

General overview of JACoW process and tools

A small intro to the coming topics
(but first the Indico update)

From 2022 - Indico SPMS Merger



- Phase 1 of project has concluded; full specifications are available at <https://codimd.web.cern.ch/s/d2XPNF5L9>
- Significant progress during the pandemic
 - Scientific secretariat testing carried out during 2021
 - Editorial testing started, to be concluded
- During Team meeting 2021 a priority list was agreed between the Indico team and JACoW, which is captured in phase 2
- Phase 2 project closure expected 2023, with 1 FTE provided from Indico

From 2023: Indico SPMS Merger



- FEL successful "beta" test for Indico as the primary JACoW tool
- IPAC'23 first major conference
 - Using Indico
 - New mobile application based on Indico
 - Proceedings will be generated with new tool
- Phase 2 project closure still expected 2023, with 1 FTE provided from Indico.
- No more SPMS conferences will be created, currently there are 6 that are in planning

From 2024: Indico SPMS Merger



- First conference published with CAT tool by the local editor
- Work ongoing to migrate the Central Repository
 - Use cases validated
 - Targeted towards the end of this year
- Peer Review module still not complete, not used past IPAC

Indico SPMS Merger



- SPMS is (almost) shutdown (!)
- Brevo and mail lists are setup
 - Data transferred from SPMS
 - Next steps is to integrate mail subscription from Indico
- Peer Review module still not complete, IPAC'25 did not use it.

General overview of JACoW process and tools

A small intro to the coming topics

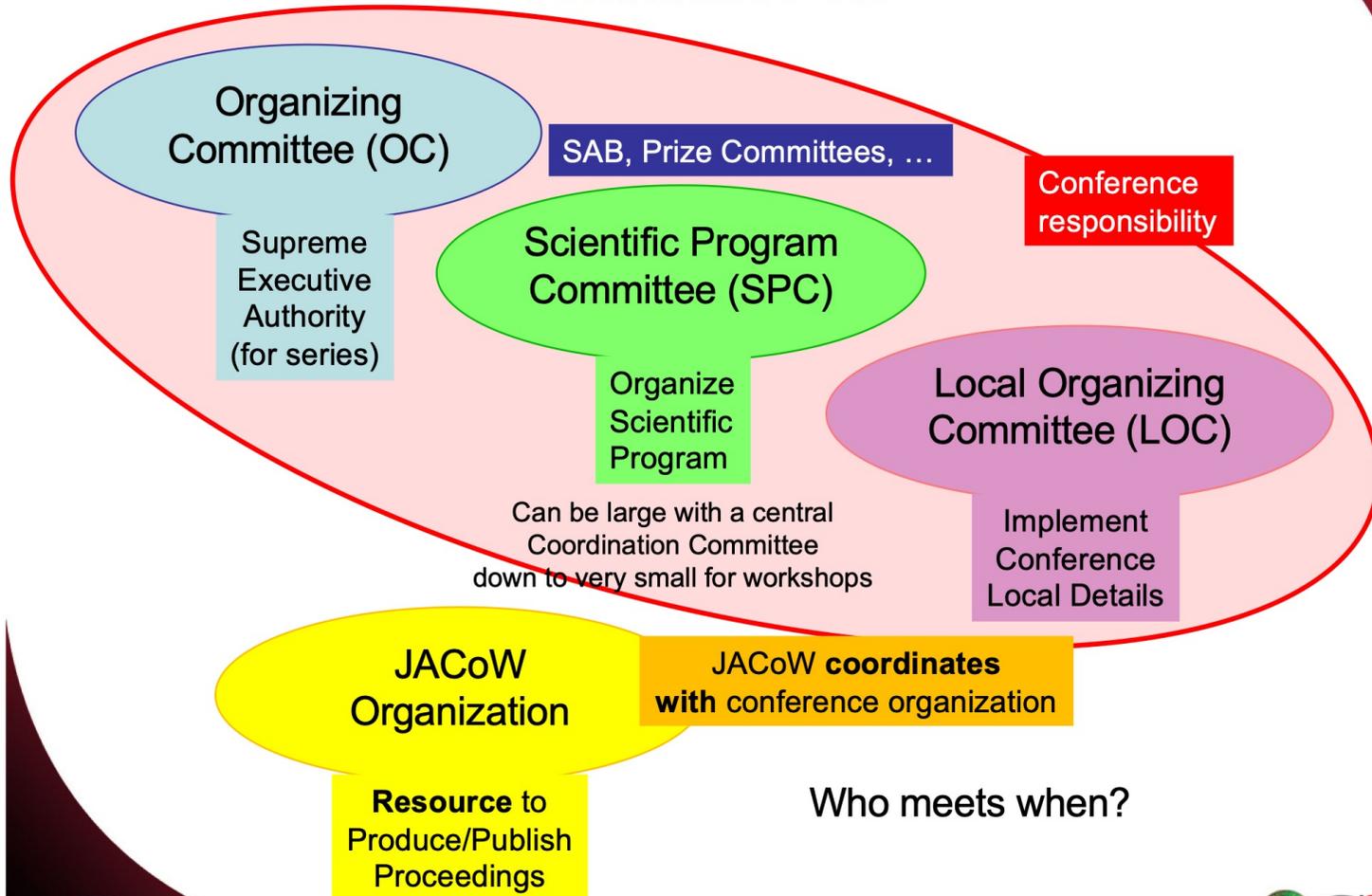
Lets gets some abbreviations decrypted..

Not all conferences or workshops are the same

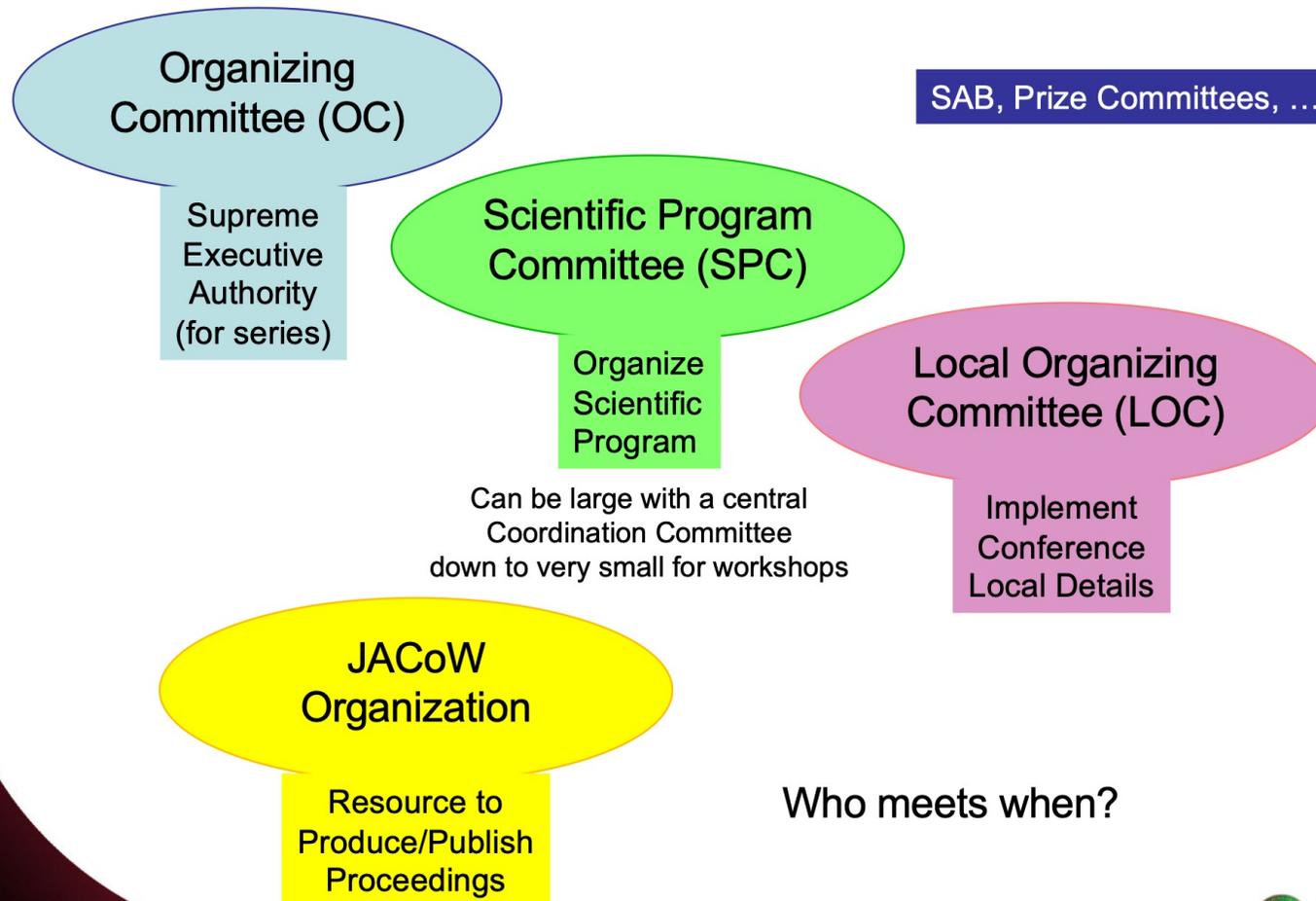
- Here I present some commonalities among many member JACoW conferences and workshops
 - The best authority for how things are done for any given series is someone who has done it before
 - Consistent with the JACoW continuity model
 - Caveat audientia: Your presenter has (strong) IPAC biases
- Many meetings can be (and often are) supplanted by
 - Informal organizational processes
 - Phone calls, meetings at other conferences, email, etc
- In the acronym of Larry Wall, designer of Perl: TMTOWTDI (There's More Than One Way To Do It)
 - (Don't even get me started on TMTOWTDIBSCINABTE)



Committees etc



Committees etc



Audience & Users

- The **OC** meets at least once before the conference
 - Tours venue, provides conference mandate, etc
- The **SPC** meets several (~3) times before the conference
 - Advises SPC chair on classifications
 - Organize scientific program, schedule, synoptic table
 - Recommends, selects, invites invited oral contributions
 - Selects contributed oral contributions from submitted abstracts
 - Balance scientific program: topic, geography, gender
- The **LOC** meets *many* times before the conference
 - Organizes all venue and local items
 - Organizes workforce, budget, registration, web pages, IT, etc
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Committees and Chronology

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Authors, Editors & JACoW Roles

- Authors

- Read and consumes papers
- Submit abstracts
- Managed co-authors, affiliations and other metadata
- Write papers
- Looks up references for formatting
- Uses CAT scan to validate

- Editors

- Process papers
- Looks up references for formatting
- Produce PDF in correct file format
- Quality assures papers so they are prepared for publication

- JACoW Roles

- Manage events in Indico, each conference or meeting needs their own event
- Maintains Users & Affiliations
- Configures workflows, tags, roles
- Sends announcements for upcoming events
- Documentation and knowledge transfer

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- JACoW Roles

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- Documentation and knowledge transfer

Tools & Tasks - Authors

- **Read and consume papers:**
 - Tool: **JACoW Proceedings Archive** (website) – Authors access previously published papers via the JACoW.org search and archive tools. *Including the new SOLR search tool.*
- **Submit abstracts:**
 - Tool: **Indico** – Abstracts are submitted through the Indico conference management system.
- **Manage co-authors, affiliations, and metadata:**
 - Tool: **Indico** – Author and affiliation data are entered and managed within Indico during submission.
- **Write papers:**
 - Tool: **Authoring tools** (Word, LaTeX, Templates) – Papers are prepared offline, but templates and guidelines are provided via JACoW.org.
- **Look up references for formatting:**
 - Tool: **JACoW Documentation** (website) – Formatting guides and reference examples are available on <https://docs.jacow.org>.
- **Validation of Papers**
 - Tool: **CATScan and Reference Search Tool** – Authors use the CATscan tool to check formatting and compliance before submission. The reference search tool help to format and locate JACoW References. It also provides formatting for things published elsewhere.

Tools & Tasks - Editors

- **Process papers:**
 - Tool: **Indico, Authoring Tools**– Editors process papers via Indico and the Authoring Tools for technical checks.
- **Look up references for formatting:**
 - Tool: **Reference Search, Templates** – Abstracts are submitted through the Indico conference management system.
- **Produce PDF in correct file format:**
 - Tool: **Editor workstation** - Pitstop and Acrobat are used for formatting the paper in the correct way.
- **Quality assure papers for publication:**
 - Tool: **CATScan** – Editors run quality assurance checks using the CAT tool.

Tools & Tasks – JACoW Roles

- **Manage events in Indico:**
 - Tool: **Indico** – Each conference or meeting is managed as an event in Indico, requested from & done by the *Event Manager*
- **Maintain users & affiliations:**
 - Tool: **Indico** – User profiles and affiliations are managed within Indico, by the *Repository Manager*
- **Configure workflows, tags, roles:**
 - Tool: **Indico** – Workflow configuration is handled in the Indico backend. This includes abstract submission, peer review, editorial workflow and many more. Tags are used for quality assurance. Commonly done by the *LOC Chair or Scientific Secreteriat*
- **Send announcements for upcoming events:**
 - Tool: **Indico & Mailing Lists (Brevo)** – Announcements are sent via Indico’s communication features or via the integrated mailing lists. This is requested to and done by the *Coordinator*
- **Documentation and knowledge transfer:**
 - Tool: **JACoW.org, JACoW Docs, Indico** – Information to Authors, Stakeholder and upcoming events & proceedings is published on JACoW.org; knowledge transfer occurs through team meetings and shared resources which is hosted on Indico. Documentation and Knowledge base is provided on the JACoW Docs.
- **Publication of Proceeding:**
 - Tool: **The CATastroswarm Tools: Meow, Purr, CAT, Proceedings Server, SOLR & More** – When a editorial process has run its course it’s ready to be published. This is looked after by the *Publications working group*

Tools & Tasks – Summary table

Task	Tool/Platform
Read/consume papers	JACoW Proceedings Archive
Submit abstracts	Indico
Manage co-authors/affiliations/metadata	Indico
Write papers	Templates, Authoring tools, JACoW.org
Reference formatting	Templates, Reference Search Tool
Paper quality validation	CATScan
Process papers	Indico, Authoring Tools
Produce PDF/quality assurance	Editor Workstation
Manage events/users/workflows	Indico
Announcements	Indico, Mailing Lists
Documentation/knowledge transfer	JACoW.org, Indico, JACoW Docs
Publication of Proceeding	Meow, Purr, CAT & Proceedings Server



<https://www.jacow.org/Editors/JACoWConferencesOverview>

Psst, this is a great presentation!

<https://www.jacow.org/uploads/Editors/2022-11-08-GeneralOverviewJACoWConf.pdf>