SETTING UP AN INDICO EVENT

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You have won the bid to host a JACoW conference.

You learn you need to set up an Indico Event.



The intent of this talk
is **not to teach you all the nuts and bolts**
of setting up your event.

Why?

All the documentation can be found here:
https://ipac-docs.jacow.org/InitialSetup/mgmt_area_01/#settings

BUT — You will have to read !!!

I used AI to read for me and create simplified, step-by-step instructions for configuring my event.
I provided detailed instructions to AI and the URL for the JACoW IPAC documents site, specifying that **no other sources** should be used.

My tasks as the JACoW Coordinator:

- manage the requests for an event to be created
- Send the announcement to your community
- Send the allowed second announcement to industry
- Forward the emails for your event that have been sent to the Coordinator or to Indico Support

Requesting a JACoW Indico Event

JACoW Indico events are created by the JACoW Events Manager

A formal request is sent to the JACoW Chair or Coordinator for an event to be set up. In this request there is agreement to the Charter rules

https://www.jacow.org/About/Policies

https://www.jacow.org/Organizers/RequestIndicoSetup

When the JACoW Events Manager creates the event, administration privileges are given to the Editor-in-Chief.

The set up is in default mode, and restricted. The task of the Editor-in-Chief is to finish the set up.

When should you request the event?

For a larger event, the Indico request should be approximately C−24 to C−20 months.
>200 abstracts: (i.e. IPAC, LINAC, SRF size)

Smaller events may require less lead time.
<200 abstracts (i.e. IBIC, FEL, Cyclotrons)

The request is an early conference-organization activity, before the main scientific-programme workflow begins.

Who makes the request?

- Each Conference Chair must request permission to use the JACoW tools.
- The request is made to the JACoW Chair and/or Coordinator.
- JACoW documentation guides you to send a letter, signed by the Conference Chair requesting permission to publish, and that they will abide by the rules of JACoW.
- Provide the names of the OC, SPC and LOC Chairs, and the Scientific Secretariat and/or Editor – these are key conference information needed for the Indico Event set up.

The request-to-event workflow



What happens when the event is delivered?

- The Event Administrator receives a link to the event in the form: indico.jacow.org/e/<ConfName>.
- The event is delivered with Admin permissions assigned to the designated Event Administrator.
- The Event Administrator is normally the Scientific Secretary (SS) or Editor-in-Chief (EiC)
- The JACoW Events Manager, JACoW Chair and Coordinator normally also have Admin privileges.
- The Event Administrator (SS or EiC) organizes the event through the Management Area.
- Your task is to build the event for your event.
- The Event is delivered with default settings and is restricted (no public view)

Simple checklist

☐ Confirm conference dates and venue.

☐ Identify the Conference Chair and key organizational roles.

☐ Use the JACoW Indico request template referenced by the documentation.

☐ Prepare the required agreement email.

☐ Conference Chair requests permission from the JACoW Chair and/or Coordinator.

☐ JACoW Chair/Coordinator organizes event creation by alerting JACoW Indico Manager to create the Event.

☐ Event Administrator receives the event and Admin permissions.

☐ Begin initial setup in Draft Mode – Management mode.

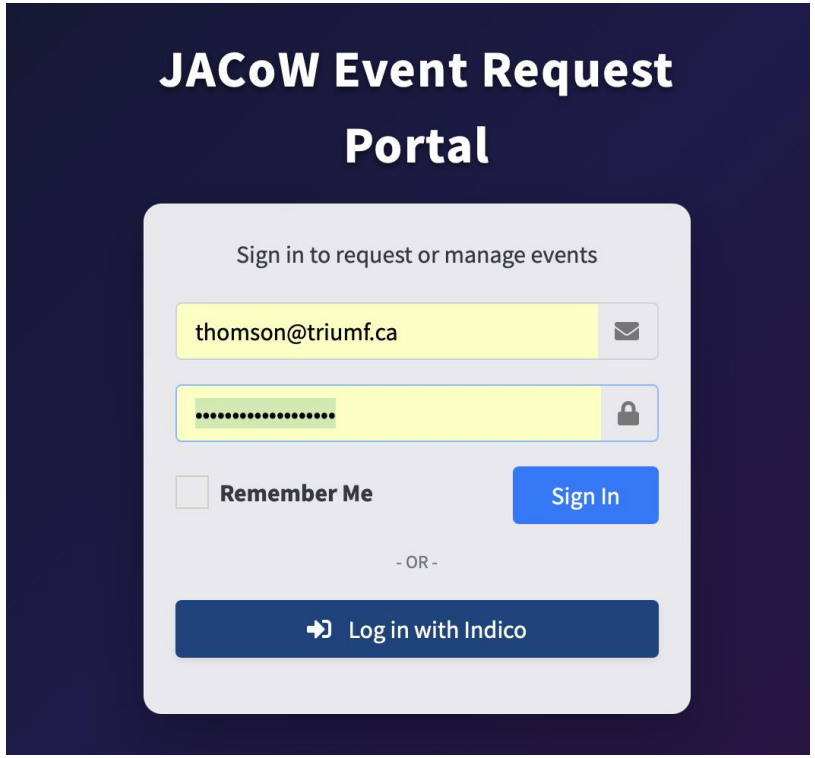
☐ Once the Event is built and all information is there for the End User only then can you open for abstract submissions and announce your event.

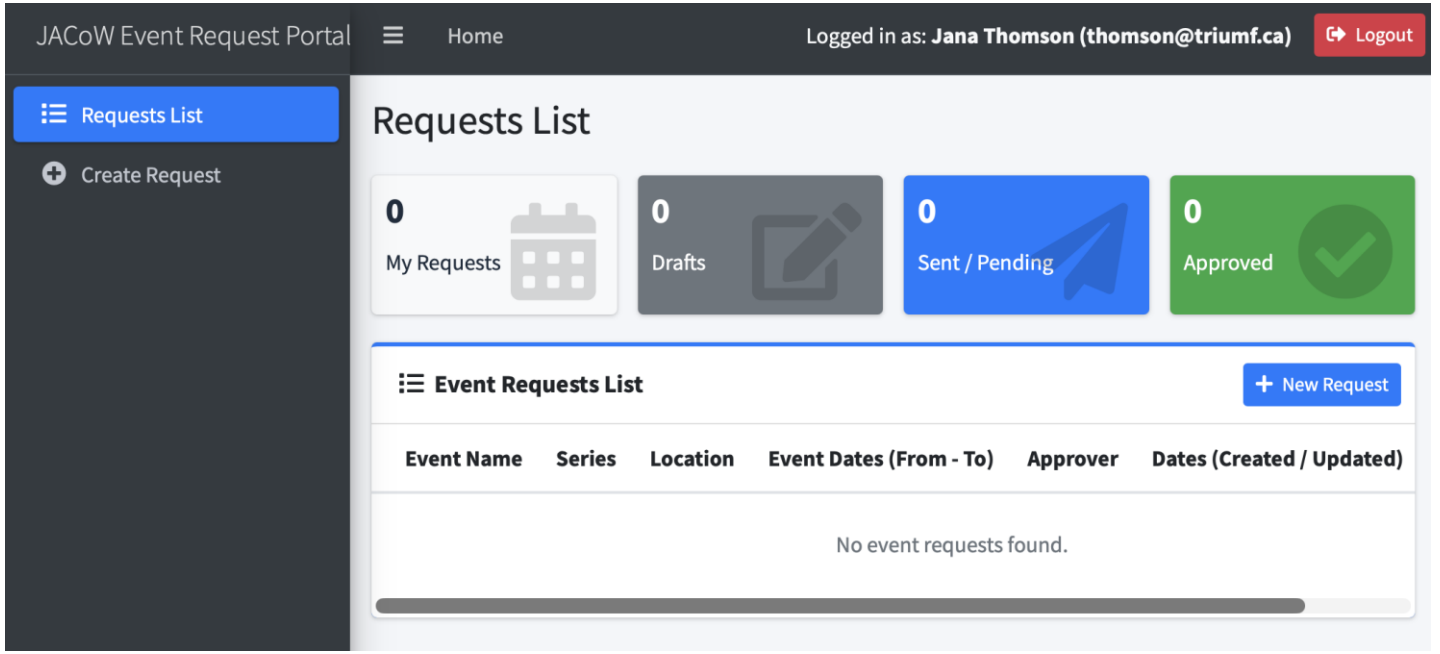
☐ The Coordinator sends the prepared announcement, including **full conference details**, to the community that Abstract submission is open.

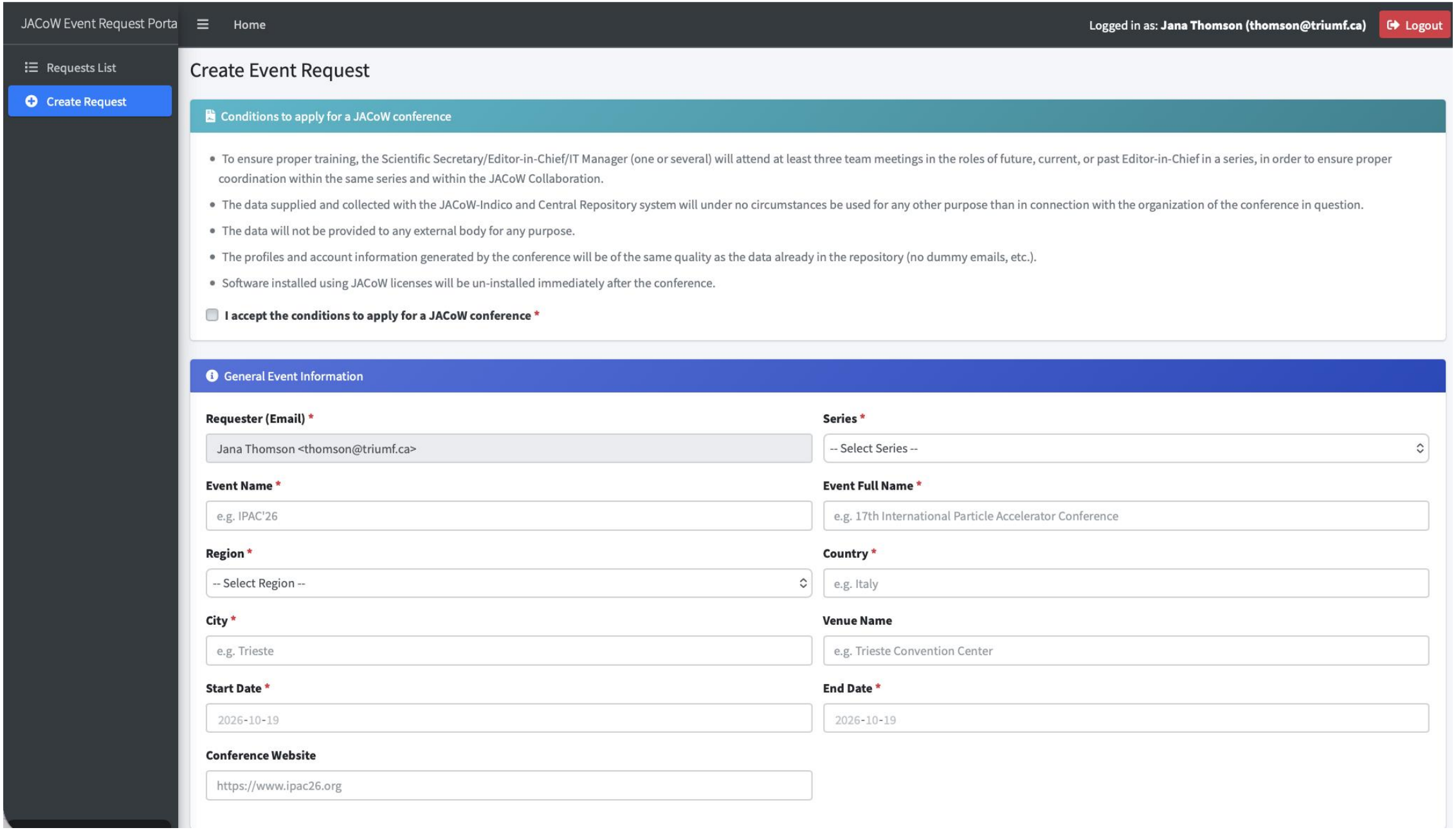
JACoW allows only one general announcement to the event (community) mailing list (Central Repository) and up to two to the Industry one.

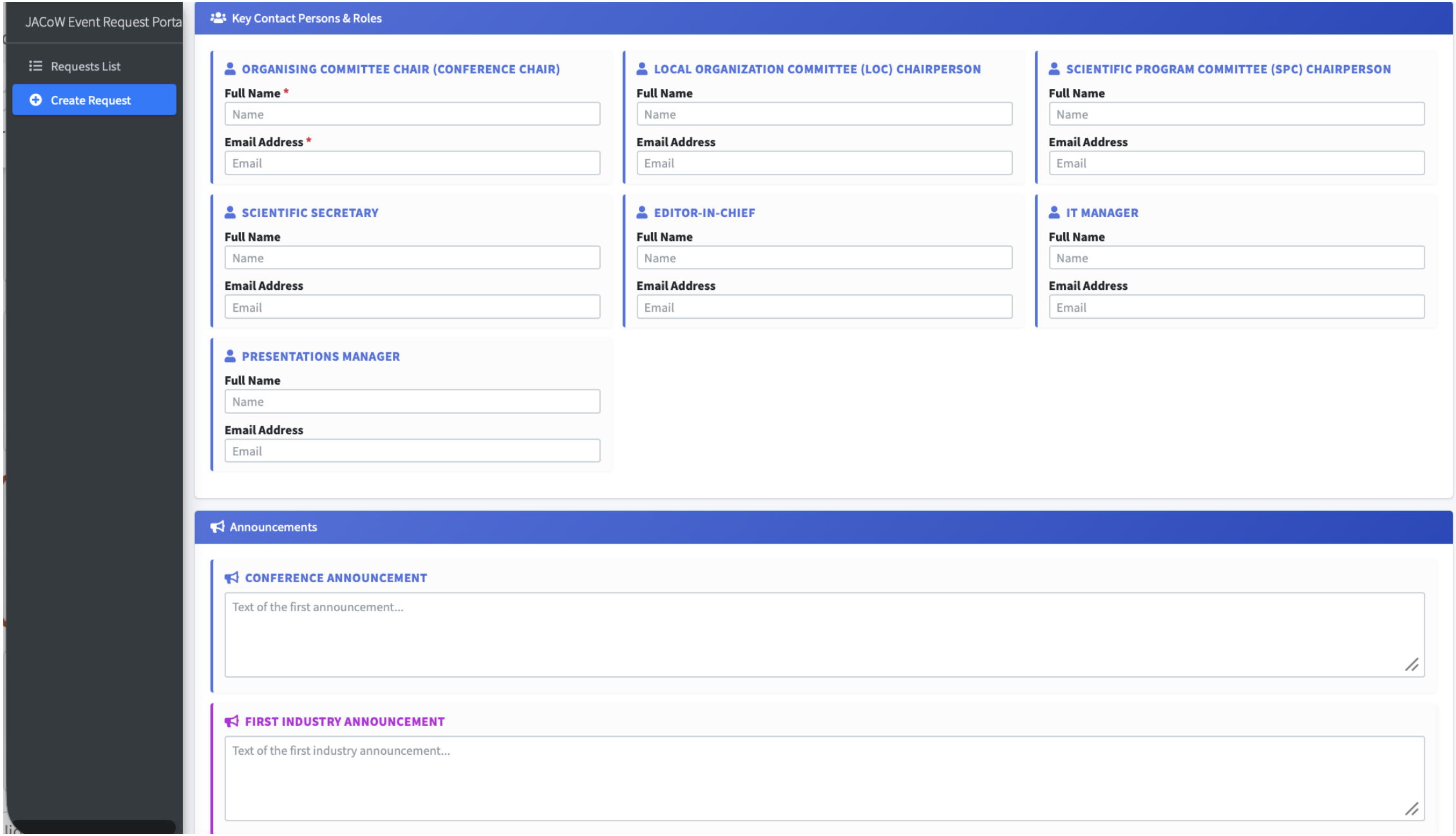

NEW

Requesting a new event – testing stage






JACoW Event Request Porta
Home
Logged in as: Jana Thomson (thomson@triumf.ca)
Logout
Requests List
Create Request
Create Event Request
Conditions to apply for a JACoW conference
To ensure proper training, the Scientific Secretary/Editor-in-Chief/IT Manager (one or several) will attend at least three team meetings in the roles of future, current, or past Editor-in-Chief in a series, in order to ensure proper coordination within the same series and within the JACoW Collaboration.
The data supplied and collected with the JACoW-Indico and Central Repository system will under no circumstances be used for any other purpose than in connection with the organization of the conference in question.
The data will not be provided to any external body for any purpose.
The profiles and account information generated by the conference will be of the same quality as the data already in the repository (no dummy emails, etc.).
Software installed using JACoW licenses will be un-installed immediately after the conference.
I accept the conditions to apply for a JACoW conference *
General Event Information
Requester (Email) *
Jana Thomson <thomson@triumf.ca>
Series *
-- Select Series --
Event Name *
e.g. IPAC'26
Event Full Name *
e.g. 17th International Particle Accelerator Conference
Region *
-- Select Region --
Country *
e.g. Italy
City *
e.g. Trieste
Venue Name
e.g. Trieste Convention Center
Start Date *
2026-10-19
End Date *
2026-10-19
Conference Website
https://www.ipac26.org


JACoW Event Request Porta
Requests List
Create Request
Key Contact Persons & Roles
ORGANISING COMMITTEE CHAIR (CONFERENCE CHAIR)
Full Name *
Name
Email Address *
Email
LOCAL ORGANIZATION COMMITTEE (LOC) CHAIRPERSON
Full Name
Name
Email Address
Email
SCIENTIFIC PROGRAM COMMITTEE (SPC) CHAIRPERSON
Full Name
Name
Email Address
Email
SCIENTIFIC SECRETARY
Full Name
Name
Email Address
Email
EDITOR-IN-CHIEF
Full Name
Name
Email Address
Email
IT MANAGER
Full Name
Name
Email Address
Email
PRESENTATIONS MANAGER
Full Name
Name
Email Address
Email
Announcements
CONFERENCE ANNOUNCEMENT
Text of the first announcement...
FIRST INDUSTRY ANNOUNCEMENT
Text of the first industry announcement...

This new database centralizes all information to help Stefano populate the JACoW.org main page and to assist with the set up of the event by the JACoW Indico Manager.

It also provides a central, permission-controlled repository, reducing the risk of information being lost or inaccessible because it is stored only in the Coordinator’s or Chair’s email or on a personal computer.

JACoW documentation

Information for this presentation was taken from:

https://ipac-docs.jacow.org/