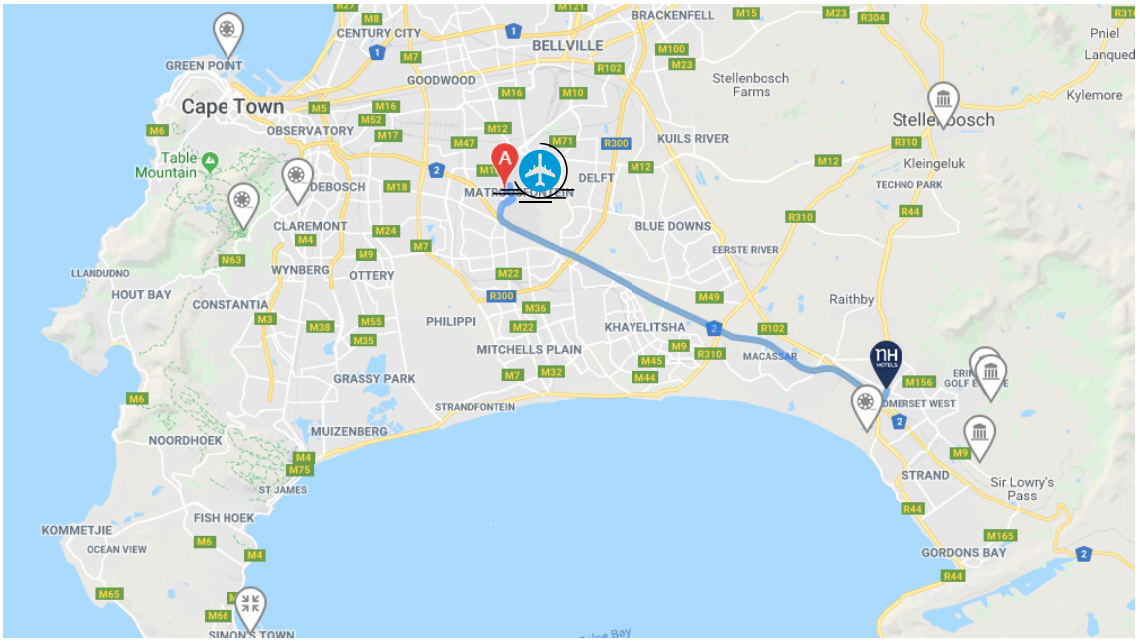
PROGRAMME/AGENDA

The Kick-off Session will be held at **THE LORD CHARLES** Hotel Cape Town
Monday 3rd December

Address:
Corner Main Road (M9) and Broadway Boulevard (R44), Somerset West, 7130
Cape Town - South Africa
Phone: +27 21 855 1040

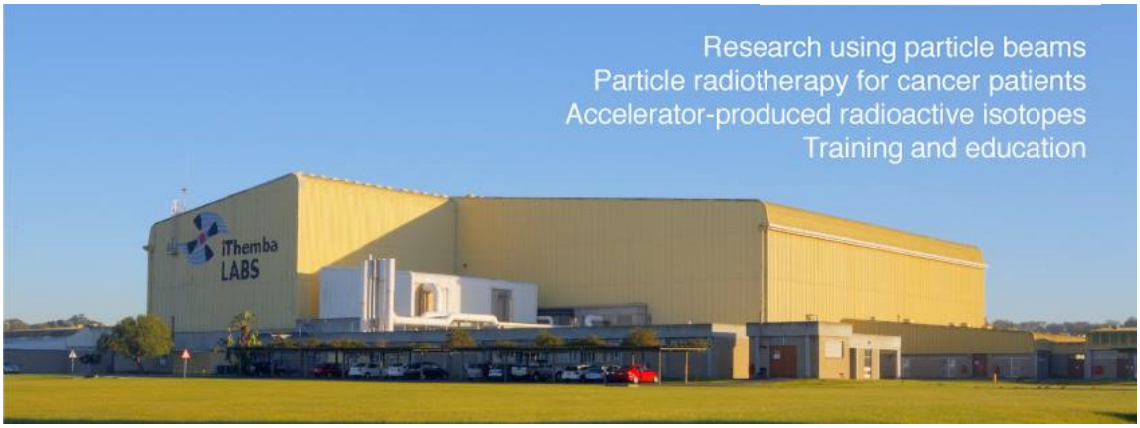


Please keep an eye out or **signs** at the hotel to direct you to the Meeting Room for the Kick-off session.

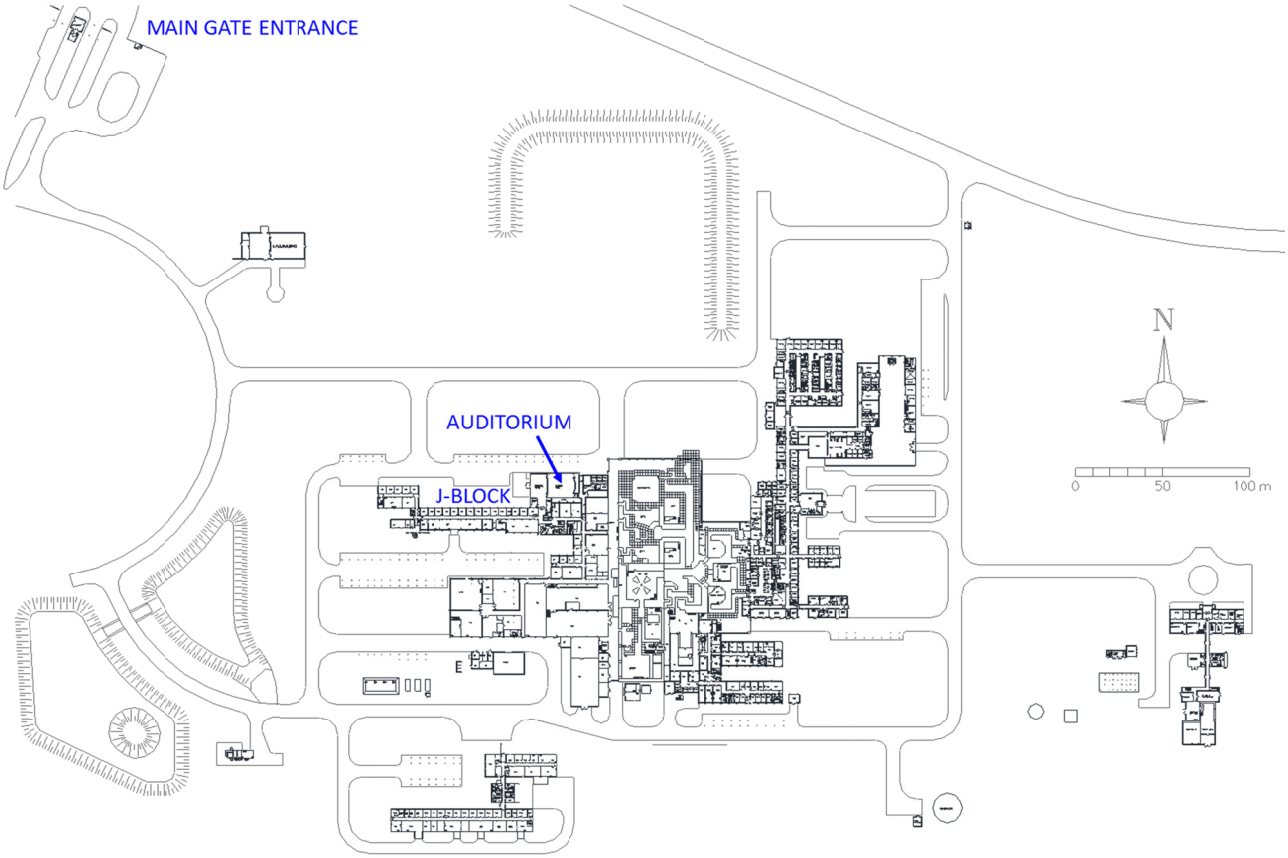
Monday 3rd Dec 2018			
16:00 - 18:00 (2:00)	**16:00**	**Kick-off Conference Series Collaborations**	
Host **Christine Petit-Jean-Genaz**	**16:30**	**Series Networking Session (30min)**	
	17:00	**Series Presentation Preparations (30min)**	
	18:00	**Series Presentation + Drinks (60min)**	

Tuesday to **Friday** the Team Meeting programme will be held at the **iThemba LABS** site

iThemba Labs Site:



A bus will run from The Lord Charles Hotel each day at **8:15am sharp** to iThemba LABS and returning as shown on the agenda.



Address: Old Faure Road, Faure, Cape Town, 7131, South Africa

Tuesday 4th Dec 2018			
Depart 8:15		Transport From Accommodation to iThemba LABS	
	9:00	(Auditorium)	(Foyer) **Registration (30min)**
9:30 - 10:30	9:30	**Introduction to JACoW & Collaboration Report**	
Session Chair Christine Petit-Jean-Genaz (1:00)	9:35	JACoW Team Meeting Welcome **Christine Petit-Jean-Genaz (5min)** *(A)*	
	9:45	Welcome from iThemba LABS **(10 min)** *(A)*	
	9:50	House Keeping **Naomi/Garrett (5min)** *(A)*	
	10:10	JACoW Board of Directors Summary Report Pre-Meeting, Year in Review, Future Directions **Ivan Andrian (20min)** *(A)*	
	10:30	**Open Discussion Kick Off Wash-up (20min)** *(A)*	
10:30 - 11:00		**Morning Tea**	
11:00 - 12:30	11:00	**JACoW Conferencing Tools & Proceeding Repository**	
Session Chair (1:30)	11:15	Life Cycle of JACoW Tools, SPMS Instance and Publication to JACoW.org **Ronny Billen (15min)** *(A)*	
	11:45	What is JACoW and what it Offers to your Conference, CERN JACoW Indico Instance **Todd Satogata (25min)** *(A)*	
	12:15	General Overview of Running a JACoW Member Conference, SPMS's Role, and Indico **Todd Satogata (25min)** *(A)*	
	12:30	Where to Get Help, and How to Work with the Wiki **Charlie Horak (25min)** *(A)*	
12:30 - 14:00		**Lunch**	
14:00 - 15:30	14:00	**Proceedings Office Work Flows 1**	
Session Chair (1:30)	14:30	Paper Processing Overview & Work Flows and Editing Criteria **David Button (30min)** *(A)*	**Working Group** Online Help **Charlie Horak** *(Room-J145)*
	15:00	Scripting Overview, Prior/During /Post Conference, Plus Trends in Submission Formats **Volker Schaa (30min)** *(A)*	
	15:30	Referencing & Citations, Rules & Styles (Template Update) **Jan Chrin (30min)** *(A)*	
15:30 - 16:00		**Afternoon Tea**	
16:00 - 18:00	16:00	**JACoW Conference Coordination: Improving Continuity and Sustainability**	
Session Chair Ivan Andrian (2:00)	16:20	JACoW Conference Coordination: Improving Continuity and Sustainability **Christine Petit-Jean-Genaz (20min)** *(A)*	
	16:30	JACoW Experience Feedback from a Conference Chair Point of View **Keihan Tavakoli (10min)** (A)	
	18:00	**Poster Session (90min)** *(SERVICE PASSAGE)*	
18:00 – 19:00 (1:00)	19:00	**Welcome Reception** *(Foyer)*	
		Transport from iThemba LABS to Accommodation	

Poster Session (16:30 – 18:00) Tuesday 4th December 2018

Location: SERVICE PASSAGE

Series	Presenter	Institution
COOL'19	*Maxim Kuzin*	**Novosibirsk**
CYCLOTRONS'19	*John De Villiers*	**iThemba Labs**
ECRIS'20	*Amy McCausey*	**FRIB**
FEL'21	*Ivan Andrian*	**Elettra**
IBIC'18	*Xin Han*	**SINAP**
IBIC'19	*Johan Olander*	**ESS**
IBIC'20	*Sergio Marques*	**LNLS**
ICALEPCS'19	*Mizuki Karasawa*	**BNL**
ICALEPCS'21	*Xin Han*	**SINAP**
ICAP'18	*Pavel Snopok*	**IIT**
ICFA ERL'19	*Meghan McAteer*	**HZB**
ICFA FLS'18	*Xin Han*	**SINAP**
ICFA HB	*Dong-Eon Kim*	**PAL**
IPAC'18	*Jana Thomson*	**TRIUMF**
IPAC'19	*Rohan Dowd*	**ANSTO**
IPAC'20	*Laurent Serani*	**GANIL**
IPAC'21	*Renan Picoreti*	**NLS**
LINAC'18	*Hongfei Ji*	**IHEP**
LINAC'20	*Robert Apsimon*	**CILU**
MEDSI'18	*Keihan Tavakoli*	**SOLEIL**
MEDSI'20	*Kelly Jaje*	**ANL**
NA-PAC'19	*Amy McCausey*	**FRIB**
PCaPAC'18	*Yung-Sen Cheng*	**NSRRC**
RUPAC'18	*Maxim Kuzin*	**Novosibirsk**
SAP	*Hongfei Ji*	**IHEP**
SRF'19	*Petra Neumann*	**HZD**

Wednesday 5th Dec 2018				
8:15 - 9:00	Transport From Accommodation to iThemba LABS			
9:00 - 10:30	9:00	**iThemba Tour**		**1 on 1's**
11:00 - 12:30 (1:30)	9:00 – 10:30	iThemba Tour		One-on-one Pre-Organised *(Room-J145)* *Or* *(Room-J15)*
10:30 - 11:00		**Morning Tea**		
11:00 - 12:30	11:00	**Key Activities & SPMS Tutorial**		**Working Group**
Session Chair Rohan Dowd (1:30)	11:15	General Timelines, When and Who to do What **Christine Petit-Jean-Genaz (15min)** *(A)*		Mobile App **Johan Olander** *(Room-J145)*
	11:30	Conference Website Dynamic Data Inclusions, Conference Tools, and Information Screens **Stephano (15min)** *A)*		
	12:30	SPMS, Tutorial **Christine Petit-Jean-Genaz (60min)** *(A)*		
12:30 - 14:00		**Lunch**		
14:00 - 15:30	14:00	**Tutorials 1**		**Spare 1 on 1's**
(1:30)	15:30	Pitstop Tips and Tricks **Volker Schaa(90min)** *(A)*	Advanced Latex Editing 1 **Todd Satogata (90min)** *(Room-J15)*	One-on-one Pre-Organised *(Room-J145)*
15:30 - 16:00		**Afternoon Tea**		
16:00 - 17:30	16:00	**Conference Scaling & Managing Information in SPMS**		**Working Group**
Session Chair Maxim Kuzin (1:30)	16:30	Scaling of Roles Tasks and Resources vs Size of your Conference **Todd Satogata (30min)** *(A)*		IT Setup **Ivan Andrian** *(Room-J145)*
	17:00	Partial Refereeing Process in SPMS **Todd Satogata (30min)** *(A)*		
	17:20	Using SPMS Forms to Collect Information and Applications **Ivan Andrian (20min)** *(A)*		
	17:30	Central Repository and Profile Maintenance **Christine Petit-Jean-Genaz (10min)** *(A)*		
		iThemba LABS to Accommodation		

Thursday 6th Dec 2018				
8:15 - 9:00		Transport From Accommodation to iThemba LABS		
9:00 - 10:30	9:00	**Proceedings Office Paper and Presentation Processing Tools**		**Spare 1 on 1's**
Session Chair (1:30)	9:30	Update on Editing Tools and versions, Word, Acrobat, Pitstop, Latex **Volker (30min)** *(A)*		One-on-one Pre-Organised *Room-J145* *Or* *Room-J15*
	9:50	Processing Transparencies & Embedding Animations **Jan Chrin (20min)** *(A)*		
	10:20	Overview on Latex and Latex Editing **Todd Satogata (30min)** *(A)*		
	10:30	**Group Photo (10min)**		
10:30 - 11:00		**Morning Tea**		
11:00 - 12:30	11:00	**IPAC'18 Debrief**		**Working Group**
Session Chair Greg LeBlanc (1:30)	11:40	Report from Scientific Secretariat of IPAC'18 **Todd Satogata (40min)** *(A)*		JACoW Template **Jan Chrin** *(Room-J145)*
	11:50	Report on Speaker Preparation IPAC'18 **Mark Caetano (10min)** *(A)*		
	12:10	Proceedings Office Editor Chief Report IPAC'18 **Jana Thomson (20min)** *(A)*		
	12:30	Mobil Apps, App development, and Export/Import of Information **Johan Olander (20min)** *(A)*		
12:30 - 14:00		**Lunch**		
14:00 - 15:30	14:00	**Tutorials 2**		**1 on 1's**
(1:30)	15:30	Processing Transparencies & Embedding Animations **Jan Chrin (90min)** *Auditorium*	Driving Latest Indico **Adrian Mönnich (90min)** *(Room-J15)*	One-on-one Pre-Organised *(Room-J145)*
15:30 - 16:00		**Afternoon Tea**		
16:00 - 17:00	16:00	**IPAC'19 Preparation**		**1 on 1's**
Session Chair (1:00)	16:30	Software Tools and Requirements, Setup and Installation Specifications **Mark Caetano (30min)** *(A)*		One-on-one Pre-Organised *(Room-J145)* *Or* *(Room-J15)*
	17:00	IPAC'19 Facilities and Preparation **Rohan Dowd (30min)** *(A)*		
Depart 17:15		**iThemba LABS to Accommodation**		
18:30 -		**Team Meeting Dinner (Bus to Restaurant)** Cape Town Harbour Area **The Bungalow in Clifton** **Cape Town's Bungalicious Restaurant** **Address:** Glen Country Club, 3 Victoria Road, Clifton, Cape Town, 8005, South Africa **Phone:** +27 21 438 2018		

Friday 7th Dec 2018			
8:15 - 9:00		Transport From Accommodation to iThemba LABS	
9:00 - 10:30	9:00	**Working Group Reports & Feedback**	
Session Chair (1:30)	9:10	Working Group Report (IT Setup) **Ivan Andrian (10min)** *(A)*	
	9:20	Working Group Report (Template and Citation) **Jan Chrin (10min)** *(A)*	
	9:30	Working Group Report (Help Online Wiki) **Charlie Horak (10min)** *(A)*	
	9:40	Working Group Report (Mobile App) **Johan Olander (10min)** *(A)*	
	10:00	Future Development Collaboration Working Groups **(20min)** *(A)*	
	10:30	Lessons learned for next Team Meeting Feedback **David Button (30min)** *(A)*	
10:30 - 11:00		**Morning Tea**	
11:00 - 12:20	11:00	**JACoW Team Meeting Business & Summary**	
Session Chair Todd Satogata (1:20)	11:40	Conclusions from the Rapporteur with Overview of JACoW in 2018 and View to the Future **Rohan Dowd (40min)** *(A)*	
	11:50	Venues for next Team Meeting **Christine Petit-Jean-Genaz (10min)** *(A)*	
	12:20	Summing up by the Chair, Close Meeting **Ivan Andrian (30min)** *(A)*	
		iThemba LABS to Accommodation	