IBIC 2026

15TH INTERNATIONAL BEAM INSTRUMENTATION CONFERENCE

Whistler Conference Centre

August 30th to September 3rd

Whistler BC, Canada

IBIC2026 - 15th International Beam Instrumentation Conference

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August 30 – September 3, 2026



Request an Indico Event ––– Indico set up

- Sent an email to JACoW-Indico manager:
  Event created on Monday, August 25, 2025
- Conference address: https://indico.jacow.org/e/IBIC2026
- Smooth set up for stuff I understood how to do
- Some settings I found a bit confusing
- Event comes with default settings and is restricted to the public
- EiC needs to make the event public after unique data for the event has been done.
- Moving from Restricted to Public is one of the steps to open for abstract submissions.

Abstract management

- No Abstract Booklet
- Mobile App
- QAing of the abstracts
  - Not done before the SPC committee reviewed them
- All abstracts were QAed after the SPC reviewed them

Workflow Timeline

- To keep myself organized I created a timeline. The SPC were delaying me with finalizing the oral program, Invited talks as well as elevating any posters to fill blanks in the oral program.

- I could not assign program codes until the Oral and Poster submissions were fixed by the SPC.

- I was worried in July 2026 that there was insufficient time to apply codes and for me to notify the submitters.

- Codes were not assigned until **AUGUST 11**

- **Submitters were notified August 14 their paper codes**

  Conference started on: **Wednesday, August 26, 2026**.

Timeline

Date	Days Before Conference	Task
July 29, 2026	**28 days before**	Oral programme timetable completed in Indico.
July 30 – August 7	19–27 days before	**SPC finalizes poster session assignments.** Determine which posters belong in Poster Session 1, 2, or 3 based on scientific content, tracks, balance between sessions, and programme flow.
By August 7	**19 days before**	Final poster lists provided: Poster Session 1 / Poster Session 2 / Poster Session 3. Poster sessions are frozen before programme codes are assigned.
August 10	**16 days before**	Add poster contributions to the three poster session blocks in Indico. JACoW documentation specifies that contributions must first be scheduled into session blocks before programme codes can be generated. (ipac-docs.jacow.org)
August 11–12	**14–15 days before**	Apply JACoW programme codes using the Program Code utility. The utility applies the Village System ordering, grouping posters by classification and presenter information (classification, country, town, affiliation, presenter) to keep related posters together. (ipac-docs.jacow.org)
August 13	**13 days before**	Final review of poster codes, timetable, and poster order. Confirm no changes are required.
August 14	**12 days before**	Notify authors of their poster programme codes and session assignment.
August 17–21	**5–9 days before**	Final venue preparation: poster board layout, signage, and final timetable checks.
August 26, 2026	**Conference start**	IBIC2026 begins.

Programme Codes – Orals

I used AI to read all of the documents on https://docs.jacow.org for how to assign programme codes.
- https://ipac-docs.jacow.org/ContributedAbstracts/SSpcodes/

The JACoW utility to assign programme codes that is recommended in the documentation did not work for me.

- I was pressed for time
- In July of 2026 when I wanted to assign the codes, many people were away, in August it was worse.

I asked AI to create for me an instruction sheet with step-by-step guide for how to set up the codes

With only a few weeks before the conference, I confirmed attendance with submitters, withdrew posters that would not be presented, and finalized most oral presentations. Some oral presenters were still expected to face visa or funding issues, but their contribution codes needed to be applied.
It was becoming urgent to to assign the codes to the papers, Authors were emailing asking to upload their papers.

I assigned the codes manually
- How? I had AI create a table, extracted from Indico by Day/Time and then added the program codes following the instructions from JACoW docs.

Assigning Program Codes – Poster

Documentation: https://ipac-docs.jacow.org/InvitedOrals/SSpcodes

MO = Monday
P = Poster session
A = Session identifier

Contribution Programme Codes:
MOPA001
MOPA002
MOPA003

Step 1 – Go to: Organization → Contributions
Step 2 – Edit a Contribution
Open the contribution.
Select Edit. "**paper clip**" button
Scroll to the Advanced section.

Step 3 – Enter the assigned Programme Code.

Step 4 – Click Save.

Confirm that the Programme Code appears correctly on the contribution.

“Village System” Poster Programme Codes

- For the Poster Codes I wanted the “Village” system to be used and since the JACoW Program Code Utility would not work for me and I was pressed for time I used AI.
- I gave the instruction to AI to group the posters by the Session, then by institution.
- I gave files exported from Indico to AI:
  - Session classification
  - Link to Participants Roles
  - List of the posters
- The table created was grouped by Day 1, Day 2 and Day 3 and grouped by ‘Village’ I manually assigned the poster numbers to the contribution.

This method of code assignment can **ONLY** be done when there is a small number of submissions to identify.

Thank you to: Todd Satogata, Petr Anisimov, David Button and Kent Wooten for their support and for helping me to understand how they did programme code assignments for their events.

Program Code Table for Posters

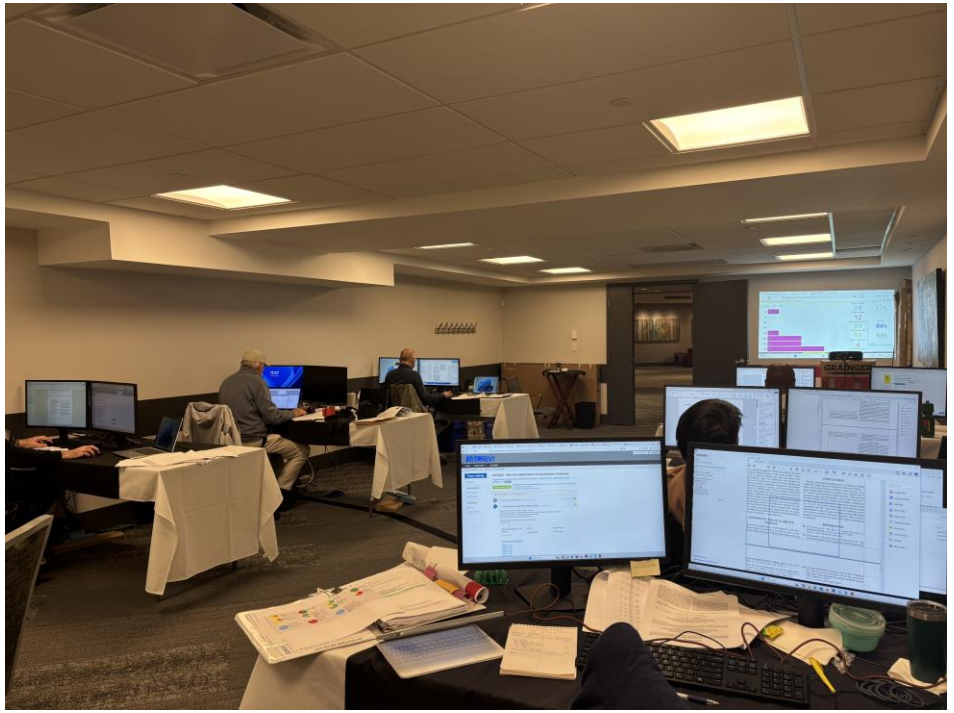
Programme Code	Paper ID	Day	Presenter	Institution
MOP001	188	Monday	Igor Pinayev	Brookhaven National Laboratory
MOP002	187	Monday	Igor Pinayev	Brookhaven National Laboratory
MOP003	194	Monday	Michael Bree	Canadian Light Source Inc.
MOP004	205	Monday	Christopher Hall	RadiaSoft LLC
MOP005	164	Monday	Mariusz Sapinski	Paul Scherrer Institute
MOP006	165	Monday	Mariusz Sapinski	Paul Scherrer Institute
MOP007	51	Monday	Siriwan Jummunt	Synchrotron Light Research Institute
MOP008	103	Monday	Porntip Sudmuang	Synchrotron Light Research Institute

Proceedings Room

- Wednesday, Patric (IT person) and I drove to Whistler with all the computer equipment
- We arrived at 12:00 p.m.
  - Unload and set up time: 12:30 p.m. – 6:00 p.m. to set up 6 computer workstations. 3 people (Patric, Jana and Jan Chrin)
- The room was a new build. There were no firm dimensions to work from.
- I created a draft floorplan to house 6 workstations, a table for a printer and beverage station. I was very happy to find the workstations FIT! ☺
- 1 TV monitor didn't survive the drive up. We had to improvise for a second dot board.
- We set up a screen and projector in the Proceedings Office for the JICT screen of information (dotboard, statistics, editor swim lanes)

Room set up - Brandywine





Workflow:

- We chose to have Jan do first-run QA of papers before the Editor uploaded the paper. This process was done to identify any bad habits or missed formatting errors.
- Another Editor QAed Jan's papers.
- Jan and I decided to continue with only one person doing QA for all the papers.
- We did not print papers for QAing. Jan did this task from the screen and only when there was a need, was the paper printed.

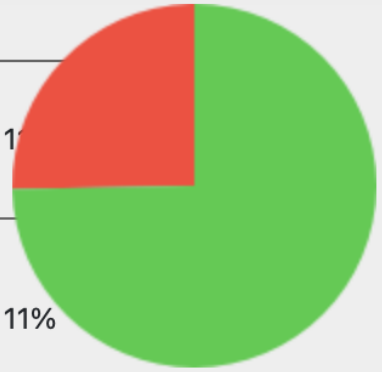
Prepress was ready the last day of the conference, but frontice materials were missing. Approval of the Foreword was not received until October 13.
TRIUMF Privacy Officer has requested that there be consent from attendees to use the group photo – this is in progress.

Statistics



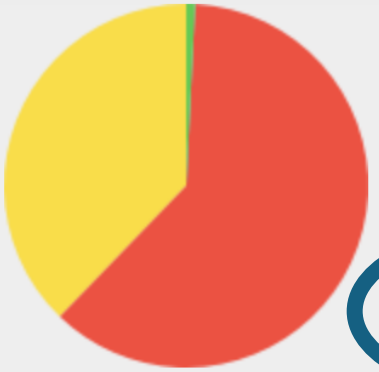
Types

Invited Oral Presentation	18	1
Contributed Oral Presentation	18	11%
Poster Presentation	134	79%



Files Available

Yes	127	75%
No	43	25%



File Types

odt	1	1%
tex	78	61%
docx	48	38%

LATeX

Editors and Staffing

- IBIC2026 Chairperson had told me I could only have a fixed number of editors.
- My observation of IBIC2025 and similar conferences was a trend for more LATeX papers.
- **IBIC2025 had 275 contributions, and built the Proceedings Office with 10 editors in the room and 1 virtual Editor**
- I chose to build my room with LATeX editors, but who could do Word in addition.
- I invited Editors without the knowledge of how many abstracts we would have or what the quantity of Word or LATeX papers there would be. This data was collected in Indico when they submitted their abstracts. I added a field asking what software did they expect to use for their paper submission. **(invitations to the Editors were sent: February 23, 2026)**
- **IBIC2026 had 170 contributions and 6 Editors.** My Editor choice was good, but we were too fast, but this did allow Editors to have a free day.
  Editors could also spend more time on papers and not be rushed.
- I had no TRIUMF newbie staff
- No funding or support for Author Reception staff

EBIC2026 Editors

- Jan Chrin (PSI)
- Joele Mira (iThemba Labs)
- Thakonwat (Tha’ki) Chanwattana (SLRI)
- Volker Schaa (GSI)
- Darren Hunter (CLS)
- Jana Thomson (Editor-in-Chief), (TRIUMF)

Speaker Ready

- 2 people dedicated to the Speaker Ready
- 2 people managed presentation management. Loading talks on presentation computer
- Volker Schaa flattened the slides and communicated with the presenters confirming that their slides could be published. When other Editors were free, they were re-assigned to help Volker.

IT

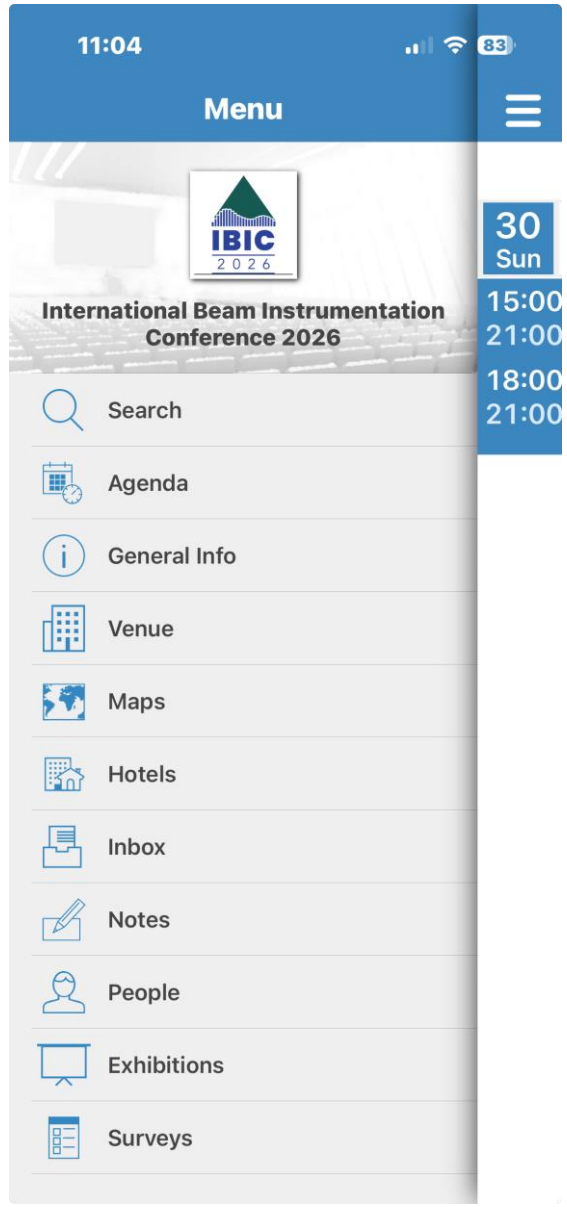
- Largely went smoothly besides issues with Adobe licenses. Apparently Adobe assigned the incorrect type of licenses to our accounts, so this was out of our control.
- We ended up needing 3 computers in the presentation room when we had only planned for one. The extra devices were necessary to make remote presentations run seamlessly.
- It was good to bring more equipment than we expected needing: we ended up using a lot of extra HDMI cables, Ethernet cables, monitors...
- Miktek installation was done incorrectly and caused some issues: must NOT be installed as administrator.
- We set up 1 wired ethernet and from it used a switch to create our own network.

JT Note: Days before the conference started the SPC Chairs and Conference Chair reversed their decision and allowed virtual presentations

(courtesy of Patric Bernard)

Mobile App

- Not enough people used it: we needed to advertise it more in emails, ask people to install it during the conference opening speech
- Feedback from those who did use the app was largely positive, with users saying it did improve their conference experience.
- Some app users wished that program codes for the posters and each talk were included in the agenda item (for the poster session, this may require adding a description to the event including each poster code / title?)
- This was launched very close to the start date due to the delay with the oral program not being frozen.



Food & beverage

Breakfast – provided daily in the proceedings office at 7:00 a.m.

Lunch – provided daily in the proceedings office.

Dinner – EiC took the Editorial Team as a group to a restaurant.
I had a set per diem $ / person to work within. For food only.
EiC paid for the meal and will be reimbursed.

This was in exchange for a cash per diem historically given to JACoW editors.

TRIUMF Finance Dept. would not support a cash per diem to the JACoW Editors.

Breakfast and Lunch







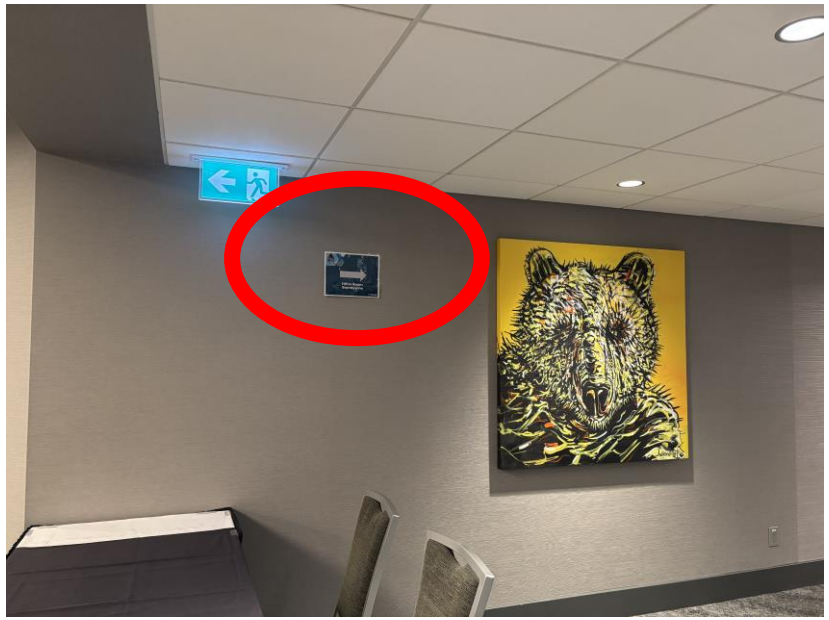






Directional Signs

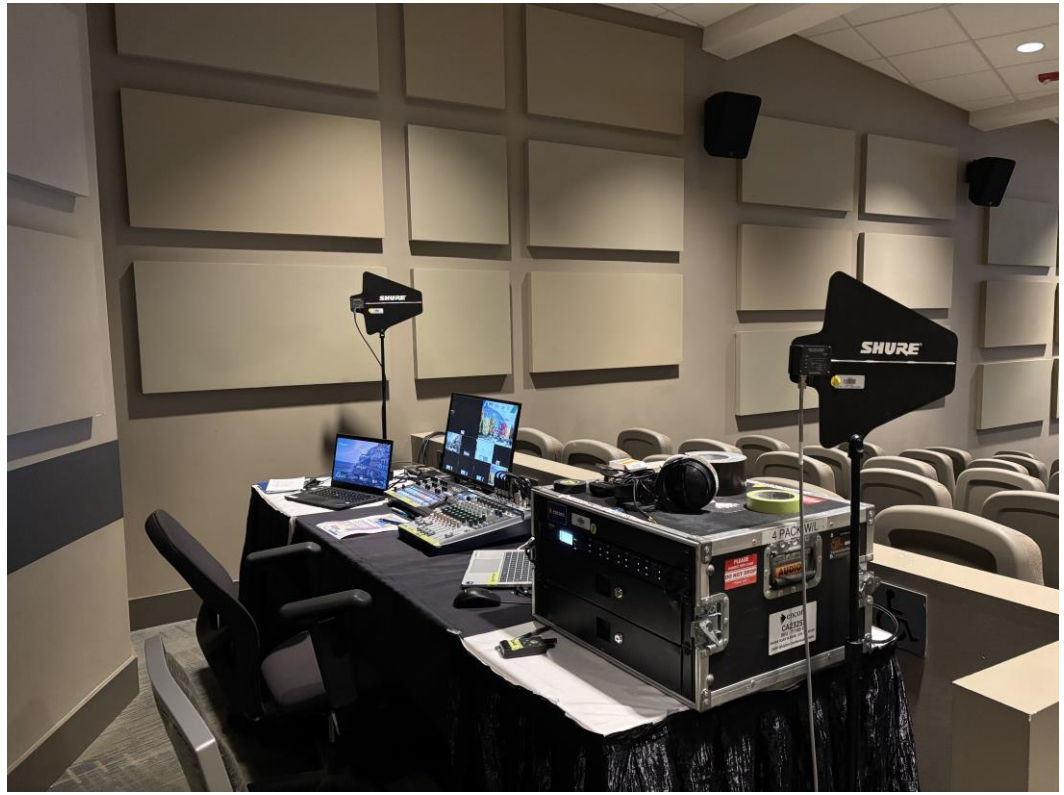
- Too small
- Not enough
- Poor communication with members on the LOC





Plenary talk space
Rainbow Theatre, Whistler Conference Centre
Capacity: 250 people
IBIC2026: 176 paid-in-full attendees





Exhibitor & Poster set up

- 134 posters
  spread over 3 days
- 6 exhibitors
- Posters / Exhibitors and Coffee Break
  shared a room



Miscellaneous items

Printer:
1 colour printer for the room. We did not do a lot of printing, but it was needed.

LOC Communication:
The team were new. Three LOC-Chairs and none had attended a conference.
SPC Chair, had never been on an SPC.
Poster Manager and their team were not receptive to using the Poster Police JICT.

Prepress:
Prepress – 114 papers

LOC Team Communication
TRIUMF Teams

Editor Communication:
WhatsApp used, NOT for paper communication.

Permissions:
TRIUMF's Privacy Officer has concerns that we have not had permission from the attendees to use photos in the proceedings.

Take-aways:

- We did not use Indico Registration module for registration. TRIUMF Finance and IT would not have time to have our in-house registration system handshake with Indico.
  - *Why is this a concern? For a large conference you do not want to work on a paper if the attendee is not at the conference.*
- For future events, consider adding a field to the abstract submission form where submitters acknowledge and agree that photographs may be taken during the event.
- Ensure there is a statement on the event site that photos will be taken.
- When the slides are flattened, the Presentation Manager puts a comment in the comment field asking the presenter to contact them if they DO NOT want to publish their slides.
  - *Should this be managed by a consent field when they upload their slides?*
- I did Paper Processing and Author Reception.
- I had no additional TRIUMF Staff for the room. I also was doing some of my PCO (Conference Organizer) tasks.
- The Poster Police did not use the Poster Police Utility

IBIC2026 LOC



IBIC2026 JACoW Editors



THANK YOU !

Whistler B.C. Canada – Bear activity



Our hotel was behind this building





Photo courtesy: Joele Mira

Patric Berard, IT

Patric had never done a conference before and did an amazing job. He read all the JACoW documentation, asked questions and managed under stress.

In Sleep Mode

On our trip back from Whistler.



(Photo used with the permission of Patric Berard)

THANK YOU!