Accelerator Research Organization (KEK)	3	4.29%	3	6.25%	31	2.72%	37	2.95%
8	Deutsches Elektronen-Synchrotron (DESY)	0	0.00%	2	4.17%	31	2.72%	33	2.63%
9	GSI Helmholtzzentrum für Schwerionenforschung GmbH (GSI)	1	1.43%	1	2.08%	21	1.85%	23	1.83%
10	SLAC National Accelerator Laboratory (SLAC)	2	2.86%	1	2.08%	20	1.76%	23	1.83%
11	Institute of High Energy Physics (IHEP)	1	1.43%	2	4.17%	19	1.67%	22	1.75%
12	Los Alamos National Laboratory (LANL)	1	1.43%	0	0.00%	20	1.76%	21	1.67%

- Contribution Counts > Classifications – All: number and percentages of contributions according to classifications for all contributions

Classifications & Sub-classifications 1256 Total Contributions		Count	% Total	
			% In Session	% Total
1: Circular and Linear Colliders		106	8.44%	
A01 - Hadron Colliders		28	26.42%	2.23%
A02 - Lepton Colliders		17	16.04%	1.35%
A03 - Linear Colliders		3	2.83%	0.24%
A08 - Linear Accelerators		6	5.66%	0.48%
A09 - Muon Accelerators and Neutrino Factories		5	4.72%	0.40%
A10 - Damping Rings		1	0.94%	0.08%
A12 - FFAG		0	0.00%	0.00%
A16 - Advanced Concepts		1	0.94%	0.08%
A17 - High Intensity Accelerators		1	0.94%	0.08%
A18 - Energy Recovery Linacs		2	1.89%	0.16%
A19 - Electron-Hadron Colliders		20	18.87%	1.59%

- Contribution Counts > Classifications - By Presentation: number and percentages of contributions according to classifications for invited orals only
- Contribution Counts > Classifications - Orals: number and percentages of contributions according to classifications for contributed orals only
- Contribution Counts > Classifications - Posters: number and percentages of contributions according to classifications for posters only
- Contribution Counts > Classifications – Poster Session Assignment:
- Contribution Counts > Classifications – Presentation Summary: number and percentages of contributions according to classifications for all contributions split by types

Classifications & Sub-classifications 1256 Total Contributions		Total		Invited Oral		Contributed Oral		Poster	
1: Circular and Linear Colliders		106	8.44%	7	6.60%	6	5.66%	93	87.74%
A01 - Hadron Colliders		28	26.42%	3	10.71%	3	10.71%	22	78.57%
A02 - Lepton Colliders		17	16.04%	1	5.88%	2	11.76%	14	82.35%
A03 - Linear Colliders		3	2.83%	0	0.00%	0	0.00%	3	100.00%
A08 - Linear Accelerators		6	5.66%	0	0.00%	1	16.67%	5	83.33%
A09 - Muon Accelerators and Neutrino Factories		5	4.72%	0	0.00%	0	0.00%	5	100.00%
A10 - Damping Rings		1	0.94%	0	0.00%	0	0.00%	1	100.00%
A12 - FFAG		0	0.00%	0	---	0	---	0	---
A16 - Advanced Concepts		1	0.94%	1	100.00%	0	0.00%	0	0.00%
A17 - High Intensity Accelerators		1	0.94%	0	0.00%	0	0.00%	1	100.00%
A18 - Energy Recovery Linacs		2	1.89%	0	0.00%	0	0.00%	2	100.00%
A19 - Electron-Hadron Colliders		20	18.87%	2	10.00%	0	0.00%	18	90.00%

- Contribution Counts > Country: number and percentages of contributions according to affiliation of primary author split by presentation type

#	Country	Invited Oral		Contributed Oral		Poster		Total	
1	United States of America	38	54.29%	18	37.50%	424	37.26%	480	38.22%
2	Germany	5	7.14%	7	14.58%	143	12.57%	155	12.34%
3	Switzerland	5	7.14%	5	10.42%	140	12.30%	150	11.94%
4	Japan	7	10.00%	6	12.50%	81	7.12%	94	7.48%
5	People's Republic of China	2	2.86%	3	6.25%	75	6.59%	80	6.37%
6	United Kingdom	2	2.86%	1	2.08%	59	5.18%	62	4.94%
7	Taiwan	2	2.86%	1	2.08%	37	3.25%	40	3.18%
8	Italy	1	1.43%	0	0.00%	34	2.99%	35	2.79%
9	France	0	0.00%	2	4.17%	30	2.64%	32	2.55%
10	Republic of Korea	2	2.86%	0	0.00%	26	2.28%	28	2.23%
11	Spain	1	1.43%	0	0.00%	23	2.02%	24	1.91%
12	Sweden	1	1.43%	1	2.08%	20	1.76%	22	1.75%
13	Russia	0	0.00%	0	0.00%	13	1.14%	13	1.04%
14	Australia	0	0.00%	1	2.08%	6	0.53%	7	0.56%
15	Brazil	1	1.43%	0	0.00%	6	0.53%	7	0.56%
16	Austria	0	0.00%	1	2.08%	4	0.35%	5	0.40%
17	Slovenia	1	1.43%	1	2.08%	3	0.26%	5	0.40%
18	Canada	1	1.43%	0	0.00%	3	0.26%	4	0.32%
19	Norway	0	0.00%	1	2.08%	2	0.18%	3	0.24%
20	The Netherlands	1	1.43%	0	0.00%	2	0.18%	3	0.24%
21	Colombia	0	0.00%	0	0.00%	2	0.18%	2	0.16%
22	India	0	0.00%	0	0.00%	2	0.18%	2	0.16%
23	Turkey	0	0.00%	0	0.00%	2	0.18%	2	0.16%
24	Poland	0	0.00%	0	0.00%	1	0.09%	1	0.08%
Total Contributions		70	5.57%	48	3.82%	1138	90.61%	1256	

- Contribution Counts > Page Counts by Presentation: number of contributions according to number of page counts, split by presentation type and including max pages

Presentation Type	Max Pages	Actual Pages	Count of Actual
Contributed Oral	4		3
Contributed Oral	4	3	23
Contributed Oral	4	4	22
Invited Oral	6		32
Invited Oral	6	0	1
Invited Oral	6	3	3
Invited Oral	6	4	1
Invited Oral	6	5	19
Invited Oral	6	6	14
Poster	4	2	15
Poster	4	3	765
Poster	4	4	358

- Contribution Counts > By Region: number and percentage of contributions according to region of primary author split by presentation type

#	Region	Invited Oral		Contributed Oral		Poster		Total	
		Count	%	Count	%	Count	%	Count	%
1	Europe	17	24.29%	19	39.58%	474	41.65%	510	40.61%
2	North America	39	55.71%	18	37.50%	427	37.52%	484	38.54%
3	Asia	13	18.57%	10	20.83%	221	19.42%	244	19.43%
4	South America	1	1.43%	0	0.00%	8	0.70%	9	0.72%
5	Australasia	0	0.00%	1	2.08%	6	0.53%	7	0.56%
6	Middle East	0	0.00%	0	0.00%	2	0.18%	2	0.16%
Total Contributions		70	5.57%	48	3.82%	1138	90.61%	1256	

- Contribution Counts > Subclassifications – All: number and percentage of contributions according to subclassifications, for all contributions

Sub-Classifications 1256 Total Contributions	Count	% Total
	A01 - Hadron Colliders	28
A02 - Lepton Colliders	17	1.35%
A03 - Linear Colliders	3	0.24%
A04 - Circular Accelerators	13	1.04%
A05 - Synchrotron Radiation Facilities	63	5.02%
A06 - Free Electron Lasers	37	2.95%
A07 - Electrostatic Accelerators	1	0.08%
A08 - Linear Accelerators	67	5.33%
A09 - Muon Accelerators and Neutrino Factories	24	1.91%
A10 - Damping Rings	1	0.08%
A11 - Beam Cooling	2	0.16%
A12 - FFAG	1	0.08%
A13 - Cyclotrons	4	0.32%
A14 - Neutron Spallation Facilities	7	0.56%
A15 - New Acceleration Techniques	14	1.11%
A16 - Advanced Concepts	26	2.07%
A17 - High Intensity Accelerators	15	1.19%

- Disjointed Authors: list the authors that are scheduled to present more than one oral presentation or (as is usually the case) more than one poster and who will need to have their presentation(s) times manually moved to other sessions; by day

Sunday 05/03/2015 1400			
Contribution ID	Paper ID	Author	Registered
Monday 05/04/2015 1600			
Contribution ID	Paper ID	Author	Registered
3418	MOPMA022	Alexander Valishev	Y
2831	MOPWA049	Alexander Valishev	Y
1797	MOPTY052	Markus Zerlauth	Y
3428	MOPTY059	Markus Zerlauth	Y
3220	MOPJE073	Frank Zimmermann	Y
2399	MOPWA059	Frank Zimmermann	Y
2862	MOPJE081	Roger Michael Jones	Y
2868	MOPJE083	Roger Michael Jones	Y
2242	MOPWA020	Andreas Tschalig	Y

- Duplicate Abstract Titles: lists any duplicate titles in the system, which could be duplicate contributions

IPAC 2012 Duplicate Contributions			
Count	View/Edit	Contribution Title	Author(s)
2	Edit THXB01	Interaction of Muon Beam with Plasma Developed During Ionization Cooling	Shahid Ahmed (JLAB, Newport News, VA), Roberts (Muons, Inc, Batavia)
		Muon collider has been envisioned as a future high energy lepton machine. High luminosity can be obtained by the ionization cooling - lose momentum, thus the normalized emittance is reduced. The ionized medium is called plasma and the ionization density could incre plasma together with ionizing the medium used for cooling. It is, therefore, important to investigate the effects of background plasma particle-in-cell simulations. This computational study involves kinetic model, therefore, provides deep insight of the phenomena, which polarity and depends on their relative densities. Externally applied axial magnetic field suppresses the wakes evolved during the inter	
	Edit TUEPPB001	Interaction of Muon Beam with Plasma Developed During Ionization Cooling	Shahid Ahmed (JLAB, Newport News, VA), Roberts (Muons, Inc, Batavia)
		Muon collider has been envisioned as a future high energy lepton machine. High luminosity can be obtained by the ionization cooling - lose momentum, thus the normalized emittance is reduced. The ionized medium is called plasma and the ionization density could incre plasma together with ionizing the medium used for cooling. It is, therefore, important to investigate the effects of background plasma particle-in-cell simulations. This computational study involves kinetic model, therefore, provides deep insight of the phenomena, which polarity and depends on their relative densities. Externally applied axial magnetic field suppresses the wakes evolved during the inter	

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

- Electronic Dot Board: the electronic dot board displayed on a big screen in the conference hall and which indicates to paper authors the editor status of their paper



TUPWA006	TUPWA030	TUPWA054	TUPW003	TUPW031	TUPW054	WEAD2	WEPHA005	WEPHA029	WEPHA054	WEPJE024	WEPMA017	WEPMA041	WEPMN003	WEPMN0
TUPWA007	TUPWA031	TUPWA055	TUPW004	TUPW032	TUPW055	WEAD3	WEPHA006	WEPHA030	WEPHA057	WEPJE025	WEPMA018	WEPMA042	WEPMN004	WEPMN0
TUPWA008	TUPWA032	TUPWA056	TUPW005	TUPW033	TUPW056	WEBB1	WEPHA007	WEPHA032	WEPHA058	WEPJE026	WEPMA019	WEPMA043	WEPMN007	WEPMN0
TUPWA009	TUPWA033	TUPWA057	TUPW006	TUPW034	TUPW057	WEBB2	WEPHA009	WEPHA033	WEPHA059	WEPJE027	WEPMA020	WEPMA044	WEPMN008	WEPMN0
TUPWA011	TUPWA034	TUPWA058	TUPW007	TUPW035	TUXB1	WEBB3	WEPHA010	WEPHA034	WEPHA060	WEPJE033	WEPMA021	WEPMA045	WEPMN009	WEPMN0
TUPWA012	TUPWA035	TUPWA059	TUPW008	TUPW037	TUXB2	WEBD1	WEPHA011	WEPHA035	WEPJE001	WEPMA001	WEPMA022	WEPMA046	WEPMN010	WEPMN0
TUPWA013	TUPWA036	TUPWA060	TUPW009	TUPW038	TUXB3	WEBD2	WEPHA012	WEPHA037	WEPJE002	WEPMA002	WEPMA023	WEPMA047	WEPMN011	WEPMN0
TUPWA014	TUPWA037	TUPWA061	TUPW010	TUPW039	TUXC1	WEBD3	WEPHA013	WEPHA038	WEPJE006	WEPMA003	WEPMA024	WEPMA048	WEPMN012	WEPMN0
TUPWA016	TUPWA039	TUPWA062	TUPW014	TUPW040	TUXC2	WEIC1	WEPHA015	WEPHA039	WEPJE007	WEPMA004	WEPMA026	WEPMA049	WEPMN013	WEPMN0
TUPWA017	TUPWA039	TUPWA063	TUPW015	TUPW042	TUXC3	WEIC2	WEPHA016	WEPHA040	WEPJE008	WEPMA005	WEPMA027	WEPMA050	WEPMN014	WEPMN0
TUPWA018	TUPWA040	TUPWA064	TUPW016	TUPW043	TUYB1	WEIC3	WEPHA017	WEPHA041	WEPJE010	WEPMA007	WEPMA029	WEPMA051	WEPMN015	WEPMN0
TUPWA019	TUPWA041	TUPWA065	TUPW017	TUPW044	TUYB2	WEIC4	WEPHA019	WEPHA042	WEPJE011	WEPMA008	WEPMA030	WEPMA052	WEPMN016	WEPMN0
TUPWA020	TUPWA044	TUPWA066	TUPW019	TUPW045	TUYB3	WEIC5	WEPHA020	WEPHA044	WEPJE012	WEPMA009	WEPMA031	WEPMA053	WEPMN017	WEPMN0
TUPWA021	TUPWA045	TUPWA067	TUPW021	TUPW047	TUYC1	WEIC6	WEPHA021	WEPHA045	WEPJE013	WEPMA010	WEPMA033	WEPMA054	WEPMN018	WEPMN0
TUPWA022	TUPWA046	TUPWA068	TUPW022	TUPW048	TUYC2	WEIC7	WEPHA022	WEPHA046	WEPJE015	WEPMA011	WEPMA034	WEPMA055	WEPMN019	WEPMN0
TUPWA023	TUPWA047	TUPWA069	TUPW026	TUPW049	TUYC3	WEIC8	WEPHA023	WEPHA048	WEPJE016	WEPMA012	WEPMA035	WEPMA056	WEPMN021	WEPMN0
TUPWA025	TUPWA048	TUPWA070	TUPW027	TUPW050	WEAB1	WEIC9	WEPHA024	WEPHA049	WEPJE019	WEPMA013	WEPMA036	WEPMA057	WEPMN022	WEPMN0
TUPWA026	TUPWA051	TUPWA071	TUPW028	TUPW051	WEAB2	WEPHA002	WEPHA025	WEPHA051	WEPJE020	WEPMA014	WEPMA037	WEPMA058	WEPMN023	WEPMN0
TUPWA028	TUPWA052	TUPWA072	TUPW029	TUPW052	WEAB3	WEPHA003	WEPHA027	WEPHA052	WEPJE021	WEPMA015	WEPMA038	WEPMA059	WEPMN024	WEPMN0
TUPWA029	TUPWA053	TUPW001	TUPW030	TUPW053	WEAD1	WEPHA004	WEPHA028	WEPHA053	WEPJE023	WEPMA016	WEPMA040	WEPMA060	WEPMN025	WEPMN0

Please check your e-mail	Please check your e-mail	Paper successfully processed	Assigned to an Editor	Ready for processing
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- Green Dot Reports > Author Dot Reassignment: list of papers for which the authors have accepted the changes made by the editor

Paper ID	Editor	Timestamp	Author Comments
MOAB3	Raphael Mueller	01-May 03:26:14	
MOAC1	Christine Petit-Jean-Genaz	06-May 03:24:09	
MOAD1	Jan Chrin	01-May 03:21:11	
MOAD2	Jan Chrin	30-Apr 21:11:19	Thanks very much for your help. The paper looks better now.
MOBC1	Jan Chrin	30-Apr 16:04:06	
MOBD1	Akihiro Shirakawa	30-Apr 16:31:00	
MOPHA002	Jan Chrin	03-May 14:19:25	
MOPHA003	Volker RW Schaa	03-May 13:27:05	
MOPHA006	Michaela Marx	01-May 15:32:23	
MOPHA010	Dong Eon Kim	03-May 03:57:32	
MOPHA013	Christine Petit-Jean-Genaz	04-May 14:26:52	
MOPHA019	Todd Satogata	02-May 19:13:34	
MOPHA026	Dong Eon Kim	02-May 17:19:40	
MOPHA027	Dong Eon Kim	02-May 17:47:38	
MOPHA029	Dong Eon Kim	04-May 08:22:30	
MOPHA030	Akihiro Shirakawa	02-May 21:56:37	
MOPHA033	Volker RW Schaa	03-May 07:38:33	
MOPHA034	Akihiro Shirakawa	01-May 11:49:32	
MOPHA037	Jan Chrin	04-May 09:19:34	
MOPHA039	Jan Chrin	04-May 12:48:05	
MOPHA042	Jan Chrin	02-May 21:52:14	Thank you for checking this paper.
MOPHA044	Jan Chrin	05-May 05:13:29	Looks good!
MOPHA045	Christine Petit-Jean-Genaz	02-May 16:26:53	
MOPHA049	Evelyn Akers	01-May 09:27:43	Dear Evelyn, I'm sorry for these mistakes and I accept all of your corrections. Thank you for your precious support. Luca
MOPHA050	Akihiro Shirakawa	01-May 15:03:53	
MOPHA051	Volker RW Schaa	04-May 12:01:42	
MOPHA052	Stefano Dehuri	03-May 05:07:06	

- Green Dot Reports > Green Dot QA: list of papers with green dot but with no final QA passed
- Green Dot Reports > Green Dot CF: list of papers with green dot but with no copyright form received
- Green Dot Reports > Green Dot no paper: list of papers with green dot but with no paper copy received

- Hardcopy w/o File: list contributions for which a paper copy has been received but no electronic files have been received (this is deprecated)
- Initial QA by presentation type: displays by presentation generic type (usually oral or poster) and classification the number of contributions and the number that have been QA'd

Oral			
Classification	Contributions	QA'ed	Remaining
1: Circular and Linear Colliders	13	106	-93
2: Photon Sources and Electron Accelerators	14	198	-184
3: Alternative Particle Sources and Acceleration Techniques	10	88	-78
4: Hadron Accelerators	12	136	-124
5: Beam Dynamics and EM Fields	13	219	-206
6: Beam Instrumentation, Controls, Feedback, and Operational Aspects	12	169	-157
7: Accelerator Technology	18	292	-274
8: Applications of Accelerators, Tech Transfer, and Industrial Relations	17	37	-20
9: Opening, Closing, and Special Presentations	9	9	0
Totals	118	1254	-1136

Poster			
Classification	Contributions	QA'ed	Remaining
1: Circular and Linear Colliders	93	106	-13
2: Photon Sources and Electron Accelerators	184	198	-14
3: Alternative Particle Sources and Acceleration Techniques	78	88	-10
4: Hadron Accelerators	125	136	-11
5: Beam Dynamics and EM Fields	206	219	-13
6: Beam Instrumentation, Controls, Feedback, and Operational Aspects	157	169	-12
7: Accelerator Technology	275	292	-17
8: Applications of Accelerators, Tech Transfer, and Industrial Relations	20	37	-17
Totals	1138	1245	-107

- Invitees List: allows to enter the names of invitees to invitation-only conferences
Same as in Overall Database Administration
- List of Participants: provides a list of registered attendees at a conference, including their affiliations

	Name	Affiliation
1	Abdolvand, Amin	University of Dundee Division of Electronic Engineering and Physics
2	Abell, Dan Tyler	Tech-X Corporation (Tech-X)
3	Abelleira, Jose Luis	European Organization for Nuclear Research (CERN) Technology Department (TE)
4	Abeyratne, Sumana	Northern Illinois University Department of Physics
5	Abrams, Robert	Muons, Inc
6	Adamson, Philip	Fermi National Accelerator Laboratory (Fermilab) Main Injector Dept
7	Adeyemi, Adeleke	Hampton University Thomas Jefferson National Accelerator Facility (JLab) Accelerator Physics Department
8	Afanasev, Andrei	George Washington University (GWU) Department of Physics
9	Agapov, Ilya	European XFEL GmbH (XFEL.EU) European XFEL GmbH (XFEL.EU)
10	Agustsson, Ronald	RadiaBeam Technologies (RadiaBeam)
11	Ahn, Yohan	Pohang Accelerator Laboratory (PAL)
12	Aiba, Masamitsu	Paul Scherrer Institut (PSI)
13	Akers, Evelyn	Thomas Jefferson National Accelerator Facility (JLab)
14	Alacakir, Ali	Saraykoy Nuclear Research and Training Center (SNRTC)
15	Aldana, Maria Victoria	System Engineering Solutions
16	Ali, Mahmoud Mohamad	Thomas Jefferson National Accelerator Facility (JLab) Center for Advanced Studies of Accelerators
17	Allen, Christopher K.	Oak Ridge National Laboratory (ORNL) Spallation Neutron Source
18	Allison, Trent	Thomas Jefferson National Accelerator Facility (JLab)
19	Almomani, Ali Mohammad	BEVATECH Goethe Universität Frankfurt (IAP) Institut für Angewandte Physik
20	Alrashdi, Ayash	King Abdulaziz City for Science and Technology (KACST) The National Center for Accelerator Technology
21	Altowairqi, Eiman	University of Missouri Kansas City
22	Alukhadi, Suba M	Goethe Universität Frankfurt (IAP) Institut für Angewandte Physik

- No Dot Papers: shows a list of all contributions for which papers have been submitted but not yet assigned a dot

Paper ID	Editor	Title	Comments
SUWSM1		The Impact of "Big Science" on the U.S. Economy	<ul style="list-style-type: none"> ✦ Email: [08-MAY-15 17:34 (Europe/Zurich)] IPAC'15: Publication of the Pre-press Proceedings ✦ Email: [05-MAY-15 12:19 (Europe/Zurich)] IPAC15: Microphone information for speakers ✦ Transparency Reassigned [Michaela Marx 04-MAY-15 16:26 (Europe/Zurich)] ✦ Transparency Assigned [Michaela Marx 04-MAY-15 16:26 (Europe/Zurich)] ✦ Email: [23-APR-15 15:38 (Europe/Zurich)] IPAC15: Reminder of contribution upload deadline ✦ Abstract Owner Changed [Todd Satogata 21-APR-15 22:26 (Europe/Zurich)] ✦ Abstract Initial QA Performed [Todd Satogata 21-APR-15 22:26 (Europe/Zurich)] ✦ Abstract Created [Todd Satogata 21-APR-15 22:26 (Europe/Zurich)]
MOXGB1		Opening Remarks	<ul style="list-style-type: none"> ✦ Email: [20-MAY-15 22:06 (Europe/Zurich)] IPAC'15 Outstanding Paper ✦ Email: [08-MAY-15 17:34 (Europe/Zurich)] IPAC'15: Publication of the Pre-press Proceedings ✦ Email: [05-MAY-15 12:19 (Europe/Zurich)] IPAC15: Microphone information for speakers ✦ File Uploaded [Michaela Marx 04-MAY-15 19:42 (Europe/Zurich)] MOXGB1_TALK.PDF ✦ Email: [04-MAY-15 16:50 (Europe/Zurich)] IPAC 2015 Transparency Processing Status ✦ Transparency Complete ● [Michaela Marx 04-MAY-15 16:50 (Europe/Zurich)] Your PowerPoint slides were successfully converted to PDF. Please download the PDF slides file [MOXGB1_TALK.pdf] and check. In case of trouble please send an email to michaela.marx@desy.de ✦ File Uploaded [Michaela Marx 04-MAY-15 16:49 (Europe/Zurich)] MOXGB1_TALK.PDF ✦ Transparency Assigned [Michaela Marx 04-MAY-15 16:30 (Europe/Zurich)] ✦ File Uploaded [Vincent Gerald Mitts 04-MAY-15 15:14 (Europe/Zurich)] MOXGB1_TALK.PPTX ✦ Email: [23-APR-15 15:38 (Europe/Zurich)] IPAC15: Reminder of contribution upload deadline ✦ Abstract Initial QA Performed [Todd Satogata 16-APR-15 06:27 (Europe/Zurich)] ✦ Abstract Updated [Todd Satogata 16-APR-15 06:27 (Europe/Zurich)] ✦ Email: [06-APR-15 00:43 (Europe/Zurich)] IPAC15: Program codes assigned and uploads enabled ✦ Email: [03-APR-15 15:47 (Europe/Zurich)] IPAC15: Request for speaker information

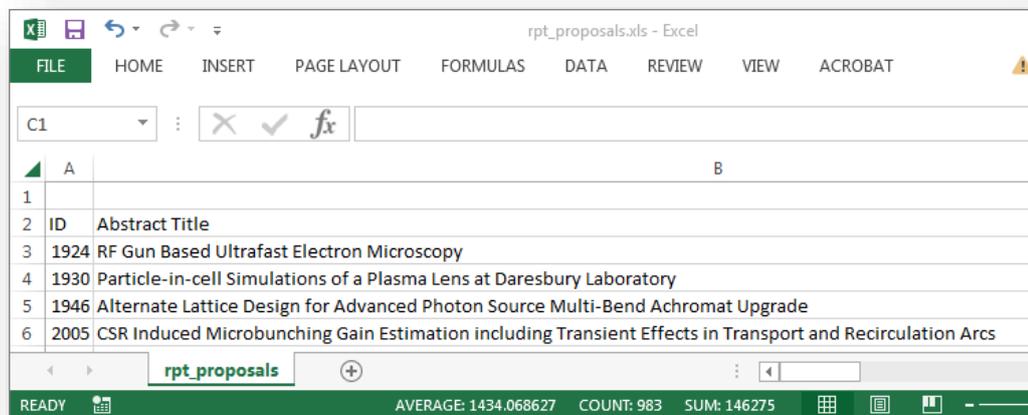
- Paper Count by Platform / File Type: shows number of contribution by platform, file type, and whether or not they have been assigned to an editor

Platform	File Types	Assigned	Unassigned
Intel PC	DOC	83	0
Intel PC	DOC / DOCX	7	0
Intel PC	DOCX	476	0
Intel PC	ODT	1	0
Intel PC	TEX	206	0
Intel PC / Linux	ODT	2	0
Intel PC / Linux	TEX	17	0
Intel PC / Macintosh	DOC	1	0
Intel PC / Macintosh	DOCX	25	0
Intel PC / Macintosh	TEX	25	0
Linux	DOCX	1	0
Linux	ODT	6	0
Linux	TEX	133	0
Macintosh	DOC	7	0
Macintosh	DOC / DOCX	4	0
Macintosh	DOCX	70	0
Macintosh	TEX	145	0
Macintosh / Unix	TEX	1	0
Unix	TEX	3	0
Totals		1213	0

- Police Ok – No File: lists any posters that were presented (and that were deemed acceptable by the poster police) but for which no papers have been submitted
- Poster Counts by Date: lists the number of posters slated for presentation for each day of the conference

Session Date	Count
Sunday 03-MAY-15	0
Monday 04-MAY-15	363
Tuesday 05-MAY-15	297
Wednesday 06-MAY-15	353
Thursday 07-MAY-15	125
Friday 08-MAY-15	0
Total Posters	1138

- Proposed Presentation Changes: generates an Excel file with all proposed presentation type changes (usually made by the Scientific Programme Committee); includes fields, ID, Abstract Title, Classification, Original, Owner Lname, Owner Fname, Owner Affil, Owner Affil Name, Primary Author Lname, Primary Author Fname, Primary Author Affil, Primary Author Affil Name, Proposed, Proposed Count, Proposer Lname, Proposer Fname, Proposer Affil, Proposer Affil Name



- QA comment w/o PDF: provides the full logs for all papers where a comment was made in the QA field but for which a new PDF file wasn't uploaded during the QA process

Paper ID	Editor	Log
MOPMA011	Todd Satogata	<ul style="list-style-type: none"> Abstract Initial QA Performed [Todd Satogata 21-MAY-15 18:36 (Europe/Zurich)] Abstract Updated [Todd Satogata 21-MAY-15 18:36 (Europe/Zurich)] Final QA Passed [Todd Satogata 19-MAY-15 15:07 (Europe/Zurich)] No response from author, looks good Dot Reassignment [Todd Satogata 19-MAY-15 15:07 (Europe/Zurich)] No response from author, looks good Email: [08-MAY-15 17:35 (Europe/Zurich)] IPAC'15: Publication of the Pre-press Proceedings Poster Police [Audrey Nichols 06-MAY-15 14:52 (Europe/Zurich)] Poster Posted, Poster Manned, Poster Satisfactory Taken. Edit Complete [Volker RW Schaa 02-MAY-15 15:20 (Europe/Zurich)] The following changes have to be made to the paper to conform to the JACoW template: # TC02 Text formatting: μ in units should be written upright in μ (works with <code>\usepackage[utf8]{inputenc}</code> (standard in the template) Mac: Option + M; Windows: <A Linux: Compose + "mu" # TC02 writing "<code>\em SRNV</code>" is LaTeX2.09 (outdated since 1993). Using "<code>\emph{</code> the additional italic correction. # TC03 Table captions formatting incorrect: table captions have to be in Initial period; longer captions have the first sentence in Initial Caps # TC03 Table formatting incorrect: Table 5+8 into the margin [width adjusted using <code>\setlength\tabcolsep{4pt}</code>] Please log into your SPMS account, download and check the paper for the changes made (and look for editor introduced errors). <ul style="list-style-type: none"> MP04 Comments to the Author/Editor in Chief TC02 Text formatting incorrect (paragraphs, section/sub-section headings, indentation, column/inter

- Referee > By Paper ID: List all papers with a link to the editing option page

SUWSM1 [Sort/File/Edit](#) "The Impact of "Big Science" on the U.S. Economy" - Thomas Edward Mason - Oak Ridge National Laboratory

MOXGB1 [Sort/File/Edit](#) "Opening Remarks" - Andrew Hutton - Thomas Jefferson National Accelerator Facility

MOXGB3 [Sort/File/Edit](#) "LHC Commissioning at Higher Energy" - Paul Collier - European Organization for Nuclear Research Beams Department (BE)

MOXGB2 [Sort/File/Edit](#) "Commissioning and Operation of 12 GeV CEBAF" - Arne Freyberger - Thomas Jefferson National Accelerator Facility

MOYGB3 [Sort/File/Edit](#) "Commissioning of NSLS-II" - Ferdinand J. Willeke - Brookhaven National Laboratory National Synchrotron Light Source II

MOYGB1 [Sort/File/Edit](#) "Industrial Applications of Free Electron Lasers: Extreme Ultraviolet Lithography" - Patrick Naulleau - Lawrence Berkeley National Laboratory

MOYGB2 [Sort/File/Edit](#) "High Q Developments" - Anna Grassellino - Fermi National Accelerator Laboratory

MOAB1 [Sort/File/Edit](#) "High Beam Intensity Harp Studies and Developments at SNS" - Willem Blokland - Oak Ridge National Laboratory Spallation Neutron Source

MOAB3 [Sort/File/Edit](#) "Commissioning Results of the New BPM Electronics of the ESRF Booster Synchrotron" - Manuel Cargnelutti - Instrumentation Technologies

- Referee > By Person: List all referees

Thomas Georges Baron European Organization for Nuclear Research (CERN), Private Address

- Referee > Dot Status: shows dots assigned in the refereeing process today, or any time
- Referee > Unassigned: lists all papers which have not been assigned to a referee

SUWSM1 "The Impact of "Big Science" on the U.S. Economy" - Thomas Edward Mason - Oak Ridge National Laboratory

MOXGB1 "Opening Remarks" - Andrew Hutton - Thomas Jefferson National Accelerator Facility

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MOYGB1 "Industrial Applications of Free Electron Lasers: Extreme Ultraviolet Lithography" - Patrick Naulleau - Lawrence Berkeley National Laboratory

MOYGB2 "High Q Developments" - Anna Grassellino - Fermi National Accelerator Laboratory

MOAB1 "High Beam Intensity Harp Studies and Developments at SNS" - Willem Blokland - Oak Ridge National Laboratory Spallation Neutron Source

- Registration by Abstract: generates a list of all registered delegates based on the program order (i.e., Monday, Tuesday)

Paper ID	Title	Authors	Registered
SUWSM1	The Impact of "Big Science" on the U.S. Economy	Thomas Edward Mason (ORNL, Oak Ridge, Tennessee)	
MOXGB1	Opening Remarks	Andrew Hutton, Fulvia C. Pilat (JLab, Newport News, Virginia), Stuart Henderson (ANL, Argonne, Illinois)	Fulvia C. Pilat Stuart Henderson Andrew Hutton
MOXGB2	Commissioning and Operation of 12 GeV CEBAF	Arne Freyberger (JLab, Newport News, Virginia)	Arne Freyberger
MOXGB3	LHC Commissioning at Higher Energy	Paul Collier, Frederick Bordry, Jorg Wenninger (CERN, Geneva)	Paul Collier
MOYGB1	Industrial Applications of Free Electron Lasers: Extreme Ultraviolet	Patrick Naulleau (LBNL, Berkeley, California)	Patrick Naulleau

- Session Counts: generates a list of sessions organized chronologically (i.e., Monday, Tuesday) For each displays the number of contributions split by classification

0	SUPF Poster	Student Poster Session 106 1: Circular and Linear Colliders 198 2: Photon Sources and Electron Accelerators 88 3: Alternative Particle Sources and Acceleration Techniques 137 4: Hadron Accelerators 219 5: Beam Dynamics and EM Fields 169 6: Beam Instrumentation, Controls, Feedback, and Operational Aspects 293 7: Accelerator Technology 37 8: Applications of Accelerators, Tech Transfer, and Industrial Relations 9 9: Opening, Closing, and Special Presentations 1256	05/03/2015 14:00 18:00
1	SUWSM Special Session: Science Museum Lecture	Thom Mason Public Lecture 106 1: Circular and Linear Colliders	05/03/2015 19:00 20:00

- Session: generates a list of sessions showing the title, classification, date, time, location, presentation title, and speaker and affiliation

SUPF Student Poster Session 03-MAY-15 00:00 14:00 - 18:00 Registration Foyer Posters
<hr/> SUWSM Thom Mason Public Lecture 03-MAY-15 00:00 19:00 - 20:00 Science Museum of Virginia
SUWSM1 The Impact of "Big Science" on the U.S. Economy Thomas Edward Mason - Oak Ridge National Laboratory
<hr/> MOXGB Opening Plenary 04-MAY-15 00:00 09:00 - 10:30 Grand Ballroom
MOXGB1 Opening Remarks Andrew Hutton - Thomas Jefferson National Accelerator Facility
MOXGB2 Commissioning and Operation of 12 GeV CEBAF Arne Freyberger - Thomas Jefferson National Accelerator Facility
MOXGB3 LHC Commissioning at Higher Energy Paul Collier - European Organization for Nuclear Research Beams Department (BE)
<hr/> MOYGB Opening Plenary 04-MAY-15 00:00 11:00 - 12:30 Grand Ballroom
MOYGB1 Industrial Applications of Free Electron Lasers: Extreme Ultraviolet Lithography Patrick Naulleau - Lawrence Berkeley National Laboratory
MOYGB2 High Q Developments Anna Grassellino - Fermi National Accelerator Laboratory
MOYGB3 Commissioning of NSLS-II

- Table of Contents: generates a preliminary version of the proceedings based on what information is available. This URL is often distributed near the end of the conference or whenever all the papers have been processed. It is not the same as the final proceedings published on JACoW, which include headers, footers, searchable text, photos, etc.

IPAC Thomas Georges Baron 2015

Session : MOAB - 04 MAY 2015
Contributed Orals (MC6)

High Beam Intensity Harp Studies and Developments at SNS [MOAB1.PDF](#)
Willem Blokland (ORNL, Oak Ridge, Tennessee)

Overview of Beam Instrumentation for the CADS Injector I Proton Linac [MOAB2.PDF](#)
Yanfeng Sui (IHEP,), Jianshe Cao, Qingyong Deng, Jun He, Huizhou Ma, Lin Wang, Qiang Ye, Lingda Yu, Junhui Yue, Xiaoyan Zhao, Ying Zhao (IHEP, Beijing)

Commissioning Results of the New BPM Electronics of the ESRF Booster Synchrotron [MOAB3.PDF](#)
Manuel Cargnelutti (I-Tech, Solkan), Kees Bertus Scheidt (ESRF, Grenoble)

- Unregistered Papers: generates a list of papers that have been submitted (and processed in most cases) but for which none of the authors have registered for the conference. Most often such papers are for posters.

Paper ID	Editor	Contacts	Title
SUWSM1		Thomas Edward Mason - ORNL g1v@sns.gov , mason@ornl.gov	The Impact of "Big Science" on the U.S. Economy
MOAB3	Raphael Mueller	Manuel Cargnelutti - I-Tech manuel.cargnelutti@i-tech.si	Commissioning Results of the New BPM Electronics of the ESRF Booster Synchrotron
MOBD3	Michaela Marx	Shane Christopher Dillon - Tomco Technologies sdillon@tomcorf.com	Development of a 9 MHz 15 kW Solid-state CW Amplifier for RHIC
MOPWA050	Todd Satogata	Giovanna Campogiani - Rome University La Sapienza gio.alea@gmail.com	Beam Dynamics Studies to Develop a High-energy Luminosity Model for the LHC
MOPTY039	Cathy Eyberger	Manuel Cargnelutti - I-Tech manuel.cargnelutti@i-tech.si	Compact Single Pass BPM
MOPTY040	Ghyung Hwa Kim	Peter Leban - I-Tech peter.leban@i-tech.si	Hadron BPM for the FAIR Project
MOPTY041	Raphael Mueller	Peter Leban - I-Tech peter.leban@i-tech.si	Prototype Results with a Complete Beam Loss Monitor System Optimized for Synchrotron Light Sources
TUPWI006	David Taylor Button	Raffaella Geometrante - KYMA raffaella.geometrante@kyma-undulators.eu	How Knowledge and Technological Transfer can Develop into an Industrial Reality: Kyma Srl case history
WEIC2		Raffaella Geometrante - KYMA raffaella.geometrante@kyma-undulators.eu	Technology Transfer Success from a National Laboratory to Industry
WEIC3		Simon Graham Keens - Ampegon AG	An Engineer's Perspective - Industry vs Lab vs University

Active	In Indico	To be added
Yes	No	Yes
Hardcopy w/o File is deprecated		Evaluate which reports should be kept Propose each extract in various formats: HTML, CSV

Registration

Registration > Setup & Maintenance > Bypass Name/Value Pairs

Regist Bypass Vars : Mapping table for an external registration system. Name/Value pairs are sent to the URL identified in the registration page's BYPASS URL.

Column	Comments
BYPASS_ID	Automatically generated. Enter any number in the data entry screen as a place holder. SPMS will generate the next ID number.
PAGE_ID	The name of the registration page users see when registering. This maps to an external registration page.
VAR_NAME	The variable name expected by the external registration CGI.
VALUE	A literal text string sent for the name/value pair. Note: VALUE and BYPASS_VAR_CODE are mutually exclusive.
BYPASS_VAR_CODE	An SPMS generated value for the name/value pair. Value is based on the user logged in. Note: VALUE and BYPASS_VAR_CODE are mutually exclusive.

	Bypass	Page	Var Name	Value	Bypass Var Code
New					
New					
New					

Save

This page allows the maintenance of a mapping table for an external registration system

For details: <http://www.jacow.org/index.php?n=Editors.ExternalRegistrationSetup>

Active	In Indico	To be added
Yes	Partly	Yes

[Define Fields](#)
[New Data Field](#)
[Page Layout](#)
[Fee Matrix](#)
[Edit Field Groups](#)

Select a Registration Field Group

[Attendee Registration](#)
[Industrial Exhibitor Registration](#)
[Student Grant Application](#)
[Student Poster Session](#)

[Define Fields](#)
[New Data Field](#)
[Page Layout](#)
[Fee Matrix](#)
[Edit Field Groups](#)

Field Group: Attendee Registration

Prompt	Type	Display	Fee/Late	Required	Encrypt	Freeze	Single	Late Fee Cutoff	Delete
Administrative error	Fee	Multi-line Text	-500/-500	No	No	No	No		✓
Banquet Ticket	Fee	Multi-line Text	90/90	No	No	No	No		✓
Banquet Tickets	Fee	Popup	/	No	No	No	No		✓
City	String	Text Box		Yes	No	No	No		✓
Country of Residence	String	Text Box		Yes	No	No	No		✓
Date of Arrival	String	Text Box		No	No	No	No		✓
Date of Departure	String	Text Box		No	No	No	No		✓
Dietary Need Details	String	Text Box		No	No	No	No		✓
Email Address	String	Text Box		Yes	No	No	No		✓
Emergency Contact Name	String	Text Box		Yes	No	No	No		✓
Emergency Contact Telephone	String	Text Box		Yes	No	No	No		✓
Full Name	String	Text Box		Yes	No	No	No		✓
Institution	String	Text Box		Yes	No	No	No		✗
Jefferson Lab/Colonial Williamsburg Excursion	Fee/Mult	Text Box	65/65	No	No	No	No	30-JAN-15	✓
Mailing Address	String	Text Box		Yes	No	No	No		✓
Name for Badge	String	Text Box		Yes	No	No	No		✓
Name for Badget	String	Text Box		Yes	No	No	No		✗
Refund - Add't Banquet Ticket	Fee	Multi-line Text	-90/-90	No	No	No	No		✓
Refund - single da	Fee	Multi-line Text	-375/-375	No	No	No	No		✓
Registration Fee	Fee	Popup	/	Yes	No	No	No	05-APR-15	✓
SLAC Tour Transportation	String	Yes/No		No	No	No	No		✗
SLAC tour	String	Yes/No		No	No	No	No		✗
Special Dietary Needs	String	Yes/No		No	No	No	No		✓
State/Province	String	Text Box		Yes	No	No	No		✓
Telephone Number	String	Text Box		No	No	No	No		✓
Zip/Postal Code	String	Text Box		Yes	No	No	No		✓
other	Fee	Multi-line Text	-75/-75	No	No	No	No		✗

Figure 1 Define new Field

Define all fields in a field group. From this page one can

- Select a field group in order to list existing fields in this group
- Create a new field
- Define a fee matrix
- Define new registration types
- Define new field groups

In the field group data field list page one can see all fields attributes and get access to

- Edit field
- Delete Field (only if it is not used in a registration)

Active	In Indico	To be added
---------------	------------------	--------------------

Yes	Yes	No

Registration > Setup & Maintenance > Define Field > Define New Field

The screenshot shows a web form titled 'Define New Field'. At the top left, there are navigation icons: a blue arrow pointing left and a red circle with a diagonal slash. The form contains the following fields and options:

- Prompt:** A text input field.
- Short Description:** A text input field.
- Group:** A dropdown menu.
- Data Type:** A dropdown menu with 'String' selected.
- Display:** A dropdown menu with 'Text Box' selected.
- Fee:** A text input field with the note 'Valid for Data Type Fee/Mult Only'.
- Late Fee:** A text input field with the note 'Valid for Data Type Fee/Mult Only'.
- Late Fee Cutoff Date:** A text input field with the note 'Format: dd-MON-yy'.
- Max Len:** A text input field.
- View Len:** A text input field.
- Encrypt:** A checkbox with the text 'Encrypt the users' data within the database. Recommended for credit card data.'
- Freeze:** A checkbox with the text 'Do not allow the user to change their registration once processing is complete.'
- Single:** A checkbox with the text 'Restrict selection to the first registrant to select an item.'
- Required:** A dropdown menu.
- Fixed Len:** A dropdown menu with 'No' selected.
- Buttons:** 'Reset' and 'Submit' buttons at the bottom.

Figure 2 Define new Field

The Define New field page includes fields:

- Prompt - the question that will be presented to the visitor, like "Will you attend the banquet?"
- Short Description - the label that will be used in XL reports
- Group - fields group
- Data Type:
 - Date - only valid dates can be entered by the user (When will you arrive?)
 - Fee - a number that will be used to calculate the amount the user will have to pay (Will you participate in the banquet? [20 EUR])
 - Fee/Mult - a given fee multiplied by a number, like How many additional tickets for the banquet? (25 EUR each)
 - Number - a simple number, no letters allowed
 - Sponsorship - particular field for a list of attendees "sponsored" by a company (that won't need to pay for their fee)
 - String - a simple text (possibly multiline)
- Display - how the field should be displayed:
 - Checkboxes - A list of check boxes (with a related fee if such a field type is selected)
 - Multi input text - only used for the sponsorship data type
 - Multi-line text - simple multiline text box
 - Pop up - A pop-up menu
 - Text Box - A single line box to enter free text
 - Yes/No
- Fee - The fee amount (early fee)
- Late Fee - The late fee (fee applied after a given date, usually higher than the early fee)* Late fee cutoff date - Date for selection early/late fee
- Max Len - maximum length (number of characters) allowed to be entered
- View Len - maximum display length in characters
- Encrypt - Encrypt the users' data within the database.
- Freeze - Prevents users from changing their registration once processing is complete

- Single - Restrict selection to the first registrant to select an item (e.g., for exhibition booths!). Note that for this option to work properly, the field must be a checkbox and Freeze should also be selected.
- Required - Determines whether or not data for this field is mandatory
- Fixed Len - Determines whether or not a fixed length is required for the entered text

Active	In Indico	To be added
Yes	Partly	Yes
Sponsorship – is not used - It was to mark the delegate as “paid by” (sponsored) an industrial exhibitor. Needs a new procedure, did not work in practice.		- Late fees

Registration > Setup & Maintenance > Fee Matrix

Fee matrix allows you to define fees based on the selection of two fee popup fields.

Popup List 1
 Popup List 2

Note: Leave cells empty (not zero) for combinations that are not available.

	Choice 1		Choice 2		Choice 3	
	Fee	Late	Fee	Late	Fee	Late
1 extra ticket	10	10	15	15	20	20
2 extra tickets	25	25	30	30	35	35
3 extra tickets	40	40	45	45	50	50
4 extra tickets	55	55	60	60	65	65

This page allows to define fees based on the combination of two fee popup fields

Active	In Indico	To be added
Yes	No	No

Registration > Setup & Maintenance > Field Groups

Reg Cat Codes : A maintenance table used to group registration page field definitions.

Column	Comments	
REG_CAT_CODE	A unique code for the group record.	
REG_CAT_DESCR	The full text seen by the users.	

	Reg Cat Code	Reg Cat Descr
Delete	ATTE	Attendee Registration
Delete	IREG	Industrial Exhibitor Registration
Delete	STGA	Student Grant Application
Delete	STPS	Student Poster Session
New	<input type="text"/>	<input type="text"/>
New	<input type="text"/>	<input type="text"/>
New	<input type="text"/>	<input type="text"/>

This page lists the existing field groups (usually a group of fields used in a given registration)

Active	In Indico	To be added
Yes	No	No

Registration > Setup & Maintenance > Import Registration Form Data

The Registration Form Import Utility copies all registration data from another conference.

Select the confernece you wish to use as the registration form source.

Conference

This page allows to copy all registration form data from a previous conference

Active	In Indico	To be added
Yes	No	Maybe (cloning may be enough)

Registration > Setup & Maintenance > Page Layout

[Define Fields](#) [New Data Field](#) [Page Layout](#) [Fee Matrix](#) [Edit Field Groups](#)



Click on the page name to add fields to the layout. Click edit to update additional page properties.

Page Name	Delete	Add available Payments	Available To Users	Login Required	Admin Priv Required to View Data	Show This Page As A Link On	
						Profile Page	Contribution Page
 A la Carte Sponsorship		Check Wire Transfer Credit Card Associate/Modify	No	Yes	Yes	No	No
 Delegate Registration		Check Wire Transfer Credit Card Waived Associate/Modify	No	Yes	Yes	No	No
 Industrial Registration		Check Wire Transfer Credit Card Waived Associate/Modify	No	Yes	Yes	No	No
 Logo Agreement Form		Associate/Modify	No	Yes	Yes	No	No
 Satellite Meeting Request Form		Associate/Modify	No	Yes	Yes	No	No
 Student Grant Application		Associate/Modify	No	Yes	Yes	No	No
 Student Poster Session Registration		Associate/Modify	No	Yes	Yes	No	No
 Student Registration		Check Credit Card Associate/Modify	No	Yes	Yes	No	No
 Team Registration		Check Wire Transfer Credit Card Waived Associate/Modify	No	Yes	Yes	No	No

This page lists all existing registration forms with various parameters:

- Name
- List of available payments types
- Whether the page is available to users or not (switch)
- Whether a login is required or not (switch)
- Whether admin privileges are required to view data (switch)
- Whether the registration is displayed as a link on the user profile pages (switch)
- Whether the registration is displayed as a link on the contribution pages (switch)

From this list you can also, for each registration:

- Edit its general data
- Edit its form
- Delete it
- Add/Remove payment type
- Switch the above listed flags (switch)

Active	In Indico	To be added
Yes	No	Yes
		- Allow individual selection of payment methods for each registration process

Registration > Setup & Maintenance > Page Layout > Edit Registration

[Define Fields](#) [New Data Field](#) [Page Layout](#) [Fee Matrix](#) [Edit Field Groups](#)

Page Name Page name must be unique.
Admin's Email Leave blank to send registration email to the conference administrator.
Max Registrants Leave blank for unlimited registrants.
Completion Text Text displayed upon completing this form.
Return URL [None: Will Close Window](#)
External CC Vendor URL Pass SPMS registration data to an external credit card (CC) processing vendor. **Note:** This requires then name/value pairs named in CC [Payment Vendor Variables](#). Also, you **must** include the name/value pair of ?external=1 in the External URL text above **and** it must be passed back to the !cc_vendor.IPN routine by the external registration system.
External Registration URL Bypass SPMS registration completely for an external registration system. **Note:** You must define the data transmitted to the external registration system via the [Bypass Name/Value Pairs](#) page.
Hide Receipt Yes No **Warning:** Do not hide invoices for pages with fees.
Include Registrants on List Of Participants Report Yes No
Include Registrants on Statistical Reports Yes No
Data Entry URL https://oraweb.cern.ch/pls/jacow_new_conf/registration.page?ID=1

This page allows to modify the general attributes of a registration

- Page Name
- Admin's email: email address to which all related emails will be sent (blank means conference admin)
- Max registrants
- Completion Text: text displayed upon registration completion
- Return URL: that is where the user will be redirected when the registration is complete
- External CC (credit card) Vendor URL
- External Registration URL
- Hide Receipt: When the registration does not need a receipt
- Include registrants on List of Participants Report
- Include Registrants on statistical Reports

Active	In Indico	To be added
Yes	No	Yes
		- Completion text

Registration > Setup & Maintenance > Page Layout > Associate / Modify Available Payments

Payment method	Available online	Available to conf.	
Check	Y	Y	<input checked="" type="checkbox"/>
Wire Transfer	Y	Y	<input checked="" type="checkbox"/>
Credit Card	Y	Y	<input checked="" type="checkbox"/>
Waived	N	N	<input type="checkbox"/>
<input type="button" value="Add"/>			

This page allows to associate existing payment methods to a registration

Active	In Indico	To be added
Yes	No	No

Registration > Setup & Maintenance > Payment Types

Payment Codes : A master list of payment types.

Column	Comments
PAYMENT_CODE	
PAYMENT_DESCR	
ONLINE_OPTION	Set to Y to allow users to select as a payment option.
CONF_OPTION	Set to Y to allow conference "employees" to select as a payment option.
CREDIT_CARD	
INSTRUCTIONS	Displayed during registration payment process when the payment option is selected.
EMAIL_DELAY	Number of days to wait before sending email reminders to send in payment.
EMAIL_MSG	The reminder message to send to users with balances due.
PERCENTAGE_COST	
OPERATION_COST	
WAVED	

Payment Code	Payment Descr	Online Option	Conf Option	Credit Card	Instructions	Email Delay	Email Msg	Percentage Cost	Operation Cost	Waived
Delete	CHK Check	Yes ▼	Yes ▼	No ▼	Make checks payable to: IEEE IPAC'15 , and mail them to: 35A/Jefferson Lab ATTN: Pam Turk 628 Hofstadter Road, Suite 4 Newport News, VA 23606 USA /u1					N
Delete	CC Credit Card	Yes ▼	Yes ▼	Yes ▼						N
Delete	WAVE Waived	No ▼	No ▼	No ▼						Y
Delete	WIRE Wire Transfer	Yes ▼	Yes ▼	No ▼	For wire transfers, please submit a request for banking information to finance15@IEEEIPAC.org To change your registration information: 					N
New		▼	▼	▼						
New		▼	▼	▼						
New		▼	▼	▼						

This page lists the available payment methods and allows to edit or delete existing methods and create new ones.

Payment methods have the following parameters:

- Code
- Description (name)
- Online Option: Can users select this option?
- Conf Option: Can registration staff select this option?
- Credit Card: Is the method using credit card payment
- Instructions: text displayed during registration payment process when the option is selected
- Email Delay: Number of days to wait before sending email reminders to send in payment
- Email Message
- Percentage cost: percentage added to the final invoice price if the payment method is selected
- Operation cost: fixed fee added to the final invoice if the payment method is selected
- Waived: indicates if the payment method is used to waive some payments

Active	In Indico	To be added
Yes	No	Yes
		- Waiving payments

Registration > Setup & Maintenance > Payment Vendor Variables

Payment Vendor Vars : List of hidden variables passed to the vendor.

Column	Comments					
PAYMENT_VENDOR_VAR_ID	Primary key.					
PAYMENT_VENDOR_CODE	Foreign key.					
VAR_NAME	Variable name sent to/returned from vendor					
SPMS_VAR_CODE	Name of SPMS variable/data associated with the vendor's variable.					
VAR_TEXT	Literal sent to vendor. VAR_TEXT and SPMS_VAR_CODE are mutually exclusive. Valid for hidden variables only.					
VAR_TYPE_CODE	Foreign key indicating if the variable is a hidden input variable or a return variable.					

	Payment Vendor Var	Payment Vendor Code	Var Name	Spms Var Code	Var Text	Var Type Code
Delete	21	authorize.net	amount	Amount		Hidden
Delete	22	authorize.net	x_amount	Amount		Hidden
Delete	23	authorize.net	x_email	Email Address		Hidden
Delete	24	authorize.net	x_first_name	First Name		Hidden
Delete	25	authorize.net	regids	Registration IDs		Hidden
Delete	26	authorize.net	x_po_num	Registration IDs		Hidden
Delete	27	authorize.net	invoice	Invoice		Hidden
Delete	28	authorize.net	x_invoice_num	Invoice		Hidden
Delete	29	authorize.net	x_last_name	Last Name		Hidden
Delete	30	authorize.net	x_cust_id	Unique ID (internal)		Hidden
Delete	31	authorize.net	page_id		3	Hidden
Delete	32	authorize.net	this_page		3	Hidden
Delete	33	authorize.net	x_description		Registration for IPAC'15	Hidden
Delete	34	authorize.net	x_header_html_payment_form		IPAC 2015 Payment Form	Hidden
Delete	35	authorize.net	x_logo_url		http://www.toddsatogata.net/IPAC15/ipac15-smal	Hidden
Delete	36	authorize.net	x_method		CC	Hidden
Delete	37	authorize.net	x_relay_always		FALSE	Hidden
Delete	38	authorize.net	x_relay_response		TRUE	Hidden
Delete	50	authorize.net	x_relay_url		https://appora.fnl.gov/pls/ipac15/lcc_vendor.IPN	Hidden
Delete	39	authorize.net	x_type		AUTH_CAPTURE	Hidden
Delete	40	authorize.net	x_version		3.1	Hidden
Delete	46	authorize.net	x_amount	Amount		Return
Delete	47	authorize.net	regids	Registration IDs		Return
Delete	48	authorize.net	invoice	Invoice		Return
Delete	45	authorize.net	x_trans_id	Payment Confirmation ID		Return
Delete	41	authorize.net	x_response_code	Payment Status	1	Return
New						
New						
New						

This page lists all the hidden variables that are passed to the payment vendor by SPMS

Active	In Indico	To be added
Yes	No	Yes
	This will be defined individually in each payment plugin	- Generic payment plugin

Registration > Setup & Maintenance > Payment Vendors

Payment Vendor Codes : Master list of 3rd-party, Credit Card/Bank Transfer payment processing vendors.

Column	Comments						
PAYMENT_VENDOR_CODE	Primary key.						
PAYMENT_VENDOR_DESCR	Foreign key.						
ACTION_URL	URL supplied by the vendor to process CC payments.						
PAYMENT_MSG	Optional. Message displayed to user when credit card payment is selected.						
INPUT_TAG_TEXT	Optional. Vendor specified submit button to replace standard HTML submit button.						
ACTION_URL_OVERRIDE	When set to Yes SPMS will transfer control directly to the URL. The URL must display for form and tags necessary to transfer control to the vendor's payment page.						
IPN_DISPLAY_INVOICE	When set to Yes SPMS will generate a payment confirmation page and display an updated invoice once the users' payment is processed and verified by the vendor. When set to No the vendor displays the confirmation page.						
CONFIRMATION_URL	Optional. When specified SPMS will "call" this URL passing all name/value pairs specified on the Payment Vendor Variables page with a Var Type Code of "Confirmation" if the registration process succeeds.						
FAILURE_URL	Optional. When specified SPMS will "call" this URL passing all name/value pairs specified on the Payment Vendor Variables page with a Var Type Code of "Confirmation" if the registration process fails.						

	Payment Vendor Code	Payment Vendor Descr	Action Url	Payment Msg	Input Tag Text	Action Url Override	Ipn Display Invoice	Confirmation Url	Failure Url
Delete	PAY	PayPal	https://www.paypal.com/cgi-bin/webr		<input type="image" src="https://images.paypal.com/images/click-button.gif" name="submit" alt="Make payments with PayPal - it's fast, free and secure!"> Make payments with PayPal -				
Delete	CC	authorize.net	http://www.toddsatogata.net/IPAC15/authorize	IPAC'15 credit card payments are processed by Authorize.net -- please click below to be forwarded to the authorize.net secure website to complete your transaction.	<INPUT TYPE="submit" VALUE="Go to Authorize.net for payment processing">	No	Yes		
New									
New									
New									

Save

This page lists all the payment vendors defined for the conference

Active	In Indico	To be added
Yes	No	No

Registration > Visa Invitation Letters

[Extract All VISA letter requests.](#)

[Extract New VISA letter requests.](#)

Lists all the people that asked for a VISA request letter.

Active	In Indico	To be added
No	No	No

Registration > Email

Select Registrants to Include.

Registration Page	Payment Type	Balance Type
A la Carte Sponsorship ▼	<input type="checkbox"/> Unspecified <input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Waived <input type="checkbox"/> Wire Transfer	<input checked="" type="radio"/> Ignore Balance <input type="radio"/> Balance Due <input type="radio"/> Paid in Full

Subject:

Enter the email message below. Use the substitution parameters below.

Use the EXACT text below as substitutes for abstract/session values.

<<Balance Due>>
 <<Conference Name>>
 <<Editor's Email>>
 <<Login URL>>
 <<Name, First>>
 <<Name, Last>>
 <<Name, Middle>>
 <<Name, Initials>>

Warning: Do not use the SESSION substitution variables until after the session assignment process.

This page allows to send emails to registrants selected through some filtering criteria:

- Registration page
- Payment Type
- Balance Type

The email body can be configured to use substitution variables:

- Balance Due
- Conference Name
- Editor's Email
- Login URL
- Name, First
- Name, Last
- Name, Middle
- Name, Initials

Active	In Indico	To be added
Yes	Partly	Yes

Registration > Payments and Invoices > Search and Process Attendees

You can search multiple attendees. Use % as a separator between two last names. If you want all the attendees just leave every field blank and click on the search button.

Reg. type

Last name

Affiliation

Checked-in

Balance Due (The searching can be slowed down using this parameter)

Sponsored

From:

To:

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

	Select	Checked in	Name	Affiliation	Registration page	Sponsored by	Sponsorship type	Notes	Edit receipt	Edit registration		
	Process	<input type="checkbox"/>	no	Abdolvand Amin	- University of Dundee Division of Electronic Engineering and Physics	Delegate Registration			Add			
	Process	<input type="checkbox"/>	no	Abell Dan	- Tech-X Corporation (Tech-X)	Delegate Registration			Add			
	Process	<input type="checkbox"/>	no	Abelleira Jose Luis	- European Organization for Nuclear Research (CERN) Technology Department (TE)	Delegate Registration			Add			
	Process	<input type="checkbox"/>	no	Abeyratne Sumana	- Northern Illinois University Department of...	Delegate Registration			Add			

This page allows to search multiple attendees by

- Registration type
- Last name
- Affiliation

- Checked/in status
- Balance Due flag
- Sponsored flag
- From and To

One can also browse attendees by name initial; In this case all attendees from any registration type are listed.

The results list includes fields

- Checked in
- Name
- Affiliation
- Registration type
- Sponsored By
- Sponsorship type

And links to perform the following actions

- Show attendee Profile
- Process registration
- Check in attendee
- Add Note
- Edit Receipt
- Edit Registration
- Delete
- Export the result list to an Excel file according to a template defined in “Export Templates”

Active	In Indico	To be added
Yes	Partly	Yes

Registration > Payments and Invoices > Search and Process Attendees > Process Registration

Record Payment for Qing Qin
 Institute of High Energy Physics (IHEP) Chinese Academy of Sciences Experimental Physics Center
 Institute of High Energy Physics, Chinese Academy of Sciences (IHEP) Accelerator Division

Fee description **Due**

GeneralRegFee : Registration (Non-IEEE or APS member): 775 [Add extra payment/Refund](#)

Date of payment promise	Description	Paid	Notes
03-APR-15 15:18 (Europe/Zurich)	GeneralRegFee : Registration (Non-IEEE or APS member):	700.00	Processed on 03-APR-15 15:18 (Europe/Zurich) Credit Card <input type="button" value="R"/>
	GeneralRegFee : Registration (Non-IEEE or APS member): <input style="width: 100px;" type="text" value="75"/>		Method of payment <input type="button" value="▼"/>

Some instructions

- The value in the text boxes represent the actual paid that will be processed
- If you don't choose any method of payment the the fee will not be processed
- You can refund any amount by adding an extra negative payment

The process registration page shows details on due fees and payment made, and allows the following actions:

- Add a miscellaneous fee
- Add an Extra Payment/Refund
- Save an extra payment
- R: reassignment of a partial payment to another invoice item

Active	In Indico	To be added

Yes	Partly	Yes

Registration > Payments and Invoices > Search and Process Attendees > Receipt Edition

IPAC15
European Organization for Nuclear Research (CERN)
CH - 1211 Geneva 23
fanouria.antoniou@cern.ch
European Organization for Nuclear Research (CERN) AB Department
CH - 1211 Geneva 23
fanouria.antoniou@cern.ch

Your registration confirmation number is: **035373**
Fanouria Antoniou
Delegate Registration

Description	Due	Paid	Notes	Processing information
GeneralRegFee: Registration (Non-IEEE or APS member)	775.00	<input checked="" type="checkbox"/>		
Total Fees	\$775.00			
Total Received		\$0.00		
Total waived		\$0.00		
Balance Due		\$775.00		

Payment Type: You can pay for all the items listed above or for only a subset. Use the checkboxes (if any) on the right side of a fee still due to indicate what you are going to pay for. Multiple choices are allowed. Then, choose a method of payment with this popup menu and click 'Submit'

Payment Comments: Any additional text you wish to send to the registration manager.

Note: You may cancel a payment up to the time it is processed. You may edit your credit card information up to the time it is processed. **Your total paid will be posted as soon as your payment is processed.**

[Click here to print this page.](#)

To cancel your registration [click here.](#)

Please print this page for your records.

Payment Instructions

Check
Make checks payable to: **IEEE IPAC'15**, and mail them to:
JSA/Jefferson Lab
Attn: Pam Turk
628 Hofstadter Road, Suite 4
Newport News, VA 23606
USA

Wire Transfer
For wire transfers, please submit a request for banking information to financeipac15@ilab.org

To change your registration information
To change your registration information, please click on [this link.](#)
To update a la carte sponsorship information, please click on [this link.](#)

The receipt edition page lists due sums and payments and balance due, and displays information on payment methods. It also allows to register a new payment.

Active	In Indico	To be added
Yes	Partly	Yes

Registration > Payment & Invoices > Export Templates

Template name	Checked in	Affiliation	Registration page	Registration date	Sponsored by	Sponsorship type	Fee	Paid	Due
template 1	Y	Y	N	N	Y	Y	N	N	N

Template name

Last Name

First Name

Checked in

Affiliation

Registration type

Registration date

Sponsored by

Sponsorship type

Fee

Paid

Due

This page lists the existing export templates, and allows to create new ones and edit or delete existing ones. Export templates are used in the Attendees Search results page.

Templates can include fields:

- Last Name
- First Name
- Checked In
- Affiliation
- Registration type
- Registration date
- Sponsored by
- Sponsorship type
- Fee
- Paid
- Due

Active	In Indico	To be added
Yes	Partly	Yes

[Registration > Payment & Invoices > Send Notice to Unpaid Registrants](#)

Send registration email notices to unpaid balances.

Send 1st email notice only.

Send email notice to all unpaid balances.

- Send an email to all registrants who have not yet paid the registration. Either only to those who have not yet received such an email, or to all of them.

Active	In Indico	To be added
Yes	No	No

Registration > Payment & Invoices > Record a Payment (Slow - Not Recommended)

	Due	Name	Registration form	Invoice
Process	775.00	Antoniou Fanouria	Delegate Registration	
Process	840.00	Appel Sabrina	Delegate Registration	
Process	775.00	Barminova Helen	Delegate Registration	
Process	275.00	Bazhazhina Nina	Delegate Registration	
Process	775.00	Becker Frank	Delegate Registration	
Process	775.00	Biaqini Maria	Delegate Registration	
Process	365.00	Bleko Vitol'd	Delegate Registration	
Process	775.00	Boogert Stewart	Delegate Registration	
Process	775.00	Bozyk Lars	Delegate Registration	
Process	275.00	Cai Hanie	Delegate Registration	
Process	275.00	Chen Xu	Delegate Registration	
Process	430.00	Chen Yukai	Delegate Registration	
Process	775.00	Cook Charlie	Delegate Registration	
Process	865.00	Dai Jin	Delegate Registration	
Process	725.00	Decker Franz-Josef	Delegate Registration	
Process	775.00	Dedic Joze	Delegate Registration	
Process	840.00	Dixit Kavita	Delegate Registration	
Process	775.00	Dou Weiping	Delegate Registration	
Process	725.00	Draskovic Drasko	Delegate Registration	
Process	775.00	Du Xiaonan	Delegate Registration	

Lists all registrants with unpaid balances with amount due and name and gives access for each to

- Process registration screen
- User Profile
- Edit registration page
- Receipt edition page (Invoice)

Active	In Indico	To be added
Yes	No	No

Use this form to record persons registered in an external system

Select a registration page

Enter registrant IDs; one per line [Search for an Account](#)

- Bulk insert several registrants from an external registration system

Active	In Indico	To be added
Yes	No	No

Registration > Registration Reports > Budget Report

Industrial Registration	
Sponsorship (single booth)	24,000.00
Sponsorship (double booth)	16,500.00
Regular Industrial Registration (single booth)	456,500.00
Regular Industrial Registration (double booth)	28,500.00
Refund - Add't Banquet Ticket	-90.00
1 extra ticket	180.00
2 extra tickets	360.00
3 extra tickets	270.00
Administrative error	-1,000.00
Total Fees	\$525,220.00
Delegate Registration	
Registration (IEEE or APS member)	160,225.00
Registration (Non-IEEE or APS member)	477,400.00
Single-day registration	8,250.00
Student registration	31,625.00
Retiree	2,750.00
1 extra ticket	4,860.00
2 extra tickets	180.00
Banquet Tickets	0.00
Jefferson Lab/Colonial Williamsburg Excursion	9,230.00
Refund - Add't Banquet Ticket	-180.00
Refund - single da	-375.00
Banquet Ticket	90.00
Total Fees	\$694,055.00
Student Registration	
1 extra ticket	90.00
Jefferson Lab/Colonial Williamsburg Excursion	845.00
Total Fees	\$935.00
Gran Total Fees	#####
Fees Collected	#####
Fees Waived	\$14,719.50
Balance Due	\$122,405.00

Budget Report of the various registrations and grand totals

Active	In Indico	To be added
Yes	No	Yes

Delegate Registration	
India	3
Japan	72
Pakistan	1
People's Republic of China	76
Republic of Korea	25
Taiwan	11
Viet Nam	1
<hr/>	
Asia	189
<hr/>	
Australia	3
<hr/>	
Australasia	3
<hr/>	
Austria	3
Belgium	1
Denmark	6
Finland	1
France	29
Germany	120
Italy	32
Norway	1
Russia	16
Slovenia	4
Spain	13
Sweden	24
Switzerland	70
The Netherlands	6
United Kingdom	50
<hr/>	
Europe	376
<hr/>	
Kingdom of Saudi Arabia	1
Turkey	2
<hr/>	
Middle East	3
<hr/>	
Canada	5
United States of America	404
<hr/>	
North America	409
<hr/>	
Brazil	3
Colombia	1
<hr/>	
South America	4
<hr/>	
Grand Total	984
<hr/>	
Industrial Registration	
Japan	6

Statistics of origin (country/region) for each registration and overall

Active	In Indico	To be added
Yes	No	Yes

Registration > Registration Reports > Data Extract (Excel)

A la Carte Sponsorship ▾
 Export records only if a balance is due?

Exports data to Excel from one selected registration form. Option to select only registrants with a dued balance

Active	In Indico	To be added
Yes	No	No

Registration > Registration Reports > List All Attendees

	Name	Affiliation
1	Abdolvand, Amin	University of Dundee Division of Electronic Engineering and Physics
2	Abell, Dan Tyler	Tech-X Corporation (Tech-X)
3	Abelleira, Jose Luis	European Organization for Nuclear Research (CERN) Technology Department (TE)
4	Abeyratne, Sumana	Northern Illinois University Department of Physics
5	Abrams, Robert	Muons, Inc
6	Adamson, Philip	Fermi National Accelerator Laboratory (Fermilab) Main Injector Dept
7	Adeyemi, Adeleke	Hampton University Thomas Jefferson National Accelerator Facility (JLab) Accelerator Physics Department
8	Afanasev, Andrei	George Washington University (GWU) Department of Physics
9	Agapov, Ilya	European XFEL GmbH (XFEL.EU) European XFEL GmbH (XFEL.EU)
10	Agustsson, Ronald	RadiaBeam Technologies (RadiaBeam)
11	Ahn, Yohan	Pohang Accelerator Laboratory (PAL)
12	Aiba, Masamitsu	Paul Scherrer Institut (PSI)
13	Akers, Evelyn	Thomas Jefferson National Accelerator Facility (JLab)
14	Alacakir, Ali	Sarayköy Nuclear Research and Training Center (SNRTC)
15	Aldana, Maria Victoria	System Engineering Solutions
16	Ali, Mahmoud Mohamad	Thomas Jefferson National Accelerator Facility (JLab) Center for Advanced Studies of Accelerators
17	Allen, Christopher K.	Oak Ridge National Laboratory (ORNL) Spallation Neutron Source
18	Allison, Trent	Thomas Jefferson National Accelerator Facility (JLab)

Lists all attendees

Active	In Indico	To be added
Yes	No	Yes

Registration > Registration Reports > Paying Summary (Items)

The following matrix shows how many (paying) items in registraton forms have been selected.

This will give a quick glimpse on the expected incomes and, more important the major sources of the incomes (in choosable options, not associated fee).

For multioption items, this table shows if one of the options has been selected. For "fee-mult" (e.g., How many additional tickets...), the total sum is calculated.

<i>Item\Page</i>	A la Carte Sponsorship	Delegate Registration	Industrial Registration	Student Poster Session Registration	Student Registration	Team Registration
Registration Fee	0	984	0	0	0	0
Banquet Tickets	0	56	0	0	1	1
Exhibitor Registration Fee	0	0	89	0	0	0
Conference Lanyard Sponsor	1	0	0	0	0	0
Promo notepad in conference bag	1	0	0	0	0	0
Promo flyer or brochure in conference bag	2	0	0	0	0	0
Cyber Cafe sponsorship	1	0	0	0	0	0
Jefferson Lab/Colonial Williamsburg Excursion*	0	142	0	0	13	0
Refund - Add't Banquet Ticket	0	2	1	0	0	0
Banquet Tickets	0	0	5	0	0	0
Refund - single da	0	1	0	0	0	0
Administrative error	0	0	2	0	0	0
Banquet Ticket	0	1	0	0	0	0

* fee-mult type, sum is displayed.

Lists all fee items and the number of times they were selected in registrations

Active	In Indico	To be added
Yes	No	Yes

Registration > Registration Reports > Print All Invoices

Prints All Invoices

Active	In Indico	To be added
Yes	No	Yes

Registration > Registration Reports > Registration By Abstract

Same As in Reports

Active	In Indico	To be added
Yes	No	Yes

Registration > Registration Reports > Statistics

Pages	Prompts	Prompt Popup Items
A la Carte Sponsorship Delegate Registration Industrial Registration	Administrative error Audio/Video Requirements Authorized Signature	A/V options: Microphone A/V options: Projector Banquet: 1 extra ticket
Matrix Items		
<input type="button" value="Submit"/>	<input type="button" value="Reset"/>	

Displays statistics by registration or by selected fields and popups

Active	In Indico	To be added
Yes	No	No

Registration > Registration Reports > Summary Statistics

Counts by Registration Page			Payment Counts		
Page Name	Registrants	Paid	Received	Amount	Costs
A la Carte Sponsorship	5	5	Credit Card	692,979.00	0.00
Delegate Registration	984	900	Check	140,545.00	0.00
Industrial Registration	89	89	Wire Transfer	259,151.50	0.00
Student Poster Session Registration	37	37	Total	1,092,675.50	0.00
Student Registration	75	75			
Team Registration	31	31			
Totals	1221	1137	Waived	Amount	Costs
Distinct Registrants	1175	1091	Waived	-10,211.50	0.00
			Total	-10,211.50	0.00

Registrants by Abstract			
	Abstracts	Speaker Registered	Anyone Registered
Invited Oral	70	64	64
Contributed Oral	48	45	46
Poster	1138	1042	1122
Total	1256	1151	1232

Displays general stats on registrations

Active	In Indico	To be added
Yes	No	Yes

Registration > Registration Reports > Vendor Delegate List

Lists all delegates from Vendors based on the "sponsored" type

Active	In Indico	To be added
No	No	No – better system needs to be envisaged

Architecture of the Future JACoW/Indico Service

- User profile modifications will be done directly on the JACoW central repo, never on Indico. Central modifications will be synchronised with Indico at the next user login, as well as at regular times to ensure global synchronisation. [8]

Resource needs appear between brackets in the rest of the document and are expressed in number of weeks except when specified otherwise.

Priorities defined by the JACoW team appear between brackets starting with a "P"

List of Features to be implemented in Indico

General Features

- Let people with different roles select the role which will be used to display their interface [8] [P:medium]
- Define local groups of people inside the conference which have no direct functional role in Indico; these groups can then be assigned specific rights; Not only is this important to keep track of the composition of the groups in past conferences, but this facilitates also the assignment of privileges and email sending [3] [P:high]
 - Propose default groups: "Organising Committee", "Local Organising Committee", "Programme Committee", "Advisory Board"
 - Allow the creation of additional ones
 - Allow to select local groups when adding people to a role
 - Display list of members for a group in order to be able to copy paste in an html page
 - Export multiple groups as csv in order to use MS Word mail merge feature
- Create a page which lists all the conference roles with their members (see [Authorize](#)) [2] [P:high]
- Missing Roles [P:high]
 - Generic roles [2]:
 - Abstract manager
 - Registration manager
 - Paper review manager
 - Scientific programme manager: can modify the timetable, and manage sessions
 - Other roles:
 - Abstract Curators: performs initial abstract Q/A
 - **In Indico, abstract curator will be the abstract manager**
 - Final Paper Curators: performs final paper Q/A
 - **In Indico these are the referees**
 - Poster Session Manager: performs the poster police
 - **Will be implemented through the generic review process**
 - Presentation Manager: performs the transparency processing tasks
 - **Will be implemented through the generic review process**
- Missing privileges: [1] [P:low]
 - View Registrations
 - Registration Operator (restricted permissions for ex. on-site registration hostess/steward)
 - View Scientific Programmes Reports
- Classifications (see [Main Classifications](#)): [4] [P:high]
 - Sub-classifications: allows to create sub-tracks below each defined track in the programme

- An option lets users select sub-tracks when submitting an abstract, or reserve this to the conference administrators.
 - Sub tracks then appear anywhere tracks were used
 - Import/export mechanism for classifications
 - **Provided by the Indico clone feature**
- Define Rooms for event (see [Location Codes](#)) [6] [P:high]
 - Each room has a room code (may be used for the program code generation)
 - Each room has a name and description
 - Each room has a poster capacity (used for automated poster assignment)
 - The defined rooms are then proposed as an alternative to the free text field; this ensures homogeneity in the room denomination and adds up the capacity feature
- The mobile version of the website could be improved, see as example [P:low]
 - <http://app2.core-apps.com/ipac15>

Email Management [P:medium]

- Keep log of all emails sent by the system for one specific event [2]
- Page to send emails to various people based on their roles (see [SPMS Roles](#) for details): [2]
 - Select recipients from existing lists / roles (participants, referees, reviewers etc.)
 - Compose email with substitutable tags
- Page to send emails to session chairs (see [Session Chairs](#) for details) [1.9.7]
 - Select recipients by session
 - Compose email with substitutable tags
- Page to send emails to registrants [3] [P:high]
 - Select recipients by registration page
 - Select recipients by payment method
 - Select recipients by payment status
- Queue email sending in task manager to avoid overload (hundreds of emails can be sent by one single action) [3]
- Add general option to cc all emails sent by Indico for the event to the administrators. [1]
- For each generic email utility, indicate the number of addressees before actually sending the email. [1] [P:high]

Abstract Management

- Types of contributions: Add the following parameters (see [Presentation Types \(Contributions\)](#)) [1] [P:high]
 - Presentation Code (for use in program code generation)
 - Poster/Oral option
 - Max pages for final paper
 - One flag to indicate if the type can only be assigned by editors/PC
 - One flag to indicate if a contribution of this type can be reassigned by the PC
 - One flag to indicate if the code should be used in the program code
 - One flag to indicate if the type can be proposed as an invited oral
 - Sort order
- Create Session Types (see [Presentation Types \(Sessions\)](#)) [P:medium]
 - Each session type includes code, description, type (oral/poster)
 - Each session block should be assigned a presentation type
 - The code of the type is then used to generate session codes

- **This adds too much extra complexity to the software without bringing much value, session base codes will be entered manually.**
- Add abstract owner “Owner” (in addition to “submitter”) [1] [P:high]
- Add abstract attributes: attributes that can be set only by abstract managers and can be viewed only by abstract managers (for ex. Invited Oral Pending, Invited Oral Accepted, Invited Oral Declined) (see [Abstract Attributes](#)) [2]
- Initial Q/A Process (see [QA](#)): [P:high]
 - Once an abstract is submitted, the scientific secretariat checks its format, performs adequate changes and records the initial Q/A done, before it is handed over to the SPC
 - Initial Q/A done is indicated by a flag available in the detailed abstract page and in the abstract list, visible and set only by scientific secretariat and conference admins
 - If the abstract owner modifies the abstract after the initial QA is performed, the QA status is reinitialised.
 - **This will be implemented by means of abstract attributes: the scientific secretary will receive emails when an abstract is modified as a warning to perform the Q/A again.**
- Abstract creation/edit forms [2] (see [Edit](#))
 - Add TitleCase feature to title field (automated upper casing of words in the title)
 - **Added as a plugin**
- Detailed abstract page [1] [P:medium]
 - Add full abstract history only available to managers (authorisations maybe defined elsewhere)
 - Add generic author emailing feature which allows to send mails to either Primary author, authors, speakers (and copy admins) and define the subject and body of the email with substitutable fields (see [Email](#) for details)
- Participation confirmation [2] [P:medium]
 - Optional process
 - When an abstract is accepted, an email is sent to the owner announcing the acceptance and requiring confirmation of the participation to the conference (a URL is generated to allow the owner to accept or decline participation to the conference)
 - A “Confirm participation” button is also added to the detailed abstract page
- Book of Abstract: Allows to display authors Initials only [1] [P:medium]
- Abstract selection: [P:high]
 - Rename track reviewers into track experts
 - Implement the abstract manager role which can [1]
 - nominate track coordinators and track experts
 - change presentation types
 - reclassify abstracts
 - Have access to the list of abstracts with average ratings and spread
 - Allow track experts to propose a different presentation type (see [Abstract Reclassification](#)) [1]
 - Track coordinators perform the reclassification and change of presentation type [1]
 - Allow sending instructions to track experts when they are nominated; define email content [1]

- The list of abstracts for track coordinators and administrators should have an easy option to change the classification and/or presentation types of selected abstracts [1]
- Add a summary/statistics page for abstracts showing per track the number and percentage of each presentation types [1]
- Invited Orals Workflow – Optional [6] [P:medium]
 - Before the call for abstract is opened, a new process handles invited orals
 - Authorised people (usually the SAB) can propose invited orals
 - PC members can then rate them
 - For this the abstract manager or admin defines priority levels (as many as desired) which are used to classify the invited proposals (see [Proposed Invited Oral Priority Codes](#))
 - One page should list all proposed abstracts with their priorities and provide options for the IOM to
 - List all proposals without priorities and withdraw them
 - The Invited Orals Manager accepts/rejects proposals
 - On acceptance, the primary author is turned to owner
 - On rejection, the abstract is withdrawn
 - A mail is sent to proposed speaker to invite them to the conference, and ask them to update the abstract data
- List of Abstracts/Contributions (see [Abstract Search/Edit](#) for details) [3] [P:high]
 - Many filtering criteria should be added
 - Improve sorting options: 3 levels should be proposed
 - Add Funding agency to the results display options
 - Should allow to add to the display the number of files for each file type and sort/filter by number of files attached.
 - The results list should provide easy access to all contribution related features

File Management [12]

- Define platforms for the conference (platforms on which the paper master file has been generated, this helps assigning papers to editors working on the proper platform) (see [Platform Codes](#)) [P:high]
 - Propose default list: “Windows”, “Linux”, “OS X”, “UNIX”
 - Allow addition of other platforms
- Create default file types (folder names) for the conference (see [File Upload](#) and [File Types](#)) [P:high]
 - Propose default list: “Paper Source File”, “Paper Printable file (PDF/PS)”, “Paper Images”, “Poster Printable File”, “Poster Master File”, “Slides”
 - Each file type will define
 - a checkbox that indicates whether the platform should be requested when uploading the file (typically only the source file needs to have the platform information)
 - a regular expression which defines which files will be accepted in this folder
 - an error message which will be sent to the user who tries to upload a wrong file type
 - a text field that will be displayed on the file upload dialog if the file type is selected (typical example is “Please read the [JACoW Template Checklist](#) document before uploading your manuscript”)

- a confirmation text which will be presented to the user when the file is uploaded if this type is selected (typical example would be “Please confirm that the document you are uploading validates the [JACoW publishing guidelines](#)”)
 - A folder will be associated to a review process when we create the generic review workflows (as the JACoW use case multiplies reviews: poster, paper, slides)
 - Let the admin create other default folders [P:high]
 - Let the admin decide whether users can create their own folders or can only use the default ones. [P:low]
- Assign file types to contribution types
 - Only these file types will be proposed when uploading files to a given contribution
 - Create a matrix (see [Presentation File Combination](#)) which
 - assigns weights to each file type/contribution type. This weight is then used to compute the automated editor assignment threshold.
 - Indicates if only the layout reviewer can upload the given file type for the given contribution type.
 - **This will not be implemented, instead a simpler scheme based on the number of files uploaded will be**
- File Upload dialog (see [File Upload](#)) [P:high]
 - Add types and platforms
 - Add comments which are only recorded in the logs
 - An option forces authors to verify the abstract metadata before they can upload the first file. This is to detect any discrepancies between the paper title, authors and summary and the abstract metadata.
 - **This will not be implemented, as it is considered too specific**
 - Pluggable configuration for external file checks (e.g., a web service that checks for embedded fonts in PDF, number of pages, re-distills the PS/PDF, etc.). These plugins should be role-based configuration (e.g., do not call fonts check for users, do call for editors...)
 - **If the web service exists then a plugin can easily add a button on the editor’s interface to trigger the validation**
- Define Source File Types (see [Editor Source File Types](#)): these are basically regular expressions which allow to determine the type of the file which has been uploaded. These are used by layout reviewers when they want to be assigned a new paper. Default values include
 - Any Type => .*\$
 - LaTeX => .(TEX|LATEX)\$
 - MS Word => .(DOC|DOCX)|DOCM\$
 - OpenDocument Text => .(ODT)\$
- All file versions are preserved and presented as download options to the users

Session Management

- Generate program codes automatically [4] [P:high]
 - Each contribution is assigned a program code manually or automatically. Program codes are generated by appending a sequential value (defined inside each session block) to a base program code (defined for each session block); currently Indico implements session codes, this should be transferred to session blocks.

- A general option defines the number of digits used in the program code generation for oral sessions and for poster sessions. (see [Conference](#))
- A general option defines whether session codes are assigned automatically or manually (see [Conference](#))
- Base program codes can be assigned to each session block either manually, or automatically computed as follows:
 - Short day of the week (MO, TU, ..., SU) + session type + room code
- It should be possible to re-assign program codes individually or by session block using a specific sorting algorithm.
- The sorting algorithm is especially interesting for posters where you will try to group posters with the same presenter together or with similar topics. Also, posters having presenters from the same institute should be assigned “close” each other (“Village” system) to help with last minute needed substitutions of presenters. The sort order should at least include the following fields (see [Program Code Sort Order](#)):
 - Main classification
 - Sub-classification
 - Country of presenter
 - Town of presenter
 - Affiliation of presenter
 - Last name of presenter
 - First name of presenter
- An option allows to keep program codes hidden until the programme is finalised
- A paper withdrawn after being assigned a program code will for ex. result in a gap in the sequence number. Further papers should not be resequenced automatically without admin intervention in this case. Instead:
- It should be possible to list paper ID sequences for all session blocks in order to easily see id gaps, and resequence papers if needed (a button is proposed for that purpose).
- Allow presentation of abstract in different sessions (eg. poster, student poster, student poster oral) [2] [P:medium]
 - **This will be implemented by cloning the original contribution and giving it the same parent abstract.**
- Create a page listing all session blocks with additional actions (see [Sessions](#)): [3] [P:high]
 - Generate automatically program codes for papers in each selected session
 - Add/remove chair
 - Delete session
 - Edit session
 - The page comprises the following fields:
 - Session code
 - Type
 - Date
 - Start time
 - End time
 - Title
 - Location
 - Chair

User search

- Should return close matches (implemented using Oracle Text search plus in the SPMS): search for “baron” will return all users registered with name “baron”, but also, below and in a separate section, users with close names (bahrami, barin, barana, barno etc.) [4]
[P:medium]
 - **We will not develop this, so the resources assigned to this line are mostly for researching a library which would do this on PostgreSQL and adapt it to Indico.**

Paper Management

- Add “Publishability” criteria to contributions [P:high]
 - This flag determines whether a paper can be published in the proceedings or not
 - The flag is computed automatically from various constraints
 - Passing the editing process (final QA)
 - Passing the reviewing process
 - Passing the poster police process
 - **We propose to implement this by letting the event manager filter out which contributions they want to export to the external proceedings generation engine (for ex. contributions which paper review has been accepted and which poster police has been positive). The development of generic reviews will allow to apply this not only to papers, but also to any kind of uploaded file (posters or transparencies for ex.) [1]**
- Add “Final QA” process [P:high]
 - This process allows a final check of the papers before they are sent to publication
 - Final QA can take place as soon as a green dot is assigned to a paper by its editor
 - QA editors are usually the same group of people as editors.
 - Add an option to forbid the assignment of a QA to the person who edited the paper.
 - Statuses for final QA are passed, failed, pending
 - Final QA page (see [Final QA](#)), from where the QA editor can
 - Manually get a new paper to Q/A (from the list of papers with green dots but w/o Q/A set)
 - For the paper being Q/Aed:
 - Change the contribution title (with titleCase option)
 - Choose an action:
 - QA complete
 - QA failed - Re-assign paper to me
 - QA failed – Re-assign paper to editor
 - Set actual page count
 - Add an optional comment (log only)
 - Download and Upload files
 - Add a “Select Paper QA page” where the editor in chief can self-assign a paper available by day (see [Paper Final QA](#))
 - **Indico equivalent: referee (the referee in Indico terms validates the review made by the layout and content reviewers)**
 - **All the editing team would be managers of the paper review and as such will be able to self-assign any paper they want.**
- Paper Upload: allow multiple file uploads: master format, PDF or PS, extracted image files [P:medium]
- Review Process [P:high]

- Define a list of error codes that reviewers can use to justify their decisions. The codes can then be selected in the reviewers assessment page and on the poster police page; The list includes (see [Paper Error Codes](#)) [2]
 - A code
 - A description
 - **The equivalent in Indico is the questions defined for each review process**
 - **Would need to add Boolean flags to the questions**
- Review statuses
 - Layout and content reviews do not use the same statuses [2]
 - Statuses should include the following parameters (see [Processing Status Code](#) and [Referee Status Codes](#)) [3]
 - Sort order
 - Email body: body of the email which will be sent to the paper owner when the status is selected
 - Corresponding coloured dot
 - Ok to upload: if set to yes, allow the paper owner to upload files
 - Send Email Notice: send a mail to paper owner when the status is assigned
 - Publishable: Yes if the paper can be published when on this status
 - Ok to edit: Yes if the author can edit the contribution when on this status (only for layout review)
 - User validate: Yes if the author must validate the changes made to the paper when the status is assigned (after the editor has changed the paper for ex.) (only for layout review)
 - This would be handled in Indico using chat-like interactions between the editor and the author
 - User Validate Status: Status that will be assigned to the paper if the author approves the changes made by the editor (only for layout review)
 - PDF required: prevents an editor from assigning this status if a PDF file is not uploaded (only for layout review)
 - Default statuses should be proposed but can be modified and additional statuses can be created
 - Layout Review (see [Processing Status Code](#)):
 - Assigned (a reviewer is assigned the paper); purple dot
 - Accepted (the paper is ok as is or only very minor changes have been made by the editor which do not necessitate author checking); green dot
 - Corrected (the paper has been corrected by the editor, usually from source files, and the author must approve the corrections); yellow dot
 - To Be Corrected (the paper does not meet the quality criteria and the editor cannot edit it – the author should revise it taking into considerations the comments by the editor, and the error codes selected); red dot
- Tailor all emails sent to layout reviewers [2]
 - Also be able to bcc others on all/some emails

- The assignment to layout reviewer (editor) of papers is possible when enough files have been received
 - This uses a “file upload threshold” and file type weights. If this value is lower than the addition of all weights assigned to a file type for which a file has been uploaded, then the paper can be assigned to an editor. (see [User](#) and [Presentation File Combination](#))
 - This mechanism gives flexibility on the assignment of papers to editors. This gives the possibility to the review manager to start with a high threshold in order to edit only papers for which master and PDF have been submitted, then lower the threshold to start editing papers with one file missing.
 - **First approximation for Indico will be to propose papers which have a given number of files uploaded (that the review manager can configure in the module), without weight; and propose other sorting options (last modification date, date of submission etc.)** [1]
- Papers are not actually assigned automatically to editors without their intervention, but each editor can click a button “Get Next Paper” after setting some parameters (platform, source type – doc or latex mainly, or paper ID) which will assign to him/her the next editable paper. (see [Editor / Proceedings Administration](#))
 - **Implement a full screen view of an “editing pad” showing PDF in the browser as well as the chat-like interface for editor-author interactions and the reviewing questions/checklist** [12]
- Trigger validation by contribution owner of changes made by the layout reviewer if the status is set to yellow dot (see [Accept/Reject Editors’ changes](#))
 - The validation page includes a dropdown menu showing “Accept” or “Reject” the editor’s changes with a free text multi line comments box (recorded in the logs) that is mandatory if the answer is Reject
 - If the change is accepted, the status of the paper is changed to the one defined in the status lists for this purpose.
 - If the change is rejected, the status does not change
 - **Will be implemented as a chat-like interface between editor and author, with email gateway**
- General list of papers:[2]
 - Allow filtering on layout statuses
 - Allow filtering on type of uploaded files (PDF only for example)
 - Add final Q/A status and actions
 - Allow to hide data on one or the other review types
 - Add generic author emailing feature (see details [Email Utility](#)) which allows to send mails to either Primary author, authors, speakers (and copy admins) and
 - Filter the recipients by lots of different fields
 - define the subject and body of the email with substitutable fields
- Detailed paper/contribution page [1]
 - Add for the review manager the possibility to set in one place
 - Layout review status
 - All Q/A flags
- Personal list of papers assigned to layout reviewers (see [List My Papers](#)) [2]
 - Includes options to download and upload files directly

- Includes options to change the status of the paper directly from the list (with popup to add comments)
 - Shows full log
 - Email authors
- A page allows to list all red dots (layout review) and assign a new editor to the selected ones (see [Reassign Red Dot Papers](#))
 - **From the Indico “Assigned Papers” page**
- E-Dot Board (see [Reports](#)) [2]
 - Full screen page showing statuses of each paper from the layout review perspective
 - **Implemented as a standalone interface fetching data from Indico through the http api**
- Poster Session Management (Poster police): set of checks which are applied to posters and taken into account when deciding whether to publish the paper related to a poster or not.
 - People in charge have access to a page from where they can select a session block (see [Poster Police](#)); Selecting a session block gives access to a page displaying all posters in the session, with options to check some QA flags:
 - Check flags include
 - “Manned”: whether the poster is manned or not,
 - “Satisfactory”: the quality of the poster itself (is it just a copy-paste of the final paper?)
 - “Posted”: whether the poster file has been uploaded
 - “Picture”: store a picture of the poster to demonstrate an issue
 - The three poster Q/A flags must be positive for the paper to be publishable
 - **This workflow will be implemented using the generic review interface**
- Presentation Management process (completely missing from Indico)
 - The presentation manager has multiple tasks:
 - Checking transparency files are uploaded
 - Transferring files to auditoria and checking they can be displayed correctly
 - Processing transparencies into pdf for publishing
 - For some conferences both the slides and the paper will be published. They have distinct publishability values.
 - Usually presenters are requested to submit a pdf of their transparencies for publication. This workflow allows editors to assess the PDF together with the author if needed.
 - Create a page to list all oral contributions with their attached slides; easy access to download and upload features (see [Transparency List](#))
 - Create a page for the presentation managers (see [Transparency Processing](#)) which
 - For each day, shows stats on the status the transparency assessment for all contributions, for each category of oral contributions
 - Allow the self-assignment of a transparency after selecting it from a daily list

- Transparencies should only be edited after they have been presented – otherwise there is a risk that they are revised by the presenter even at the last minute before presentation
- List all self-assigned active transparencies
- List all self-assigned processed transparencies
- Set status of assigned transparencies
- Create a page to define presentation management statuses (see [Transparency Status Maintenance](#)) each with the following attributes:
 - Coloured dot
 - Email message that will be sent to the author when the status is assigned
 - Publishable: flag indicating if the transparency is publishable when the status is assigned
 - Default statuses:
 - Green: processing successful, slides can be published
 - Yellow: transparencies were edited in order to create the PDF. PDF must be checked by the author who should accept the changes
 - Red: transparencies cannot be processed. Author is required to read the editor’s comments and come to the author reception
- **This workflow will be implemented using the generic review interface**
- **Implement a generic review process which will be used for paper, poster, transparencies etc. [12]**

Timetable Management

- Add “My Schedule” option [P:low] [4]
- Automated poster assignment into sessions (according to tracks/sub-tracks) (see [Bulk Assignment](#)) [P:high] [3]
 - Sessions are associated to tracks/subtracks
 - Posters are then assigned to sessions automatically according to this configuration and the capacity of each session. Only one button is used: “Assign”
- Contribution detailed page [P:high] [1]
 - Preserve the full history of all changes performed to an abstract/contribution and display them in a log page

Statistics and Report Pages [in days]

- Exports (see [Data Extracts](#))
 - AIP extract (HTML) {DN} [1]
 - Abstract book (HTML) {Y} [1]
 - Abstract by time (HTML) {Y} [1]
 - Affiliation list (Excel) {DN} [1]
 - All Orals (Excel) {Y} [1]
 - All Orals (tsv file) {DN} [1]
 - Author Index (HTML) {DN} [1]
 - Conference guide (HTML) {DN} [1]

- Conference paper export in bibTeX {Y} [2]
- Conference paper export in CERN OAI {Y} [2]
- Conference paper export in SPIRES format {Y} [2]
- Post Conference XML (for JACoW proceedings) {Y} [2]
- Withdrawn abstracts (HTML or csv) {Y} [1]
- Session chairs (Excel) {Y} [1]
- Disjointed Authors: list the authors that are scheduled to present more than one oral presentation or (as is usually the case) more than one poster and who will need to have their presentation(s) times manually moved to other sessions; by day {Y} [2]
- List any duplicate titles in the system {Y} [1]
- List all papers for which the author have accepted the changes made by the editor {Y} [1]
- List all papers which have a green dot but no final QA passed {Y} [1]
- List all papers with green dot but no copyright form {Y} [1]
- List all papers with green dot but no paper copy received {N}
- List all papers for which a paper copy has been received but no file {N}
- List of papers with no dot {Y} [1]
- List all posters with police ok but no file {Y} [1]
- List of all contributions for which a presentation type change has been proposed (Excel) {Y} [1]
- List of participants {Y} [1]
- List of all contributions by program order, including for each the list of registered people (either authors or presenters) {Y} [1]
- List all sessions and for each the number of contribution per classification {Y} [1]
- List of papers without any attendance registered {Y} [1]
- Reports (see [Reports](#))
 - Abstracts per day {Y} [10]
 - Author count {Y} [1]
 - Conference Activity charts {Y} [10]
 - Contribution Counts per affiliations {Y} [2]
 - Contribution Counts per classification for all contributions {Y} [2]
 - Contribution counts per classification for orals only {Y} [2]
 - Contribution counts per classification for posters only {Y} [2]
 - Contribution counts per classification split per contribution type {DN} [2]
 - Contribution counts per country of presenter split by presentation type {Y} [2]
 - Number of pages per type of contribution {Y} [2]
 - Contribution counts per region of presenter split by presentation type {Y} [10]
 - Only possible outside Indico: no region defined in Indico
 - Contribution counts per subclassification {Y} [2]
 - Number of contributions with initial QA done and remaining by main classification {DN} [2]
 - Number of files per platform and file type (assigned and unassigned) {Y} [1]
 - Number of posters presented by date {Y} [1]
- Reviews
 - Create a Statistics page for the layout review process (see details [Statistics](#)) {Y} [5]
 - Activity log for staff: a page showing for each person involved in the paper review process (see [Activity Log - Staff](#)) {Y} [5]

- The number of dots reassignment they performed (usually done only by the review manager to turn a yellow to a green for ex. when no feedback is received from the author, or when the feedback is received orally in the processing room directly)
- The percentage of red, yellow and green dot they assigned initially
- The number of papers they processed completely (to the green dot)
- The number of papers you assigned a final QA failed status to (in general edited by other people)
- The number of papers you assigned a final QA passed status to (in general edited by other people)
- The number of QA failures the papers they edited got (+ percentage compared to the number of papers they processed)
- The number of papers that the person has reassigned to his or her self
- The number of transparencies that were
 - assigned to the person
 - completely assessed by the person
 - re-assigned to the person (by his or her self)

Registration [P:high]

- Allow export/import registration form feature
 - **Cloning conference already provides this option**
- Allow each registration process to select which payment methods will be proposed to delegates [4]
 - Available to delegates
 - Available to admins
- Add completion text to registration process definition [1]
- Add profile data to registration data when the registration requires login
 - **Already exists**
- Add Early registration deadline field
 - Fees may be different before and after the early registration deadline
 - Application to each field independently (dates as well)
 - **We propose that early bird fees are set by changing manually the value of the fee after a given date.**
- Email utilities
 - Add email utility to contact delegates of a given registration process in function of their payment type of balance (see details [Email](#))
 - **Already exists**
- Add a registrant list feature common to all registration processes (see details [Search and Process Attendees](#)) [2]
 - Only listing of profiles
- Add more flexibility when processing the payment of a registrant [10]
 - Possibility to mark payment of individual items
 - This is used when for example the conference fee is sponsored by the home institute by bank transfer while goodies or conference dinner are paid individually by the delegate.
 - **We believe that this is adding a lot of complexity for very few cases, and know no other vendor which implement partial payments, so would rather drop this feature.**

- Possibility to add misc fees (waived fees for ex)
- E-payment plugins to create:
 - Cheques [1]
 - Payment by cheques
 - Waive [2]
 - Only for admins – allows waiving some payments
- Register payment promises for payment methods that are not directly connected with Indico (cheques, bank transfers) [2]
- Registration can be cancelled only when no payment has been made (or all payments have been refunded)
 - **In Indico users need to contact the organisers to request cancellation**
- Reports
 - Create page summarising the financial status of the conference (see [Budget Report](#)) [2]
 - Summarize registrations by countries/regions (see [Country / Region Stats](#))
 - Page which summarises how many paying items were selected in each registration process (see [Paying Summary \(Items\)](#))
 - Already there
 - General stats on registrations (see [Summary Statistics](#))
- Allow external registration systems to update Indico with registration status [5]
 - <http://www.jacow.org/index.php?n=Editors.ExternalRegistrationSetup>
 - PCO have their own registration system
 - Registrants go through Indico and are directly redirected to the PCO web site (passing hidden fields such as profile ID)
 - PCO pushes back the user ID to the registration form of Indico as soon as the process is complete so that the user is added to the Indico registrant list
- Add an option to bulk import registrants from a list of profile IDs [2]
- Publish receipts for completed registrations as an option [4]
 - An option to print all receipts in one go
- Registration form:
 - Allow adding markdown (or an html subset with at least image, bold and hyperlink) to field descriptions [1]
 - Analyse usage of booth selection widget

Summary and Resource Needs

			<i>high only</i>	<i>all</i>
<i>Setup of the Overall Architecture</i>	8	high	8	8
<i>General Features</i>			17	26
Role selection	8	medium		
Local groups	3	high		
Roles page	2	high		
Missing roles	2	high		
Missing privileges	1	low		
Sub-classifications	4	high		
Event rooms	6	high		

<i>Email Management</i>			4	12
	Log all	2	medium	
	Email by role	2	medium	
	Email to registrants	3	high	
	Queue emails	3	medium	
	cc admins	1	medium	
	number of addressees	1	high	
<i>Abstract Management</i>			15	24
	Contribution type	1	high	
	Abstract owner	1	high	
	Abstract attributes	2	high	
	TitleCase	2	low	
	Full abstract log	1	medium	
	Participation confirmation	2	medium	
	Abstract selection	6	high	
	Invited Orals	6	medium	
	List of abstracts	3	high	
<i>File Management</i>		12	high	12 12
<i>Session Management</i>			7	9
	Program codes	4	high	
	Multiple scheduled abstracts	2	medium	
	Session list	3	high	
<i>User Search</i>		4	medium	4
<i>Paper Management</i>			40	40
	Publishability as XML export filtering criteria	1	high	
	Error codes/checklist	2	high	
	Review statuses	3	high	
	Email customization	2	high	
	File weight	1	high	
	Editing Pad	12	high	
	List of papers	2	high	
	Detailed paper	1	high	
	Editor's list of papers	2	high	
	E-Dot board	2	high	
	Generic Reviews	12	high	
<i>Timetable</i>			4	8
	My schedule	4	low	
	Automated poster assignment	3	high	
	Contribution details	1	high	
<i>Stats & Reports</i>			6	18
	Exports	6	high	
	Reports	12	medium	
<i>Registration</i>			36	36
	Payment method by form	4	high	

Completion text	1	high
General registrants list	2	high
Payment flexibility	10	high
Payment methods	3	high
Payment promises	2	high
Reports	2	high
External registration connection	5	high
Bulk import	2	high
Receipts	4	high
Forms	1	high
Totals	149	197

The implementation of the requirements rated **high** by the JACoW team would take **149 weeks** of work, or the equivalent of **3 years and 3 months** of work for a project associate staying at CERN.

The implementation of **all** the requirements would take **197 weeks** of work, or the equivalent of **4 years and 5 months** of work for a project associate staying at CERN.

