



The First
Joint Accelerator Conference
Workshop on Electronic Publication
of Conference Proceedings

Brookhaven National Laboratory

December 1-4, 1999



CONFERENCE PLANNING
RELATED TO ELECTRONIC PUBLICATION OF PROCEEDINGS
OF PARTICLE ACCELERATOR CONFERENCES

Christine Petit-Jean-Genaz, CERN/EPAC



Introduction



- 1 Careful planning is the key to a successful conference

- 1 Remember
 - Don't try to re-invent the wheel
 - Build on the experience of others
 - Pay careful attention to detail



Contents



-
-
- 1 Planning Overview
 - 1 Pre-Conference Tasks and Deadlines
 - 1 Tasks during the Conference
 - 1 Post-Conference Tasks and Deadlines
 - 1 Composition and Tasks of Committees



Several years in advance.....

1 Choice of Venue

- Size, Quality of the Facilities, Space, Surroundings
- Accessibility (international airports, public transport)
- Hotels of all categories in close proximity



About 2 years in advance.....

1 Organization

- Set up of the Committees, Distribute the tasks
- Prepare a budget....



First Year (C-24 to C-12)

Tasks and Deadlines related to the Scientific Programme

- 1 June (C-24)
 - OC Conference Meeting: Election of Chairman of SPC: proposes composition of SPC and initiates a proposal for the composition of the SAB

- 1 September (C-21)
 - Headed notepaper to the printer
 - 1 Conference headed notepaper
 - 1 EPS-IGA notepaper
 - 1 EPAC Executive Secretary



Pre-Conference Tasks and Deadlines:



-
- 1 October (C-20)
 - SPC& OC meetings
 - 1 Decision on composition of SAB
 - Formal invitations mailed to SAB with deadline for response *November (C-19)*

 - 1 December (C-18)
 - SAB acceptances acknowledged by e-mail. SAB invited to provide input for SPC using a Web form: proposals for invited oral contributions, scope and organization of the conference, with deadline for response in *mid-January (C-17)*



Pre-Conference Tasks and Deadlines:

- 1 February (C-16)
 - SPC meeting: elaboration of programme of invited oral contributions with input from the SAB.

- 1 April (C-14)
 - SPC: progress on invited oral contributions
 - OC Chairman contacts sponsors for financial support for EE's and Students with deadline for response in *May (C-13)*



Pre-Conference Tasks and Deadlines:



- 1 May (C-13)
 - Preliminary version of EPAC poster available for PAC

- 1 June (C-12)
 - OC/SPC MEETINGS
 - 1 SPC: taking into account scientific programme of PAC, finalizes programme of invited oral contributions and makes proposals to OC for approval
 - 1 LOC: makes a status report to the OC, outlining overall organization, contents of which will form the First Announcement and Call for Papers
 - Call for Tenders for the Production of the Proceedings mailed with deadline for response in *mid-July (C-11)*



Second Year (C-12 to C)

1 July/August (C-11/10)

- First Announcement and Call for Papers finalized and sent to the printer
- Website is set up containing all information contained in First Announcement, and in particular
 - 1 Instructions for the Submission of Abstracts
 - 1 Web Abstract Submission Form
- The Abstracts/Proceedings database is ready



Pre-Conference Tasks and Deadl:

1 September (C-9)

- First Announcement and Call for Papers mailed
- Formal invitations mailed to Invited Speakers enclosing First Announcement with deadline for reply in *November (C-7)*
- Call for candidates for the Accelerator Prizes mailed enclosing First Announcement with deadline for reply in *December (C-6)*
- Meeting of the Editorial Board to discuss bids for the production of the Proceedings and to set policy



Pre-Conference Tasks and Deadlines:



1 November (C-7)

- E-mail to speakers to acknowledge acceptances and request Abstracts - same deadline as for other contributors in *January (C-5)*
- Programme of Invited Oral Contributions updated on the Web with names

1 December (C-6)

- Accelerator Prize Nominations mailed to Selection Committee



Pre-Conference Tasks and Deadlines:



1 January (C-5)

- Deadline for the submission of abstracts using Web form
- Data entered into the Abstracts/Proceedings database
- When complete, abstracts and author information exported from database and distributed to OC, with statistics
- Decision taken on how abstracts are published on Web and in the Abstracts Brochure:

1 Web:

- use the Web-submitted abstracts, or
- take the Web-submitted text and make .doc and .pdf

1 Abstracts Brochure:

- use the .doc files mentioned above, or
- export the text from the database into a merge Word file



Pre-Conference Tasks and Deadlines:



1 February (C-4)

- The Accelerator Prizes Selection Committee meets
- The OC/SPC decides on contributed oral contributions
- The SPC makes proposals for Eastern Europeans to receive financial support based on scientific merit of abstracts
- The SPC decides on Session Chairmen to be invited
- Abstracts/Proceedings database is updated



1 March (C-3)

- Laureates of Accelerator Prizes are invited, deadline for reply and submit an abstract in *April (C-2)*
- All contributors informed by mail of acceptance of contributions
- Session Chairs invited with deadline for response in *April (C-2)*
- Conference Guide prepared and delivered to the printer with a 2-week delivery deadline



Pre-Conference Tasks and Deadlines:



1 April

- SPC/LOC sub-committee numbers poster presentations in time and space
- Abstracts/Proceedings database is updated (entry of programme codes)
- Website prepared for submission of papers electronically, together with a Webform
- All authors are contacted by mail with programme information and instructions for the preparation and submission of contributions to the Proceedings



Pre-Conference Tasks and Deadlines:



- 1 May (C-1)
 - Preparation of Abstracts Brochure and Programme using the Abstracts/Proceedings database
 - 1 The Abstracts Brochure is prepared in either of the manners described previously (.doc files or exported from database)
 - 1 The Programme is prepared entirely from data exported from the Abstracts/Proceedings database into a Word merge file
 - Abstracts Brochure and Programme dispatched to printer with a 3-week delivery deadline

- 1 June (C)
 - Pre-conference electronic submission of contributions to the Proceedings via ftp and using the Webform



Tasks during the Conference



- 1 Reception of Contributions to the Proceedings
 - Authors hand in contributions comprising:
 - 1 A hard copy of the paper, a diskette containing electronic files of paper and figures, a completed Paper Submission Sheet
 - Contributions are accepted if:
 - 1 The format is correct, the number of pages does not exceed the prescribed number, the Paper Submission Sheet is complete
 - The Abstracts/Proceedings database is updated
 - 1 Careful check of title and co-authors, entry of keywords and number of pages
 - A Processing Sheet is produced from the Abstracts/Proceedings database and the whole contribution is filed in a plastic sleeve and passed to the Processing Office



Tasks during the Conference



1 Processing

- Staff at pc or macintosh workstations process the files and record actions on the Processing Sheet
- Keeping Track of Papers: Electronic vs. Paper
 - 1 Results (red/green) dots are posted outside the Office
 - Green dots: contributions can be filed in folders according to programme code
 - Authors with red dots (problem papers) are invited to discuss the problem with Processing Staff:
 - » either the problem has been fixed and merely requires author's agreement, or
 - » it will require more work by the Processing Staff and author is warned, or
 - » the paper is returned to the author for re-submission
 - 1 The Processing Sheet is updated and once the situation is clear the contribution can be filed, ensuring that the status red/green is in the Abstracts/Proceedings database



Tasks during the Conference



1 Presentation of Contributions

- “Only work presented at the conference can be accepted for publication in the Proceedings”:
 - 1 PAC Poster Police
 - 1 EPAC Poster Session Managers
- The Abstracts/Proceedings database is updated



Post-Conference Tasks and Deadl



1 June (C)

- Processing continues at Home Institute (2 weeks grace for re-submissions)
- The Abstracts/Proceedings database is used to check on presentation and authors are contacted in cases of doubt
- QA begins about 2 weeks following the conference and takes about 3 weeks with 2 or 3 full-time staff
- As each contribution is QA'd, the Abstracts/Proceedings database gets a final check

1 July (C+1)

- QA finalized and Abstracts/Proceedings database is complete
- Preliminary version of Proceedings is published on the Web (without author index or search engine) using data from Abstracts/Proceedings database merged with links to papers

- 1 August (C+2)
 - o CD-ROM Preparation
 - 1 The Editorial Board (without SPC and LOC Chairs) plus extra qualified help tie up the data exported from the Abstracts/Proceedings database (table of contents and authors index, keywords, number of pages) with the processed files. This takes about 1 week.
 - 1 The .pdf files are copied onto a CD and sent for reproduction and distribution by airmail with a deadline of 8 weeks from the date of receipt of the .pdf files, including functionality testing by EPAC
 - 1 The Web version with search engine, author index, etc. is published on the JACoW
 - o Hard Copy Volumes
 - 1 Hard copy volumes printed from the electronic files are dispatched to the Publisher for reproduction and distribution by surface mail with a deadline of 12 weeks following date of receipt of the manuscript including proof-reading by EPAC



Composition and Tasks of Commit



- 1 European Physical Society Interdivisional Group on Accelerators (EPS-IGA)
 - 18 members elected for 6 years, forms the EPAC OC
 - EPS-IGA business is handled at OC meetings

- 1 Organizing Committee (OC)
 - The EPS-IGA Elected Board, plus Chairmen of PAC and APAC and co-opted members as necessary
 - The EPAC OC meets 4 times during the organization-span of a conference
 - 1 October (C-20), June (C-12), February (C-4) and June (C)
 - The OC decides on all matters based on proposals from the SPC and the LOC



Composition and Tasks of Commit



1 Scientific Programme Committee (SPC)

- The SPC is composed of a Chairman, 7 ordinary members, the Chairmen of the OC and the LOC, and one further LOC member, the Chairmen of the subsequent PAC and APAC Programme Committees, and as many co-opted members as necessary
- The SPC Chairman is elected by the OC, and he becomes the next OC Chairman
- The SPC meets usually 4 times
 - 1 October (C-12), February (C-16), April (C-14) and June (C-12), two of them (October and June) immediately preceding the OC meetings.
- The SPC makes proposals for the composition of the SAB, for the programme of invited contributions, for sponsorship of EE participants



Composition and Tasks of Committees



- 1 Scientific Advisory Board (SAB)
 - The SAB composition is agreed by the OC. It is an advisory committee with approximately 60 members
 - The SAB does not meet, but comments the overall organization of the conference and makes proposals to the SPC for invited presentations

- 1 Local Organizing Committee (LOC)
 - The LOC composition is proposed to the OC by its Chairman. Size varies from between 6 and 12 members. It meets a varying number of times (6 to 12) over a 2-year period
 - The LOC Chairman makes regular status reports to the OC. It is responsible for all arrangements on the local level



Composition and Tasks of Committee



1 Editorial Board

- EPAC's Editorial Board is composed of the Chairmen of the LOC and the SPC (for former holding the purse strings, the latter responsible for the scientific programme), plus the LOC person with particular responsibility for the production of the Proceedings of the conference, and two other persons for historical reasons and continuity
- The Editorial Board meets once, at the time of the receipt of the bids for the call for tenders to decide on attribution of the contract and policy matters
- The LOC member of the Editorial Board will usually have participated at a previous EPAC and/or PAC to gain be familiarized with requirements. The technical members of the Editorial Board have regular contacts to coordinate the production of the Proceedings