THE PROGRAM COMMITTEE

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Abstract

The Program Committee of the conference has the mission to prepare a good scientific program. This document describes how, by using web driven procedures and interfaces, the information flow and communications of the Program Committee can be improved and enhanced, and the task of the Program Committee chair simplified.

1 INTRODUCTION

This document describes the work from a point of view of the American Particle Accelerator Conference (PAC). While the organization of other conferences may be somewhat different, the principles and challenges of making a good program are similar. We hope for the understanding of the readers when we refer to PAC specific facts.

The Program Committee (PC) of the PAC is a very large body, (up to 80 persons) in which a balanced representation is kept between national laboratories, industry and universities, between topics such as large and small facilities, accelerators of various particle species, national and international institutes and so on.

The PC chair has the following tasks:

a. Generate a skeletal program for the conference. This consists of the names of the various sessions, their length and times. Poster Sessions, which are carried out in parallel with the orals, should contain subjects that will not create a conflict of interest. The best resource for information on how to do this is the previous conferences, but the PC chair has a responsibility to innovate new session, remove outdated ones and reorganize the program. The number of papers submitted to sessions in the previous conferences can serve as a guide to the size of the time slots in the oral presentation sessions and the division of sorting categories per poster session. However, paper counting is not the only criterion. Certain subject areas, like energy frontier machines may have fewer papers but should still be given a dominant spot. Other areas may have few poster papers but a large number of oral submissions, or may be emphasized as a matter of principle, such as the Accelerator Applications. The Organizing Committee should approve the skeletal program. A few tables should be created in the process. One is a mapping from the PAC Sorting Categories to the Oral Sessions. There are many more Sorting Categories than Oral Sessions, and this guide would be used first in elucidating the scientific structure of the conference and later as a device to direct papers with given Sorting Categories to oral or poster sessions. Another table shows the poster sessions, broken down by the sorting categories assigned to each session, and providing the number of expected posters in each category. This information is available from the previous conference. Estimating correctly the size of the poster session is important for planning the layout of the poster rooms and quantity of poster boards needed.

b. Select a good and balanced PC, form subcommittees (maintaining a balance within these) to cover the various topics (already known from the skeletal program, of the order of 20), appoint chairs of the subcommittees. Write invitations to the members of the PC. Make it clear in the invitation letter what is expected of the PC members (participation in meetings, propose, rank and select invited speakers and session chairs, work on the web and in meetings as necessary).

c. Use the PC to select Invited Speakers. This is a very important task since the success of the conference and its level of attendance depend on the quality Invited Talks and the Invited Speakers.

d. Once the PC selected Invited Speakers (providing for some alternatives, up to 50% if possible) it is the task of the PC chair to contact all the speakers and invite them. Use alternatives when invited speakers decline or drop out (sometimes days before the conference).

e. Select Session Chairs. A Session Chair is definitely an honorary position, but a good

performance of the session chairs can enhance the conduct of the conference if prepared with some thought. This, in turn, depends on the selection of the chairs and on providing them with clear instructions on how to carry out the job.

f. As above, the PC chair should form a database of the chairs, invite them to chair the session and instruct them in the task.

g. Once the Abstract Submission deadline is over, the abstract database is opened for the PC and the subcommittees start the process of correcting sorting categories and trading papers between the subcommittees.

h. Select which papers are presented orally and which go to poster sessions. An important task, which makes use of the abstract and paper database. This process starts when the sorting categories have been fixed and the trading of papers between subcommittees completed.

i. Determine the order of papers in both oral and poster sessions. The oral session ordering is relatively simple, but the poster session ordering is complicated by the need to keep posters presented b y one person next to each other, even if they belong to different sorting categories.

j. Write to the corresponding authors confirming their acceptance, specifying the session, location and time of the presentation, its nature (invited, oral or poster), the time provided for the talk and for question period, instructions concerning audio-visuals aids and board number in the case of a poster. In addition the authors should be informed where to get instructions for the preparation of the manuscripts. This is a very labor-intensive task unless automated. Software that generated e-mails of letters automatically from the database was extremely helpful in PAC'99.

k. Disseminate the Program, on the web, in conference mailings and printed handout in the participant's kit at the conference.

l. Other responsibilities of the PC Chair involve reporting to the Organizing Committee, reviewing the sorting categories and keywords (adding or changing as necessary), choosing the setting of the auditoriums, poster presentation area, appropriate AV equipment, publication of the program, checking on the performance of the equipment at the conference, and many other small but important tasks. The fortunate PC Chair (IBZ

counts himself to be in that category) will have dedicated colleagues to help him with initiative and attention to detail.

2 SELECTION OF THE PC

The responsibility of assembling a good program committee lies with the PC chair. The PAC Organizing Committee provides nominations. Another resource is the list of the previous conferences. However, one must be careful to bring in new blood to the committee and rotate in new members. For PAC'99, in an attempt to cover all constituencies, the public was offered to nominate PC members and some good suggestions were made. The web page and form for this operation is shown in Figure 1.

The PC chair must know several items of information about a nominated PC member: his areas of expertise, affiliation, and data for contact (email, phone, fax, and address). The Organizing Committee members should be asked to provide this information, since they usually know the persons they recommend and the PC chair may have to spend long hours finding this information unless he solicits it from the proposing persons.

The PC chair should place all this information in a spreadsheet or database. In this way the PC chair can analyze the distribution of the PC members (e.g. for a balanced regional distribution), assign them to subcommittees and generate Form Letters (most convenient way of communication to a large body by letter or email).

The subcommittees are formed with the use of the area of expertise of the PC members. In most cases PC members have expertise in more than one area and that eases the formation of the subcommittees.

The most important subcommittee is the Plenary Invited Speakers subcommittee. The PAC chair traditionally chairs it, and the members are past chairs, past program chairs and other persons who are well informed with the community and past conferences.

It is natural that some committee members are enthusiastic contributors, some do their job and, sadly, some do not do their share of work. The level of participation of the PC members can be learned from the web based forms used in running the PC. A chair of a future conference may use information from a previous conference to help in the selection of an efficient committee.

Frequent and clear communication between the PC Chair and the PC is critical for the success of the

program. Electronic mail is useful. In addition, the use of private web pages (protected by a password) was found exceedingly useful. This page may contain information about the tasks to be done, about meetings, links to forms for carrying out tasks, useful statistics and similar items.

3 INVITED SPEAKERS

The practice of PAC Program Committees has been to meet twice before the conference. The first meeting is dedicated to the selection of the Invited Speakers. The custom was to do all the work at the meeting: The PC is divided into its subcommittees, the subcommittees (typically between 2 and 4 persons) come up with names. The proposals are read to the assembly and approved. There are several problems with this approach. The PC members, as mentioned above, have usually expertise in a number of areas or know of a good speaker in an area out of their assigned subcommittee. Another point is that by seeing a proposed list one gets ideas how to do better. For this, and other reasons, PAC'99 started a web-based system to propose and evaluate Invited Speakers. These web-based system was accessible from a private web page, protected by a password which was given only to PC members.

The system uses the following forms and lists:
1. Form for General Proposal of Invited Papers. (Similar to Figure 1 below, but with entries for the name, e-mail etc. of the proposer).
2. List of General Submission Proposed Invited Papers.
3. Form for Program Committee Proposal of Invited Papers. This form is shown in Figure 1. The member of the PC selects his name from a pull-down menu.
4. A few lists for viewing the proposals, in order to avoid redundancy in proposals of the same topic or same speaker.
    - Description of Proposed Papers, for Selected Session
    - Description of All Proposed Papers for ALL Sessions (in order received). The first page of this report is shown in Figure 2.
    - Brief Description of Proposed Papers, for Selected Session.
    - Brief Description of All Proposed Papers for ALL Sessions

5. Form to Select and Rate Proposed Invited Papers. Figures 3 and 4 show the form.
6. Report on results of the Ratings of Invited Papers. This is shown in Figure 5.

The use of the forms and lists is essentially self-explanatory and very intuitive. The PC chair should announce clearly deadlines for proposing papers. The Rating process should begin only once the Proposal phase is over. The Proposal Form should be disabled at that time. The process in PAC'99 was very successful, as there were 5 proposed Invited Speakers for each slot, making the selection very competitive. Arguably, a competitive selection leads to a better scientific program.

In PAC'99 the final decision was done in a meeting of the PC where the ranked lists were a guide, but not necessarily followed. However, members of the PC who could not attend the meeting still had input to the process. With tighter travel restrictions future PC's may decide to accept the electronic results with, possibly some restricted meeting, possibly just for subcommittee chairs. This would be a smaller group, of the size of the EPAC PC.

A database of Invited Speakers is very handy to keep track of the large number of speakers, their information (title of the talk, email and address, affiliation, have they accepted, etc.). This information should be provided a-priori by the PC members who proposed the speakers, Otherwise the PC chair would need a considerable time for extracting this information. The database is used also to generate statistics of the distribution of speakers among the various institutions since it is important to keep a balance. These statistics are needed in real time to finalize the selection of the speakers.

When the list is finalized, it is the job of the PC chair to contact the Invited Speakers and invite them, using alternates provided by the PC in case those speakers do not accept the invitation. The invitation letter should contain all relevant information about the session, what the speaker is invited to present, and a request to provide a capsule information about himself (herself) and the talk. This information will be given to the session chair for the purpose of presenting the speaker and his subject.

Following acceptance by the Invited Speakers, the list of Invited Talks should be printed on the web site of the conference and it will be also part of the contents of the second mailing of the conference. This list is important to attract participants in the conference by showing the quality of the presentations that will take place.

4 SESSION CHAIRS

The procedure for selecting Session Chairs is very similar to that of Invited Speakers. There are forms for proposing Session Chairs, lists to view the proposals, forms to rank the proposals and lists to view the ranking results. For the sake of brevity, the forms for session chairs are not shown here.

In PAC'99 we started handing the Session Chairs detailed instructions on how to carry out the task. These are reproduced below. Please note that the message was a form letter, with fields taken out of a small database of the Session Chairs. The fields are enclosed by << and >>.

Dear PAC'99 Session chair,

I would like to thank you for accepting the invitation to chair a session at PAC'99. Please find below a small information file concerning chairing session at PAC. I hope and trust you will not hesitate to ask me if you have any questions. I am looking forward to seeing you at the conference.

Best regards,

Ilan Ben-Zvi,
Chair, PAC'99 Program Committee.

Summary information concerning your session:

Chairperson name: «First_name» «Last_name»
Session code: «Code»
Date: «Date»
Day: «Day» «Time»
Period: «Period»
Session name: «Session»

Information for PAC'99 Chairs.

Session information:

The sessions are either Plenary or Parallel. A session may have one or two periods. A period is one hour and forty minutes long. Chairs rotate at the end of the period. There is a coffee break between the first and second period. The Session Code's first two letters reflect the day, the third letter reflects the period (the two morning periods are A and B, the afternoon periods C and D) and for parallel sessions the fourth letter is the room, L for left, R for right.

A Plenary period has two Plenary Invited talks, with 35 minutes for the presentation and 10 minutes for questions. This leaves 10 minutes at the discretion of the chair for introductory remarks or spare time.

A regular oral session consists of invited talks (20 minutes per talk, warning at 15 minutes into the talk and 5 minutes for questions) and contributed talks (10minute talks, warning at 8 minutes into the talk and 2.5 minutes for questions).

Before the session:

Identify the speakers if possible, and find out if any change has been made regarding the presenter or the title of the paper. *This is very important, since speakers may cancel without warning.*

Familiarize yourself with the speaker aids (projection equipment, pointers, audio) and chair aids (clock).

At the session:

Introduce yourself to the audience. If possible and appropriate make general remarks concerning the session. Possible remarks may be the significance of the topics under consideration, new trends in the subject covered by the session, important breakthroughs (if any).

Introduce the speakers / talk subject to the audience, when possible providing background / framework for the speaker and subject. *Capsule information about the speakers, requested from the Invited Speakers will be provided to you.*

In case there is a no-show of a speaker: In plenary sessions, move on to the next speaker and allow more time for the speakers / question periods. In all other sessions: Recess the session until it is time for the next speaker.

Inform the speaker of the time for first warning and time limit for the talk.

Set the timer for the appropriate times (first warning and total) depending on the type of talk (Invited or Contributed).

Monitor the speaker time and get the speaker to retire in time. This is important as a courtesy to other speakers and to the audience, particularly when parallel oral and poster sessions are in progress.

At the end of the talk initiate a round of applause for the speaker.

If the schedule has been met, allow time for questions. Ask the speaker to repeat the questions since the audience may not have heard clearly the question.

If there was a round of questions, at the end invite the audience to thank the speaker once again.

At the end of the session announce that it is closed and the start time for the next session.

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6 SORTING ORAL AND POSTER PRESENTATIONS

Sorting the papers by oral and poster sessions is the next big task of the PC. There are typically 5 requests for oral presentation for each available slot. This task has also been done traditionally at the meeting of the PC, about three months before the conference. Since this decision affects the quality of the conference and passes judgment on a very large number of papers, there is a strong incentive to do a good job. The web-based approach provides more time for the PC to do this task and involves a large group (not just the subcommittee for the particular subject). The evaluation is done on the basis of the abstracts, since the papers would not be available until the conference.

6.1 Sorting categories

Entries into the abstract database include a lot of information. Perhaps the least understood, mostly abused item is the PAC Sorting Category. Yet, this information is of critical importance to the PC, its chair and the organization of the conference. This is a message from the author to the PC, telling it what is the subject of the paper and thus in which session should it be placed. It would be a mistake to ask authors for both Oral Session name AND Sorting Category. Since most authors, once they select a session, they do not pay attention to the mapping between Sorting Categories and Oral Sessions or do not understand the meaning of these tools. That may results a lot of extra work for the PC. We suggest that the authors be free to suggest only the Sorting Category. This will be the criterion for placement of most papers (poster presentations). The Abstract Database software using the mapping between Sorting Categories and Oral Sessions can then compute the corresponding Oral Session(s). The computed session(s) will be displayed to the author. He may have to select one session among possibly two or three (or there may be no choice). It would also be possible to change the Sorting Code.

The abstracts are divided among the PC subcommittees according to the sorting codes. The first task of each subcommittee is to inspect the abstracts allocated to it and check if the sorting codes are correct by reading the abstract (sometimes just the title). The subcommittee should correct abstracts that have wrong sorting codes. A change in sorting codes may lead to a need to move the abstract from one subcommittee to another. There may be other reasons for such a move. In any case, a move is done only when the chairs of both subcommittees are in agreement. This inspection and 'trading' should be finished before the PC proceeds to the next phase, that of ranking.

6.2 Ranking abstracts for oral presentation

Once the abstracts are received and reside in the database, various forms and reports are available to the PC. Access to these forms and reports is provided through the password protected web page (which we called the Editorial Page). This page is shown in Figure 6. Two examples of statistical reports are shown in Figures 7,8.

A web-based form, shown in Figure 10, is available for the PC members to rate the abstracts according to which ones should be presented in the oral sessions. This does not mean that a poster presentation is inferior to an oral one. It only means that some decision had to be made, since the number of requests for oral presentation exceeds the available slots by approximately 5 to 1. Figure 11 shows the ranking data per session. Figure 12 shows ranking of abstracts integrated over all PC members, sorted by rank and session. PC members are responsible for ranking papers in their subcommittee, but are not restricted to that. The ranking results in PAC'99 were available in a table of ranking results. One can argue either side of the case for and against this open access to the ranking results. It is possible to display only the ranking of the abstracts (leaving out who provided the ranking) or possibly not even that. At the end of the ranking process, at least the result must be made available to the PC plenary.

6.3 Preparing the final program layout

Once the abstracts of the contributed papers are sorted by oral and poster presentations, the detailed conference program has to be assembled.

For the oral sessions, it means integrating the Invited Papers with the Contributed Papers, and arranging them in some meaningful order. This is the responsibility of the subcommittees, and a special web form is provided for this task. For the Poster Papers, the task is more complicated:

a. Each Poster Session contains a number of Sorting Categories. A new count of the number of posters per session may reveal that a poster room is overflowing and dictate a change in the assignment of Sorting Categories to a given poster session.

b. In each poster session the papers are ordered by the Sorting Category, but within each sorting category the PC has to set the order by some additional criteria, such as by major construction projects, by institution or sub-category.

c. In each poster session a search has to be made of multiple papers presented by the same person. These should be placed next to each other (in physical space – the layout of the room must be considered) otherwise the presenter will have a problem.

FIGURES

Figure 1. A form for a Program Committee member to propose an Invited Speaker. The form entries include the name of the proposing PC member (from a pull-down menu), name and e-mail address of the proposed speaker, title of the talk and a text box for motivation.

Figure 2. Table of proposed Invited Papers / Speakers. The table entries include the name of the member of the PC who made the proposal and details of the proposal, including name and e-mail address of the proposed speaker, title of the talk and justification text.

Figure 3. First page of the form for rating Invited Papers / Speakers. The layout is typical for many of the forms, and includes instructions and a pull-down menu, with the names of all PC members.

Figure 4. Form for ranking Invited Talks / Speakers. To rank a paper, its ID is entered into the table. Position 1 (top) gives the paper 10 points, position 2 provides 9 points, and so on in descending order. To get the ID and browse the candidates list, links are provided on this page.

Figure 5. Report showing ranking of papers (sorted by rank) for a particular session. The table lists the paper ID, how many ratings resulted the rank and how many points it got. A previous page (not shown) enabled the selection of the session from a list.

Figure 6. The "Editorial Home Page" of PAC'99. It comprises a collection of hyperlinks to various reports and forms. Examples of reports are viewing abstracts by type or session, information about the structure of the various sessions, mappings between sessions and sorting codes, statistical information on distribution of abstracts by sorting codes, institution and so on. Forms include ranking of abstracts for oral presentation, changing the order of presentations in a session and so on. It included also an entry port for editing abstracts. The list of abstract IDs and keys (essentially a password) were kept on another web page, available to the PC Chair and Proceedings Editors but not to the PC members.

Figure 7. Real-time statistics showing the number of abstracts received to date by type (Invited, Oral and poster) and by session.

Figure 8. Distribution of the corresponding authors by their home institution, for Invited, Contributed Oral and Poster. This is useful to test for an unbiased distribution of Invited and Contributed Oral papers.

Figure 9. Ranking form for the selection of abstracts for Oral presentation. In a typical PAC conference, there may be five requests for each available Oral slot. Therefore the selection must be done carefully and with input from as many PC members to avoid biases and to make a good Oral program.

Figure 10. Report showing rankings made by various PC members of papers in a particular session.

Figure 11. Integrated ranking sorted by rank and session. The type of the abstract, O for Oral and P for Poster, refer to the request of the author. As can be seen, PC members may rank highly some abstracts that was marked by the author as 'Poster'. This is normally allowed in PAC conferences.

Figure 12. Form for ordering abstracts in a poster session. The form is open on session TUA (Tuesday AM). It provides the title and authors, sorting category and the name of the person presenting the poster. The abstracts are initially sorted by the software by sorting category and by presenter. The PC members may enter a different number in the entry box provided on the form. This is done in order to group presentation by some criteria such as project, laboratory etc. Sometimes papers are placed out of this order to keep multiple poster of one author contiguously.
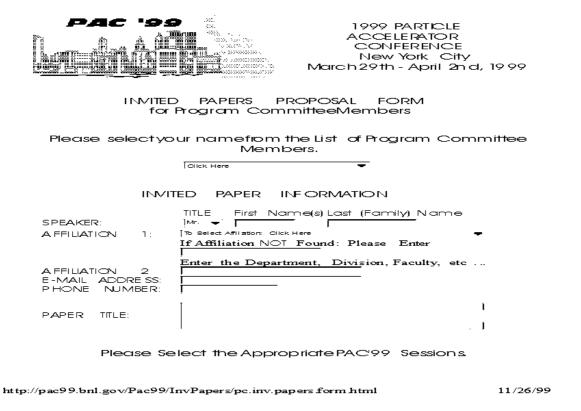
PAC '99

1999 PARTICLE ACCELERATOR CONFERENCE
New York City
March 29th - April 2nd, 1999

INVITED PAPERS PROPOSAL FORM
for Program Committee Members

Please select your name from the List of Program Committee Members.

[Click Here   ▼]

INVITED PAPER INFORMATION

TITLE   First Name(s)   Last (Family) Name

SPEAKER: [Mr. ▼] [   ] [   ]

AFFILIATION   1:   [To Select Affiliation: Click Here   ▼]

If Affiliation NOT Found: Please Enter
[   ]

Enter the Department, Division, Faculty, etc ...

AFFILIATION   2   [   ]
E-MAIL ADDRESS: [   ]
PHONE NUMBER: [   ]

PAPER TITLE: [   ]

Please Select the Appropriate PAC'99 Sessions.

http://pac99.bnl.gov/Pac99/InvPapers/pc.inv.papers.form.html   11/26/99

Figure 1. A form for a Program Committee member to propose an Invited Speaker.

PAC '99

1999 PARTICLE
ACCELERATOR
CONFERENCE
New York City
29 March - April 2nd, 1999

List of Proposed Invited Papers

	Session Name	Proposer Name	Speaker Name	Speaker Institution	Speaker Email Address
1	LINCOL	Ferdinand Willeke	Dr. Kurt Huebner	CERN	kurt.huebner@cern.ch
			Recent Progress in Linear Collider Design		
			The general progress in linear collider design should not be discussed in too close context of a particular design project. Since the CERN L.C. activities are targeted for a longer time scale than the SLAC, DESY and KEK ones, a person from CERN has probably the appropriate distance to cover the topic in a broad and general way. Kurt would be a very compentent and technically excellent speaker provided he would give the talk himself.		
2	LINCOL	Ferdinand Willeke	Dr. Dieter Trines	DESY	dieter.trines@desy.de
			Experience of superconducting cavity operation in the TESLA Test Facility		
			The recent progress in superconducting cavity performance in the TESLA Test Facility is one of the most exciting achievements in linear collider technology. Based on the recent progress, one may conclude a superconducting linear collider is technically feasible and reasonable		
3	LEAC	Juan Gallardo (LEAC: Chair)	Dr. Robert Palmer	BNL	palmer@bnl.gov
			Muon Colliders: Status of R'D and Future Plans		
			Muon Colliders open the possibility of probing the high energy mass scale using leptons. Furthermore, at low-energy Higgs bosons could be formed in a direct s-channel reaction. A collaboration has been formed, and an extensive R'D is been carried out to be able to assert its feasibility as an energy frontier machine. Bob Palmer is the spokesperson for the collaboration.		

Figure 2. Table of proposed Invited Papers / Speakers. The table entries include the name of the meber of the PC who made the proposal and details of the proposal, including name and e-mail address of the proposed speaker, title of the talk and justification text.

PAC '99

1999 PARTICLE
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March 29th - April 2nd, 1999

Ratings Form for Proposed Invited Papers

Please select your name from the List of Program Committee Members.

[Click Here   ▼]

When you have selected 'Fetch Rating Form' a form will appear,
whereby you can enter the Paper Identification ID's for 10 papers. You
should list the Papers in order of Preference (Paper 1 being highest).
Once you have entered your Papers, you will be able to change your
entries, by re-clicking the 'Fetch Rating Form' button. Your original
choices will be displayed, and you will be able to submit a new selection.

[Fetch Rating Form |

To Review Current Ratings of Invited Papers, Go HERE

For information please contact Chair, Program Committee

Pac'99 Home Page............... Revised Date : Jul 7, 1998

http://pac99.bnl.gov/Pac99/InvPapers/rate.inv_papers.form.html   11/27/99

Figure 3. First page of the form for rating Invited Papers / Speakers. The layout is typical for many of the forms, and includes instructions and a pull-down menu, with the names of all PC members.

PAC '99

1999 PARTICLE
ACCELERATOR
CONFERENCE
New York City
29 March - April 2nd, 1999

Form to Rate Proposed Invited Papers

Program Committee Member Ilan Ben-Zvi (PC Chair)

Please Enter the Paper Identification (ID) for each of 10 papers. Paper 1 will be
ranked highest, Paper 2 will be ranked next highest, and so on.

	Invited Paper ID			Invited Paper ID
PAPER 1	ACTECH.2	PAPER 6		
PAPER 2		PAPER 7		
PAPER 3		PAPER 8		
PAPER 4		PAPER 9		
PAPER 5		PAPER 10		

Submit Ratings

To Find the Invited Paper ID, for full description Go HERE
for short description Go HERE
Select the Session that you require ....
when displayed the ID will be shown in the first column of the Invited Papers List.

http://pac99.bnl.gov/cgi-bin/pac99/ip_rating_form.pl   11/27/99

Figure 4. Form for ranking Invited Talks / Speakers. To rank a paper, its ID is entered into the table. Position 1 (top) gives the paper 10 points, position 2 provides 9 points, and so on in descending order. To get the ID and browse the candidates list, links are provided on this page.

PAC '99

1999 PARTICLE
ACCELERATOR
CONFERENCE
New York City
29 March - April 2nd, 1999

Ratings for Proposed Invited Papers
For Session : EXTBEAM

Paper ID	No. of Ratings	No. of Points
EXTBEAM.1	2	14
EXTBEAM.3	2	9
EXTBEAM.2	1	9
EXTBEAM.5	1	8
EXTBEAM.4	2	6
EXTBEAM.7	1	5
EXTBEAM.8	1	3
EXTBEAM.6	1	1

http://pac99.bnl.gov/cgi-bin/pac99/ip.rating_sort.pl   11/27/99

Figure 5. Report showing ranking of papers (sorted by rank) for a particular session. The table lists the paper ID, how many ratings resulted the rank and how many points it got. A previous page (not shown) enabled the selection of the session from a list.

PAC99 Home
BNL Home
go to editorial1 page

PAC99 Abstracts
Editorial Home

Mon Dec 7 11:14:21 EST 1998
Comments to pbs@bnl.gov

1. Abstracts display by session
    1.1 Abstracts by session - all papertypes
    1.2 Abstracts by session - Invited/Oral
    1.3 Abstracts by session - Poster
2. Abstracts display - all
    2.1 Poster papers by Poster Session - all
    2.2 Invited and Oral Papers - all
    2.3 Poster Papers - all
    2.4 Abstracts by Date Updated
    2.5 Poster Presenters/Sessions
    2.6 Poster Sessions Lineup
3. Session data
    3.1 Session Information
    3.2 Poster Code/Sort Code relation
    3.3 Posters by sort_code/session_code
    3.4 Session Code/Sort Code analysis
4. Statistics
    4.0 Poster Session counts
    4.1 Sorting Code counts
    4.2 Institution counts by CORRAUTH_AFFIL1
    4.3 Abstract counts by session
    4.4 Abstract counts by date updated
5. Special characters
    5.1 Special characters (current)

6. Paper Ranking
    6.1 Ranking Entry Form
    6.2 Computed Ranking results
    6.3 Standing data by session
    6.4 Standing data by Member
7. Conference order
    7.1 Define Poster paper order
    7.2 Define conference paper order
    7.3 Poster Reorg Diagnostics
    7.4 Committee changes to Posters
8. Print publications
    8.1 Bulletin Lineup
    8.2 Abstract book files

Abstract Editing

Edit Existing Abstract
    To edit an existing abstract, please enter your manuscript number and key, then press the Get button to get an existing abstract.

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http://bnlinfo2.bnl.gov/pac99/editorial/editorial.html   11/27/99

Figure 6. The "Editorial Home Page" of PAC'99. It comprises a collection of hyperlinks to various reports and forms. Examples of reports are viewing abstracts by type or session, information about the structure of the various sessions, mappings between sessions and sorting codes, statistical information on distribution of abstracts by sorting codes, institution and so on. Forms include ranking of abstracts for oral presentation, changing the order of presentations in a session and so on. It included also an entry port for editing abstracts. The list of abstract IDs and keys (essentially a password) were kept on another web page, available to the PC Chair and Proceedings Editors but not to the PC members.

PAC99 Session Statistics
Sat Nov 27 11:59:33 EST 1999

CompleteSubmissions to date: 1602

Initialized but not completed: 15

Flagged as deleted: 144

Paper Type Counts	
Invited	79
Oral	120
Poster	1403

Oral/Invited Paper Counts	
ACTECH	96
ADCON	57
APAC	38
CONCOM	124
EXTBEAM	18
HEHAC	22
INSTAFB	52
INSTR	88
LAMEAR	69
LEAC	63
LINCOL	48
LSAFEL	89
MAG	82
MBD	122
PPHIB	40
RFSYS	110
SAI	75
SPBDO	72

http://bnlinfo2.bnl.gov/cgi-bin/pac99/sessionstats.cgi   11/27/99

Figure 7. Real-time statistics showing the number of abstracts received to date by type (Invited, Oral and poster) and by session.

Sat Nov 27 11:57:40 EST 1999

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CORRAUTH_AFFIL1	N
◇	15
(I) ANL	3
(I) BINP	1
(I) BNL	7
(I) CERN	5
(I) CPI Inc.	1
(I) Cornell U.	2
(I) DESY	4
(I) FNAL	3