

**Summary Notes of the Fifth Meeting of the
Joint Accelerator Conferences Website (JACoW) Steering Committee
held on Thursday, 21 June 2001 from 12:30 to 14:30
in Room Skyway 273 of the Hyatt Chicago Hotel, Chicago**

Present: PAC: Ilan Ben-Zvi ('99), Waldo MacKay ('99), John Smith ('99),
Cathy Eyberger ('01 and Linac'98), G. Jackson ('01 SPC Chairman),
Peter Lucas ('01), Sara Webber ('01), Alan Jackson ('03 SPC Chairman),
Joe Chew ('03), Moira Chatwell ('03 Conference Secretary),
Bill McDowell (US Webmaster)

 EPAC: John Poole (Chairman and Webmaster for Europe), Leif Liljeby ('98),
Terry Garvey ('02), Christine Petit-Jean-Genaz (Secretary), L. Rivkin
(EPAC'02 SPC Chairman)

 APAC: Yong Ho Chin ('98 and Webmaster for Asia), Guo Zhi Yuan (APAC'01
SPC Chairman)

 Cyclotron: Felix Marti ('01)

 Linac: G.E. McMichael ('98), S. Yu ('00), In Soo Ko ('02)

 ICALEPCS: Ivan Andrian ('99), Daniele Bulfone ('99), Hamid Shoae ('01 SPC
Chairman)

Also Invited: EPAC: Martin Comyn ('97), Steve Myers ('98 SPC Chairman), Jean-
Louis Laclare ('00 SPC Chairman), Winfried Mitaroff ('00),
Christian Travier ('02)

 APAC: Zhao Jijiu ('01), Liu Weibin ('01)

 Cyclotron: Ron Fox/Eric Kasten

 Linac: Heath O'Connell ('00), M.H. Cho ('02)

 ICALEPCS: Heath O'Connell ('01)

1. Introduction

John Poole, JACoW Steering Committee Chairman, welcomes the members of the Steering Committee and invited persons, and thanks the PAC 2001 staff for making the arrangements for this meeting and for the hospitality and for the lunch provided.

The unusually large number of persons present is due to the modification to the structure and composition of the Steering Committee proposed at the JACoW Team Meeting which took place at Frascati in March this year, and the proposal to publish the proceedings of the Cyclotron, Linac and ICALEPCS conferences on the JACoW site., JACoW is happy to welcome the Editors and Programme Chairmen of these three additional conference series to properly acquaint them with JACoW business and procedures.

John Poole underlines that though the JACoW Steering Committee meetings, which take place during PAC and EPAC, are essentially devoted to the discussion of technical matters, invitations are also extended to the SPC Chairmen of the regional conference series (PAC/EPAC/APAC and in future also to the three new series') to whom JACoW reports. To enhance communication, invitations to attend are also extended to representatives of other conference series entering into electronic publication of conference proceedings.

2. Approval of the Agenda of JACoW/5 and the Notes of JACoW/4 held in Vienna on 29 June 2000

The JACoW/5 Agenda and JACoW/4 Notes are approved without modification.

3. Conclusions of the JACoW Team Meeting

John Poole reports on the second JACoW Team Meeting which took place on 28 and 29 March 2001 at the Frascati Laboratory, Rome (the first meeting 'Workshop' took place in December '99 at BNL). The aims of the Team Meeting were to review JACoW activities and status and to arrive at a number of decisions and plans for the future. The meeting :

- reviewed technical aspects of the production of the proceedings of the EPAC'00 and '02, PAC'01 and ICALEPCS'01 conferences;
- was brought up to date on the modifications being brought to the templates for the submission of contributions to proceedings;
- looked to the future with in particular extensive discussion of eConf and what it means for JACoW;
- reviewed trends since the JACoW collaboration began five years ago;
- discussed the future of JACoW and the request from the Cyclotron, Linac and ICALEPCS series' to join the JACoW collaboration and publish on the JACoW site.

John Poole's Conclusions are published at the Team Meeting Website at

<http://cern.ch/JACoW/TM-2001/>

He outlines in particular the revised Proposal concerning the organization of JACoW, the boundary conditions and extended composition of the Steering Committee, annexed to these Notes. He explains that the success of JACoW has been due, to a very great extent, to the international collaboration in electronic publication and the sharing of knowledge between the successive editorial teams at each PAC and EPAC conference, and to the thorough technical discussions and exchange of experience which takes place at each Steering Committee, Team Meeting, the publication of post mortems, etc.

JACoW is not a list of url's, but a unique location at CERN where individual files of each contribution to the conferences has been processed in identical fashion. Behind the site is the international collaboration of individuals involved in the production of the proceedings of each conference of each series, who are able to put into practice the knowledge gained through teamwork at the Conferences and at the Team Meetings. John Poole underlines that the "boundary conditions" mentioned above are designed to maintain and enhance this sharing of knowledge, enabling the Steering Committee to address the issues as they evolve and remain abreast with developments. Membership of JACoW entails thus some small financial commitment on the part of each conference series to enable the Editors to meet regularly and benefit from the collaboration.

With the agreement of the PAC, EPAC and APAC Organizing Committees via the PACCC, the publication on the JACoW site is thus open to the Cyclotron, Linac and ICALEPCS series. The representatives of each conference series present agree to adhere to the boundary conditions as set out in Annex 1.

Gerry Jackson is satisfied with current JACoW organization but raises the question of publishing the proceedings of conferences of the pre-electronic era. A project is under way at FNAL to scan all proceedings since the outset of the US accelerator conference series and he would like to include EPAC in this project. This question will be placed on the agenda of the next JACoW Team Meeting.

4. Brief Status Reports from Representatives of Conference Series' Present

PAC'01

Peter Lucas notes that PAC'01 has ventured to make several innovations on previous practice, in particular to allow direct paper upload of papers to the database via the Web. Unfortunately the success of this procedure was somewhat mitigated due to the fact that the Oracle database was not sufficiently powerful to deal with the large number of papers submitted simultaneously just prior to the conference. A separate server had to be enabled at the last minute when the editorial team was beginning to set to work. Nevertheless, the processing has gone extremely well and the editorial team currently finds itself with little work outstanding, due in his opinion to two main reasons:

- papers are better on average
- no time is wasted with floppies, plastic sleeves, etc.

He will look into why the upload system did not work since he is convinced this is the best system.

Action P. Lucas

On the current processing status Peter Lucas reports that of 1610 abstracts submitted, about 20% of the contributions have not been received, which is comparable with past experience. Some team members will remain for a short period at FNAL to finalize processing and begin QA. The final production will be done as fast as possible.

On the paper upload system, Sara Webber adds that 10 to 50 uploads per day worked well, but the server failed when the number reached around 100 papers per day. She indicated that the procedure would be better handled on Unix rather than Windows NT. She advised that in future it would be useful to carry out some load testing to better estimate the server's capacity. John Poole adds that while the cost of a licence for oracle is affordable, this is not the case for a large unix box. EPAC'02 will explore using CERN's infrastructure.

APAC'01

Guo Zhi Yuan reports on the current status of the organization of APAC'01 to take place from 17 to 21 September in Beijing. The Webpage is at:

<http://apac01.ihep.ac.cn/>

Abstract submission is currently taking place with approximately 380 already received. Around 400 participants are expected, similar to the first APAC which took place in 1998. The conference will last 4.5 days, from Monday to Friday, followed by a half-day tour of the Institute. The programme will comprise 40 invited oral and 100 contributed oral presentations, the remainder of the time will be reserved for poster presentations. The Editing Board is composed of Chinese and Japanese members with experience of electronic publication both at APAC'01 and HEACC and Yong Ho Chin, JACoW's Asian Webmaster and long-time collaborator, will be available for advice. Papers will be prepared using JACoW templates and submitted by ftp, and conform to JACoW procedures. It is anticipated that the proceedings will be published about three months following the conference.

ICALEPCS'01

In the absence of a representative of ICALEPCS'01, John Poole indicates that he has been in contact with Hamid Shoaee, SPC Chairman, and Rusty Humphrey, Chairman, International Scientific Advisory Committee. The Conference will take place from 27 to 30 November this year in San Jose, California. JACoW procedures and recommendations will be followed for the production of the proceedings. The Website is at:

<http://icalepcs2001.slac.stanford.edu/>

Cyclotrons 2001

Felix Marti, LOC Chairman, notes that the Cyclotron conferences take place on a three-year cycle (Cyclotrons 2004 will take place in Japan). These conferences are somewhat smaller than the other accelerator conferences with approximately 160 to 200 participants. Cyclotrons 2001 took place from 12 to 17 May 2001 at East Lansing, MI. The Website is at:

<http://www-active.nsl.msu.edu/cyc2001/default.asp>

Processing of the contributions to the proceedings is currently taking place. Ron Fox and Eric Kasten have previously participated in JACoW international collaboration activities and are aware of the JACoW requirements for publication on the JACoW site. In response for a request for advice concerning the production of the CD version, John Poole indicates that he will be very willing to share experience with the Cyclotron editors.

EPAC'02

Terry Garvey in preparing for EPAC'02 will take advantage of the experience gained at PAC'01 and the accumulated wisdom of JACoW. John Poole adds that EPAC'02 will build on PAC'01 groundwork concerning the uploading directly to the database, possibly using CERN infrastructure. The EPAC'02 Website will be available in September.

Linac'02

In Soo Ko announces that Linac'02 will follow a similar route. No Website is yet available.

5. Development of eConf-JACoW Inter-relationships

John Poole reports on the outcome of the JACoW Team Meeting at Frascati in March this year, related to the report from Heath O'Connell on the publication of the proceedings of Linac 2000 using e-Conf and the presentation prepared by Gerry Jackson on eConf and what it means for JACoW, reported in the Conclusions of the Frascati Team Meeting at

<http://cern.ch/JACoW/TM-2001/Conclusions.pdf>

Following these interesting developments, it is generally agreed that the two approaches are not incompatible and both have something to gain through collaboration. While JACoW is in principle in a position to supply eConf with material for immediate publication, eConf material will require some re-working to be compatible with JACoW requirements. The Frascati Team Meeting had concluded that some follow-up was needed to implement this collaboration. Gerry Jackson adds that the PAC OC had also agreed with the JACoW approach. This topic will therefore be pursued and progress will be reported to the next JACoW Team Meeting.

6. Inclusion of Transparencies of Oral Presentations at Conferences on JACoW

John Poole explains that EPAC's SPC has invited JACoW to study the possibility of including the transparencies of oral presentations in the electronic versions of proceedings. This is a reasonable idea and the EPAC editorial team will be looking into what can be done for EPAC'02. However, while technical issues are not up for discussion at the present meeting, he feels it would be useful to gauge the opinion of representatives of the other conference series in preparation for a discussion during the next JACoW Team Meeting.

Lenny Rivkin, on behalf of EPAC's SPC, notes that immediate overall coverage is not demanded right now. The job should also prove easier since an increasingly large proportion of oral presentations are made with Powerpoint software and are thus already in electronic form. Alan Jackson adds that since there is also a tendency to go to animated presentations, the files are also increasingly large and more difficult to present in camera-ready form.

Gerry Jackson reports that streaming videos are being tested for selected sessions at PAC'01 and is of the opinion that this system is preferable to publishing transparencies.

7. Attitude of JACoW to Requests to Publish Proceedings of Workshops, etc. on JACoW

John Poole reports that he has been approached recently with requests to publish the proceedings of some small one-off conferences and workshops on JACoW. While he has had a tendency to refuse, he wishes to sound out the JACoW Steering Committee for its opinion on this subject.

Following discussion, it is decided that there is no hard and fast rule. While small one-off meetings should probably not be published on JACoW, other conference series which fit into the category of long term series in accelerator technology (FEL for instance), which are willing to adhere to JACoW boundary conditions, could be considered for JACoW membership. In such instances the SPC's of each conference series should be approached to rubber stamp extending JACoW membership to these candidates.

8. Next Meetings

- JACoW Team Meeting, 3 to 5 December 2001 at LBNL
- JACoW Steering Committee, EPAC'02, Thursday 6 June 2002 at 12:30, La Villette, Paris

Christine Petit-Jean-Genaz

The Joint Accelerator Conferences Website (JACoW) Terms of Reference

**Agreed at the JACoW Team Meeting (28-29 March 2001)
Approved by EPAC's Scientific Programme Committee (30 March 2001)
for approval of the Organizing Committees of the
PAC/EPAC/APAC/Linac/Cyclotron/ICALEPCS
Conference Series**

It is proposed that the electronic proceedings of the US Particle Accelerator Conferences (PAC), the European Particle Accelerator Conferences (EPAC), the Asian Particle Accelerator Conferences (APAC), the Linac Conferences, the Cyclotron Conferences and the ICALEPCS Conferences be posted on a Joint Accelerator Conferences Website (JACoW).

1) Governance:

The rules for conducting the business of the Sites will be established by consensus decisions of the Organizing Committees of PAC, EPAC, APAC, Linac, Cyclotron and ICALEPCS, via the Chairpersons of the Scientific Programme Committees. The Organizers of each series undertake to adhere to the boundary conditions set out in Annex 1.

2) Rights of Individual Conference Organizers:

The existence of the combined site does not detract from the rights of individual conference organizers to publish their proceedings on other web sites, storage media or hard copies of their choice.

3) Editorial Responsibility:

The Proceedings of each conference are the responsibility of the Editors or Editorial Board of the proceedings, or a person designated by the Chairperson of the Scientific Programme Committee of the relevant conference.

5) Web and Mirror Sites:

JACoW is located at CERN, with possible equivalent mirror sites in North America, Asia and elsewhere, at institutions agreeing to support the full functionality and content of the primary JACoW site. The Organizations hosting these sites undertake to provide the necessary hard- and software, backup and maintenance.

6) JACoW Steering Committee

The JACoW Steering Committee is involved in all aspects of the electronic publication of proceedings (for example, it agrees on templates, site management, etc.). It meets in principle during the PAC and EPAC Conferences but meetings may also be called by Steering Committee Members. The composition and turnover of the JACoW Steering Committee is reproduced in Annex 2.

Annex 1

JACoW Collaboration Boundary Conditions

JACoW Collaboration implies the following boundary conditions:

- The acceptance of a measure of standardization;
- A collaborative approach to template preparation and software to be supported;
- A collaborative approach to the selection of Acrobat software for the CD-ROM to ensure backward compatibility;
- Attendance of at least the technical people at JACoW Steering Committee meetings during each PAC and EPAC Conference;
- Attendance at annual JACoW Team Meetings;
- To continue and possibly expand the international collaboration in electronic publication (see annex 2 – list of collaborators and conferences);
- To encourage publication of post mortems.

Annex 2

Composition of the Joint Accelerator Conferences Website Steering Committee

As of (date of entry into force), the JACoW Steering Committee¹ is composed of:

Previous, Present, Future and Co-opted Representatives of Editorial Boards of each series

EPAC:	Leif Liljeby, MSL, Stockholm ('98), John Poole (Chairman of the Steering Committee) ² and Winfried Mitaroff, HEPHY, Vienna (2000), Terry Garvey, LAL, Orsay (2002), Christine Petit-Jean-Genaz (EPAC Executive Secretary)
PAC:	John Smith, BNL ('99), Peter Lucas, FNAL ('01), Joseph Chew ('03)
APAC:	Yong Ho Chin, KEK ('98), Zhao Jijiu and/or Liu Weibin, IHEP Beijing (APAC'01)
Linac:	<i>Cathy Eyberger ('98), Heath O'Connell, SLAC ('00), In Soo Ko, Postech ('02)</i>
ICALEPCS:	<i>Ivan Andrian ('99), Heath O'Connell, SLAC ('01), Person to be nominated for ICALEPCS '03</i>
Cyclotron:	<i>Persons to be nominated for '99, '01 and '03</i>
Co-opted ³ :	Martin Comyn, TRIUMF ('97)

The Webmasters for Europe, the US and Asia

Europe:	John Poole, CERN
US:	Bill McDowell, ANL
Asia:	Yong Ho Chin, KEK

Also invited to attend JACoW Steering Committee Meetings are:

Previous, Present and Future Scientific Programme Chairs (or persons delegated by them) of each series (Decision Makers):

EPAC:	Steve Myers, CERN ('98), Jean-Louis Laclare, CEA-DSM (2000), Lenny Rivkin, PSI (2002)
PAC:	Ilan Ben-Zvi, BNL ('99), Gerry Jackson, FNAL ('01), Alan Jackson, LBNL ('03)
APAC:	Motohiro Kihara, KEK ('98), Zhiyuan Guo, Beijing ('01)
Linac:	<i>G.E. McMichael, ANL ('98), S. Yu, LBNL ('00), M.H.Cho, Postech ('02).</i>
ICALEPCS:	<i>Daniele Bulfone, Sincrotrone Trieste ('99), Hamid Shoaee, SLAC ('01), Scientific Programme Chair '03</i>
Cyclotron:	<i>Felix Marti, NSCL ('01), Scientific Programme Chair of '03</i>

¹ Names in italics require confirmation by the relevant conference Organizing Committees

² Chairman of the Steering Committee (re-elected in 2000)

³ Co-opted representatives are invited as necessary to assure expertise