Lancaster University

Navigating the Wiki, Where to Find Help

Rob Apsimon
r.apsimon@lancaster.ac.uk

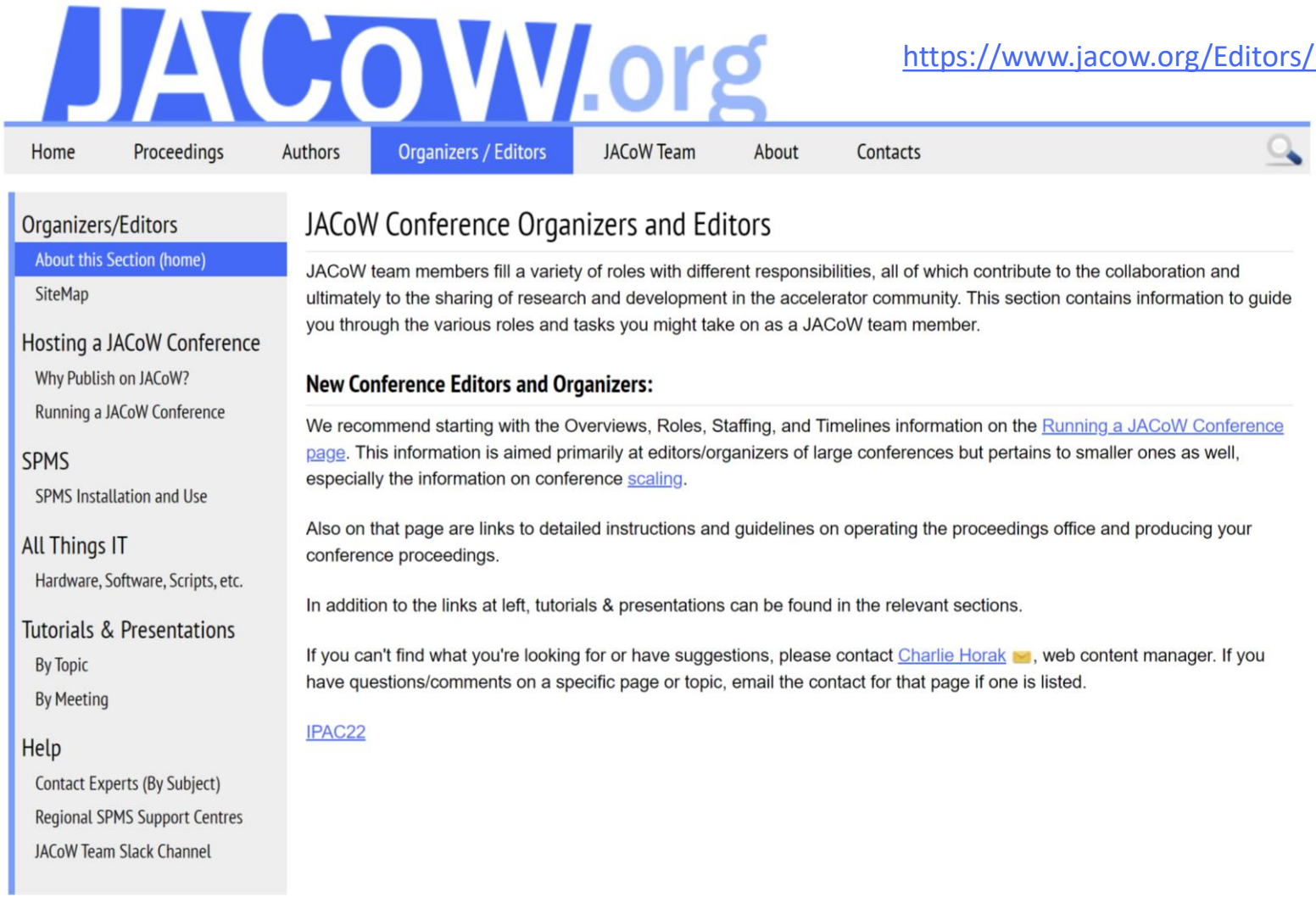
Disclaimer

Lancaster University

- The wiki is exclusively focused on SPMS
  - For details on Indico, you will need to go to the Github site
- This talk is somewhat biased by my experiences as scientific secretary / Editor-in-Chief
- I will only give a whistle-stop tour, I won't go into any detail of any of the topics in this talk

Getting started

https://www.jacow.org/Editors/HomePage



Quick guide

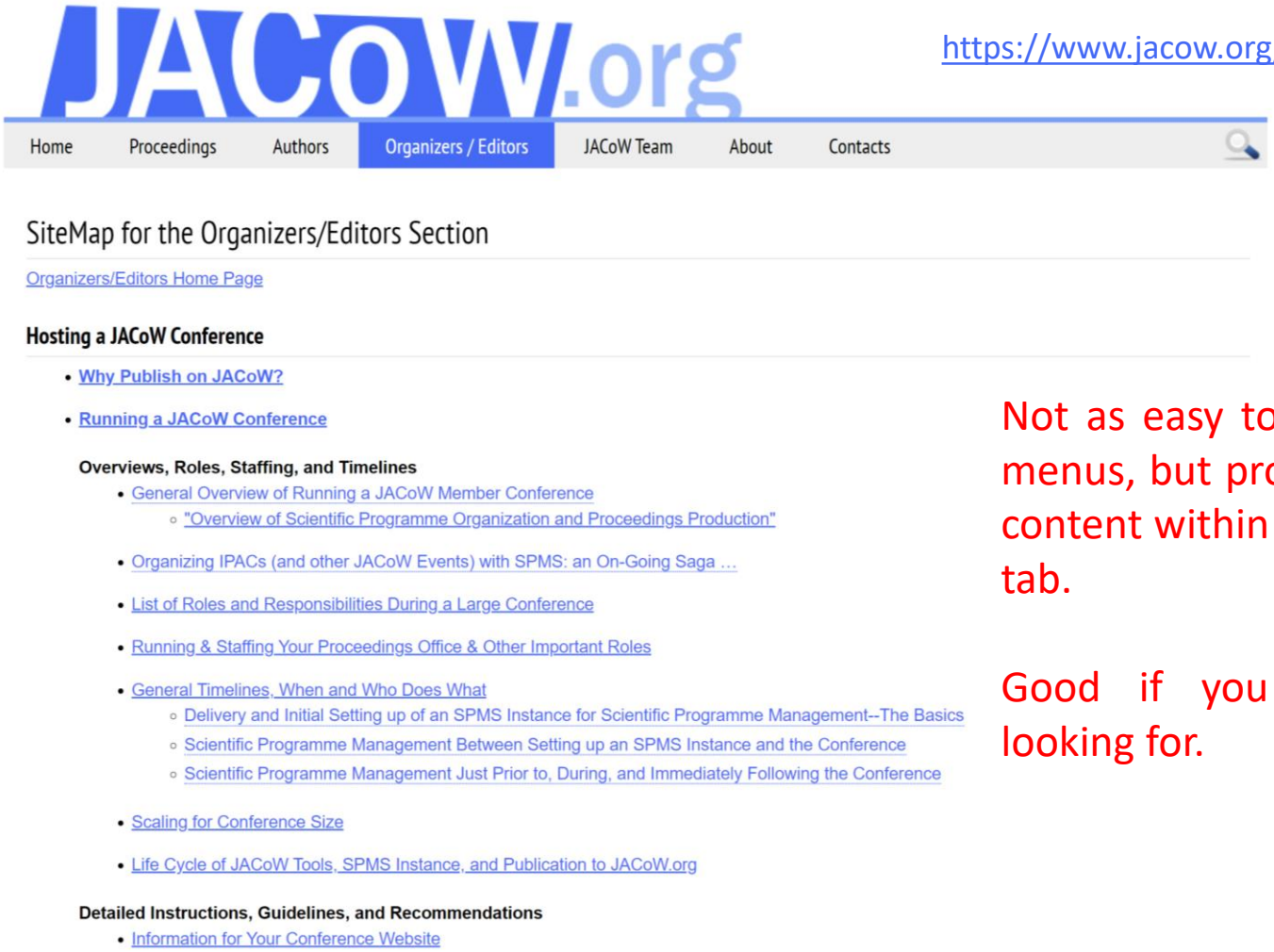
This page menu on the left allows you to quickly find the main topics you could be looking for.

These tabs at the top take you to different sections of the JACoW website.

In this talk I will focus exclusively on the organizers/editors tab.

SiteMap

https://www.jacow.org/Editors/SiteMap

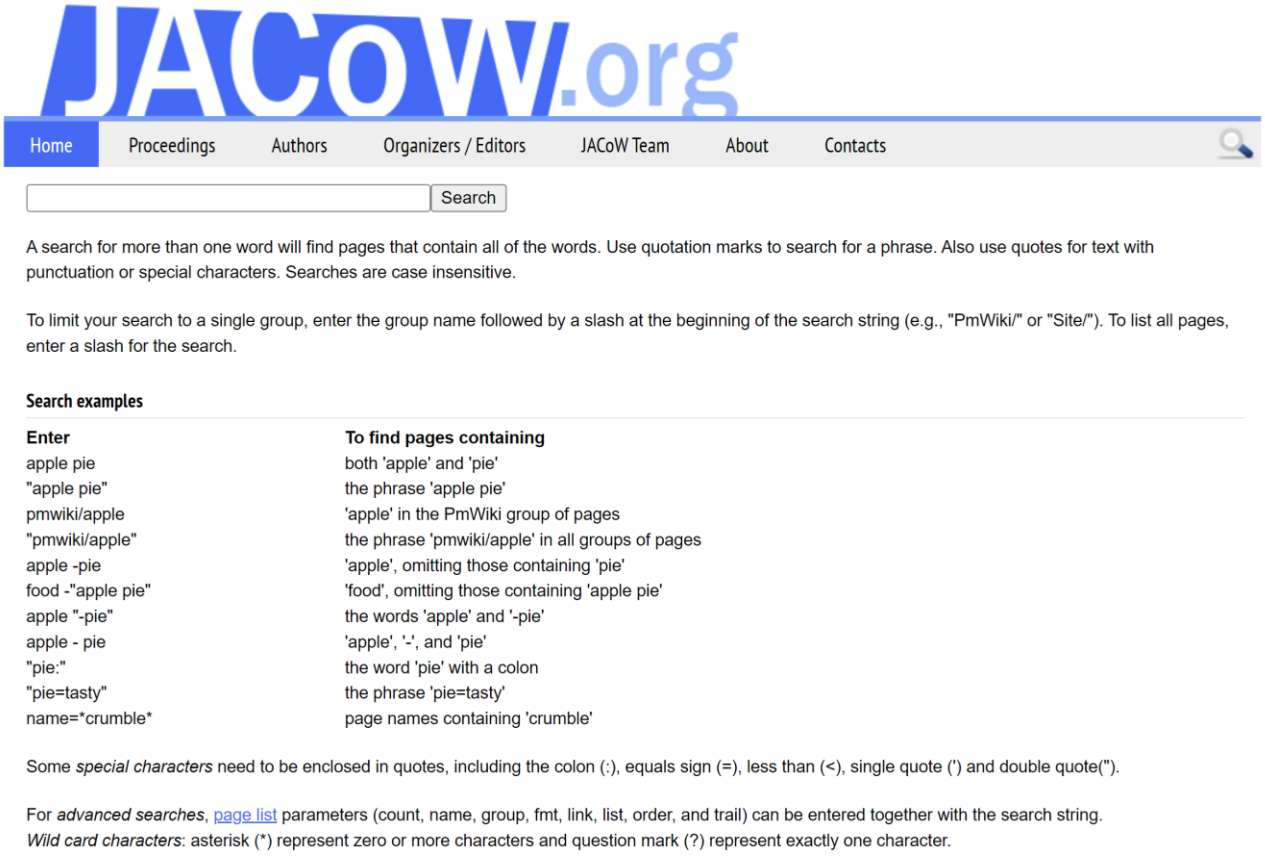


Not as easy to navigate as the page menus, but provides full access to all content within the Organizers/Editors tab.

Good if you know what you're looking for.

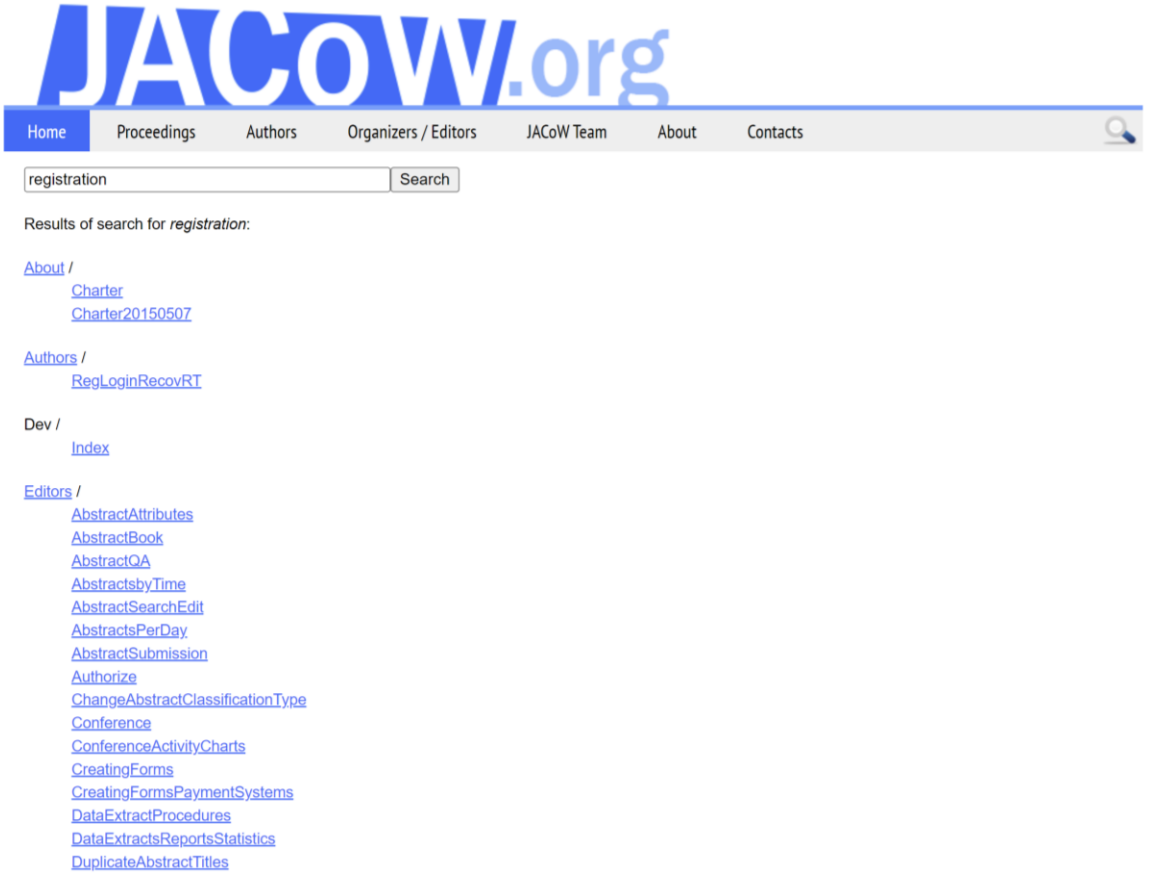
Search

- Click on the magnifying glass in the top-right
  - Type the keyword(s) you are looking for



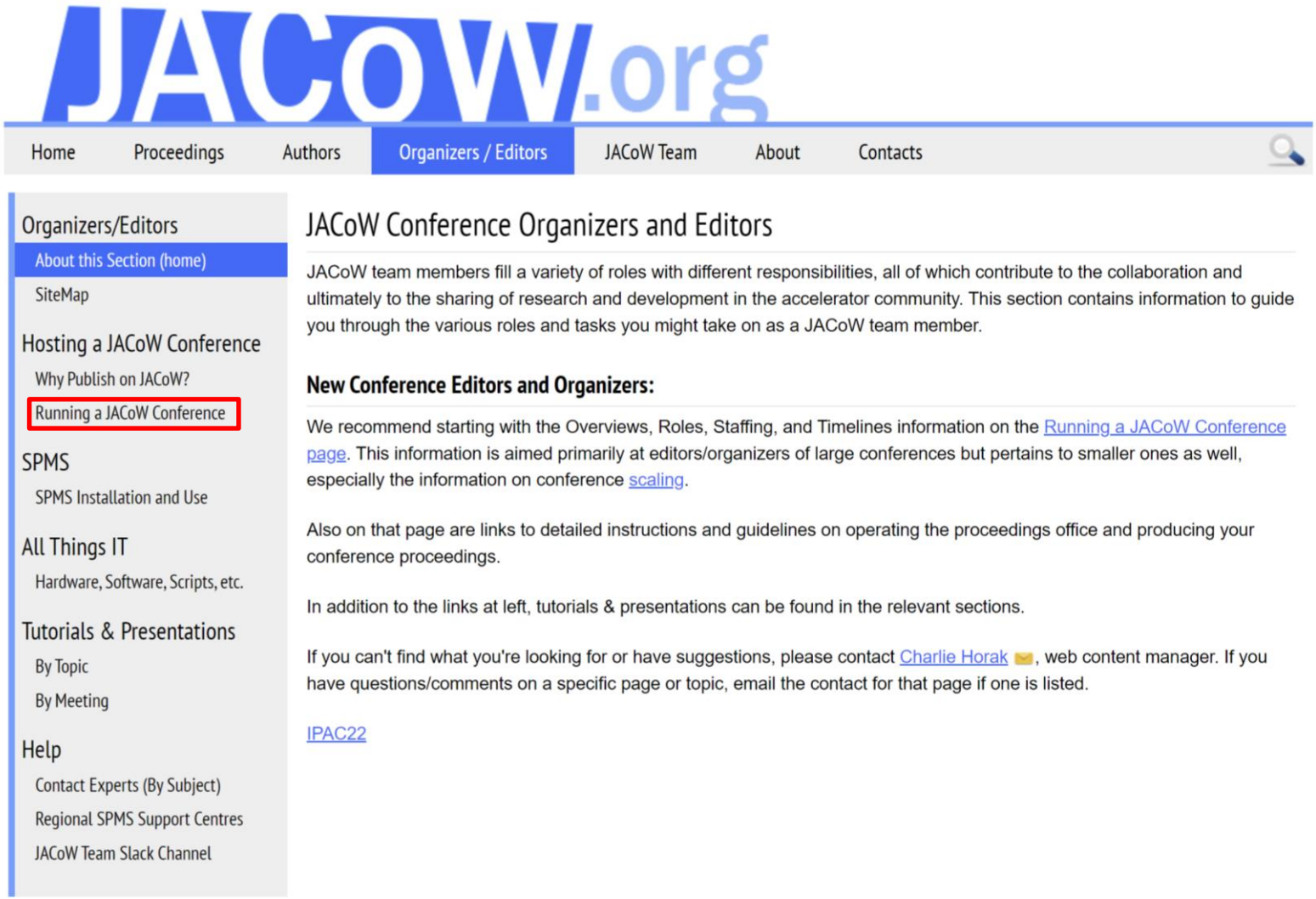
Search

- Example, I've searched for the word "registration"
  - It gives you every page within jacow.org which has this word in, organised by categories



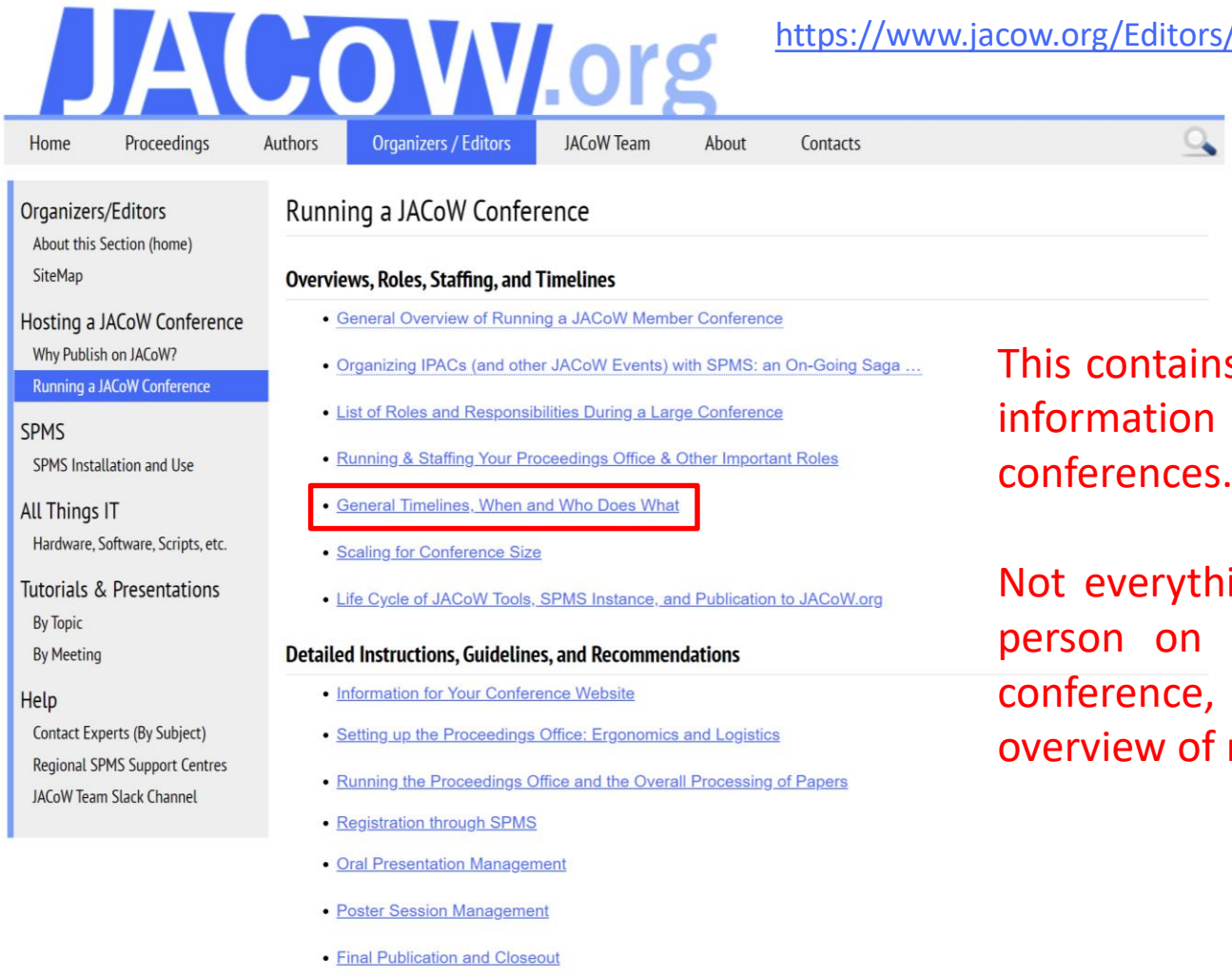
Running a JACoW Conference

Lancaster University



Running a JACoW Conference

https://www.jacow.org/Editors/RunningJACoWConference

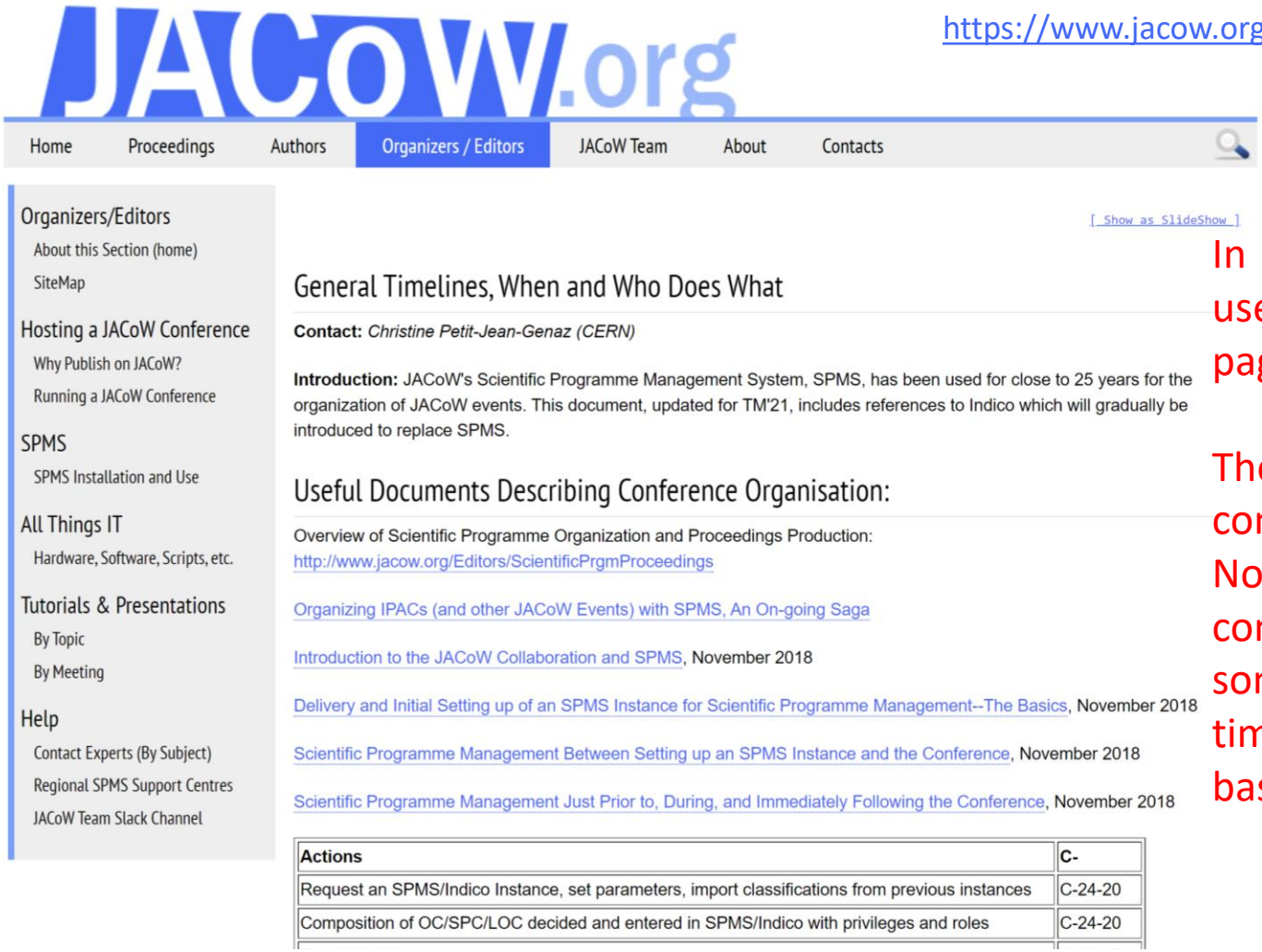


This contains most of the important information about running the conferences.

Not everything is relevant to every person on the LOC, or to every conference, but this is a good overview of most areas.

General timelines, When and Who Does What

https://www.jacow.org/Editors/Tasks



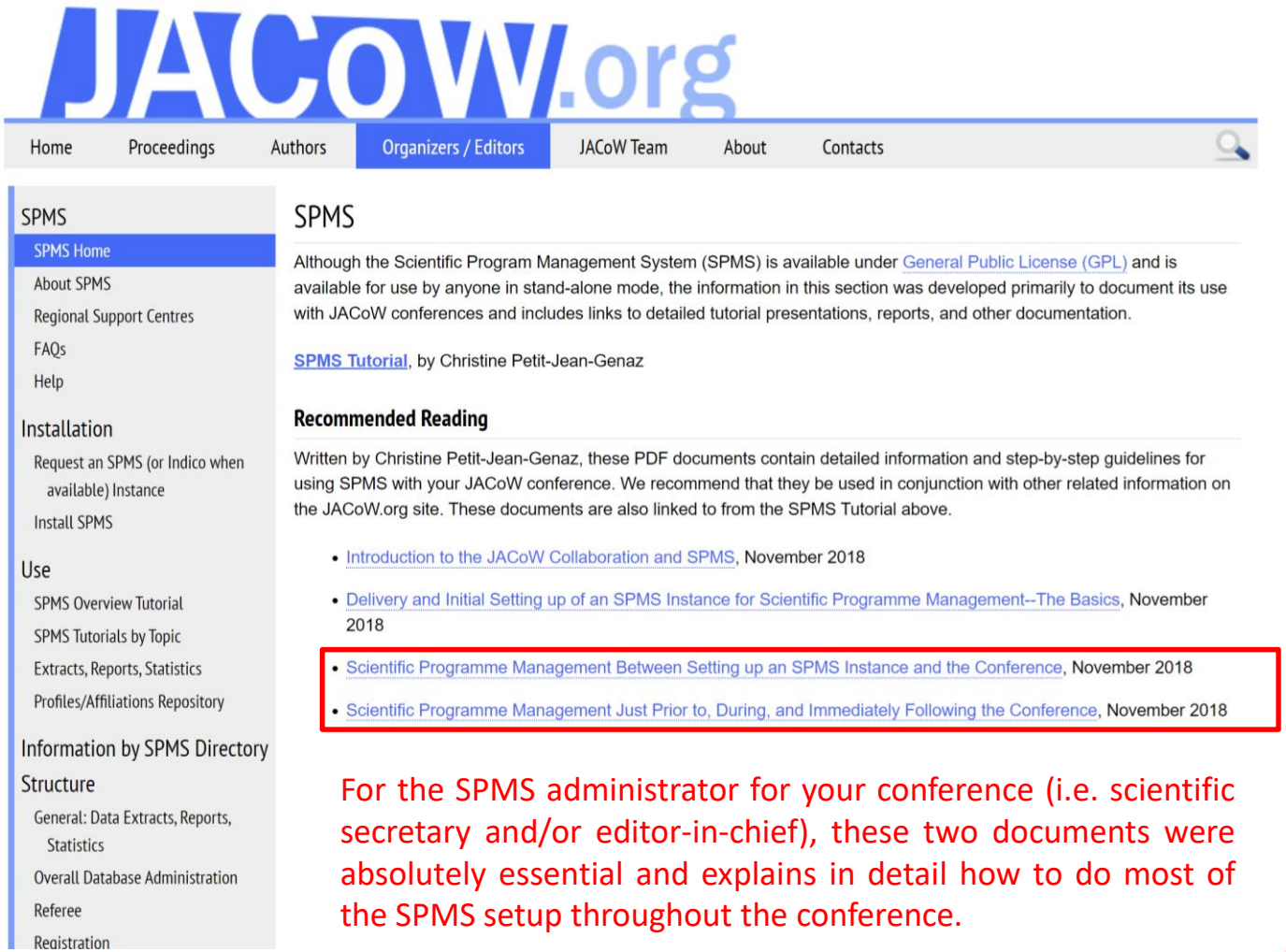
In my opinion, the most useful link on the previous page!

The timeline for the conference is a good guide. Not everything applies to all conferences and there is some wiggle-room in timings, but it's a good baseline!

SPMS

https://www.jacow.org/Editors/SPMSManualHome

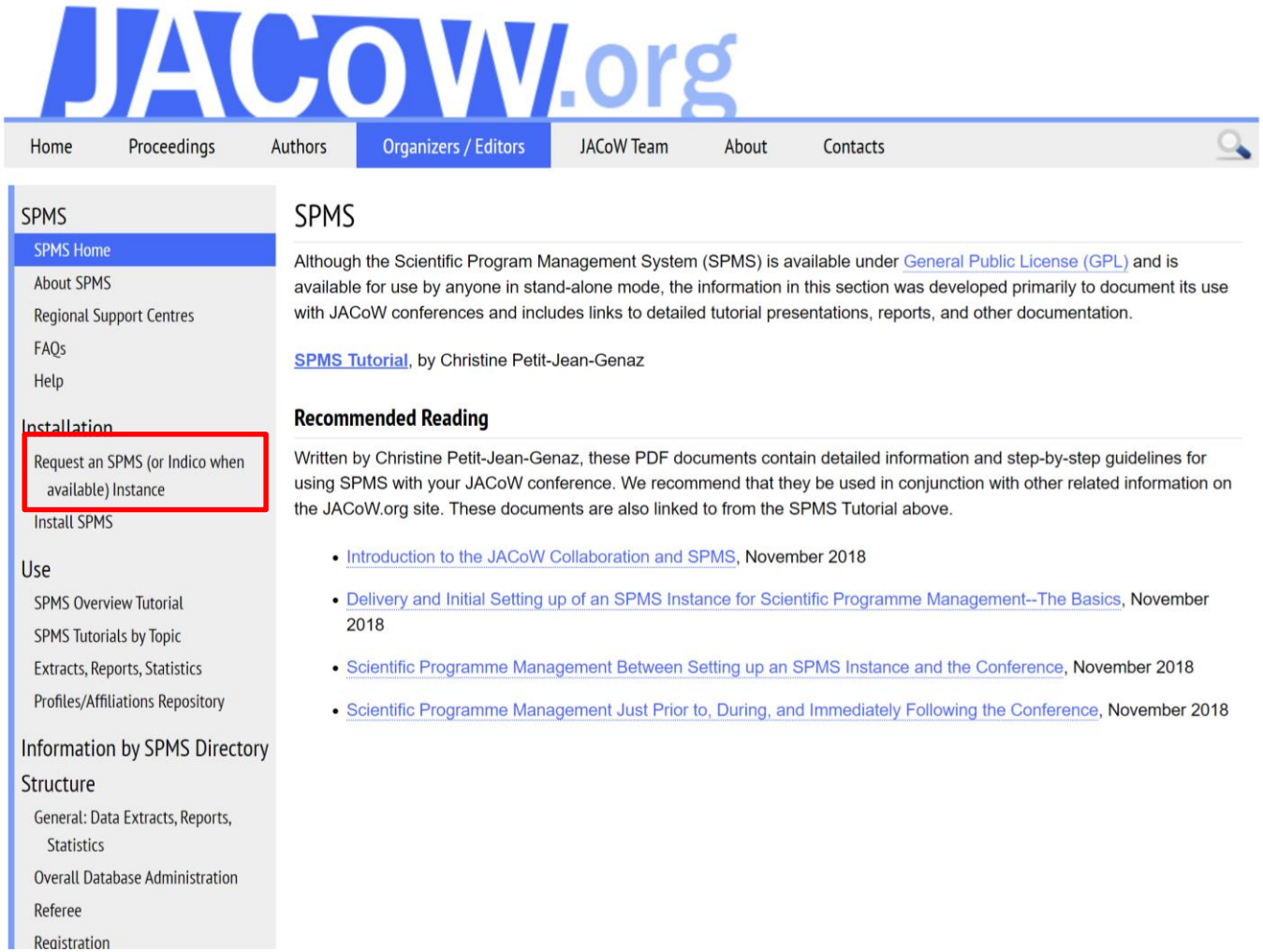
SPMS



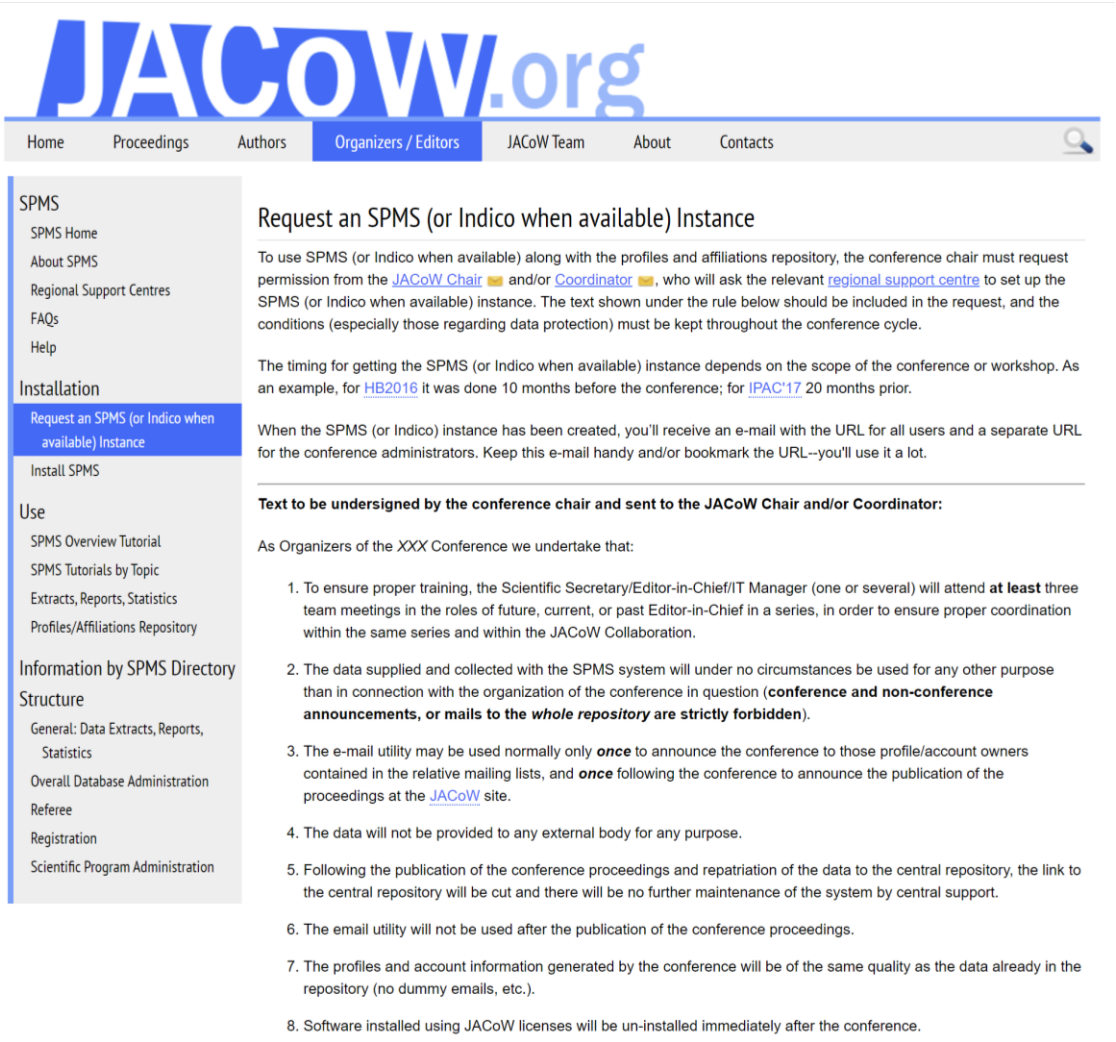
For the SPMS administrator for your conference (i.e. scientific secretary and/or editor-in-chief), these two documents were absolutely essential and explains in detail how to do most of the SPMS setup throughout the conference.

SPMS

If you haven't already done so, you will need to request and SPMS/Indico Instance for your conference.



Request an SPMS/Indico Instance



JACoW.org

Home | Proceedings | Authors | Organizers / Editors | JACoW Team | About | Contacts

SPMS
- SPMS Home
- About SPMS
- Regional Support Centres
- FAQs
- Help

Installation
- Request an SPMS (or Indico when available) Instance
- Install SPMS

Use
- SPMS Overview Tutorial
- SPMS Tutorials by Topic
- Extracts, Reports, Statistics
- Profiles/Affiliations Repository

Information by SPMS Directory Structure
- General: Data Extracts, Reports, Statistics
- Overall Database Administration
- Referee
- Registration
- Scientific Program Administration

Request an SPMS (or Indico when available) Instance

To use SPMS (or Indico when available) along with the profiles and affiliations repository, the conference chair must request permission from the JACoW Chair and/or Coordinator, who will ask the relevant regional support centre to set up the SPMS (or Indico when available) instance. The text shown under the rule below should be included in the request, and the conditions (especially those regarding data protection) must be kept throughout the conference cycle.

The timing for getting the SPMS (or Indico when available) instance depends on the scope of the conference or workshop. As an example, for HB2016 it was done 10 months before the conference; for IPAC'17 20 months prior.

When the SPMS (or Indico) instance has been created, you'll receive an e-mail with the URL for all users and a separate URL for the conference administrators. Keep this e-mail handy and/or bookmark the URL--you'll use it a lot.

Text to be undersigned by the conference chair and sent to the JACoW Chair and/or Coordinator:

As Organizers of the *XXX* Conference we undertake that:

1. 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.
2. The data supplied and collected with the SPMS system will under no circumstances be used for any other purpose than in connection with the organization of the conference in question (**conference and non-conference announcements, or mails to the *whole repository* are strictly forbidden**).
3. The e-mail utility may be used normally only ***once*** to announce the conference to those profile/account owners contained in the relative mailing lists, and ***once*** following the conference to announce the publication of the proceedings at the JACoW site.
4. The data will not be provided to any external body for any purpose.
5. Following the publication of the conference proceedings and repatriation of the data to the central repository, the link to the central repository will be cut and there will be no further maintenance of the system by central support.
6. The email utility will not be used after the publication of the conference proceedings.
7. 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.).
8. Software installed using JACoW licenses will be un-installed immediately after the conference.

The request procedure is detailed and a template for the email, which must be sent by the OC chair, outlining the terms of being a JACoW-supported conference.

All Things IT

These links are essential and should be followed carefully.

It is tempting for the LOC/OC chair to try to cut back the number of editors or computing equipment, but this will likely delay your proceedings and risk not processing all documents in time.

Editing the wiki

https://www.jacow.org/NewWeb/HomePage

This part of the wiki describes in detail how to modify pages of the wiki.

If you need to change the wiki, you will need to be a team member and have an account.

Please ensure you've read this information before you edit the wiki if you are new to it.

Lancaster University

Thank you!

Questions?