

# Navigating the Wiki, Where to Find Help

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# Disclaimer

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- 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



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## JACoW Conference Organizers and Editors


JACoW team members fill a variety of roles with different responsibilities, all of which contribute to the collaboration and ultimately to the sharing of research and development in the accelerator community. This section contains information to guide you through the various roles and tasks you might take on as a JACoW team member.

### New Conference Editors and Organizers:

We recommend starting with the Overviews, Roles, Staffing, and Timelines information on the [Running a JACoW Conference page](#). This information is aimed primarily at editors/organizers of large conferences but pertains to smaller ones as well, especially the information on conference [scaling](#).

Also on that page are links to detailed instructions and guidelines on operating the proceedings office and producing your conference proceedings.

In addition to the links at left, tutorials & presentations can be found in the relevant sections.

If you can't find what you're looking for or have suggestions, please contact [Charlie Horak](#) , web content manager. If you have questions/comments on a specific page or topic, email the contact for that page if one is listed.

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# Quick guide

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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

# JACoW.org

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

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## SiteMap for the Organizers/Editors Section

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  - ["Overview of Scientific Programme Organization and Proceedings Production"](#)
- [Organizing IPACs \(and other JACoW Events\) with SPMS: an On-Going Saga ...](#)
- [List of Roles and Responsibilities During a Large Conference](#)
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  - [Scientific Programme Management Just Prior to, During, and Immediately Following the Conference](#)
- [Scaling for Conference Size](#)
- [Life Cycle of JACoW Tools, SPMS Instance, and Publication to JACoW.org](#)

#### Detailed Instructions, Guidelines, and Recommendations


- [Information for Your Conference Website](#)

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.

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

# JACoW.org

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A search for more than one word will find pages that contain all of the words. Use quotation marks to search for a phrase. Also use quotes for text with punctuation or special characters. Searches are case insensitive.

To limit your search to a single group, enter the group name followed by a slash at the beginning of the search string (e.g., "PmWiki/" or "Site/"). To list all pages, enter a slash for the search.

### Search examples

#### Enter

apple pie  
"apple pie"  
pmwiki/apple  
"pmwiki/apple"  
apple -pie  
food -"apple pie"  
apple "-pie"  
apple - pie  
"pie:"  
"pie=tasty"  
name=\*crumble\*

#### To find pages containing

both 'apple' and 'pie'  
the phrase 'apple pie'  
'apple' in the PmWiki group of pages  
the phrase 'pmwiki/apple' in all groups of pages  
'apple', omitting those containing 'pie'  
'food', omitting those containing 'apple pie'  
the words 'apple' and '-pie'  
'apple', '-', and 'pie'  
the word 'pie' with a colon  
the phrase 'pie=tasty'  
page names containing 'crumble'

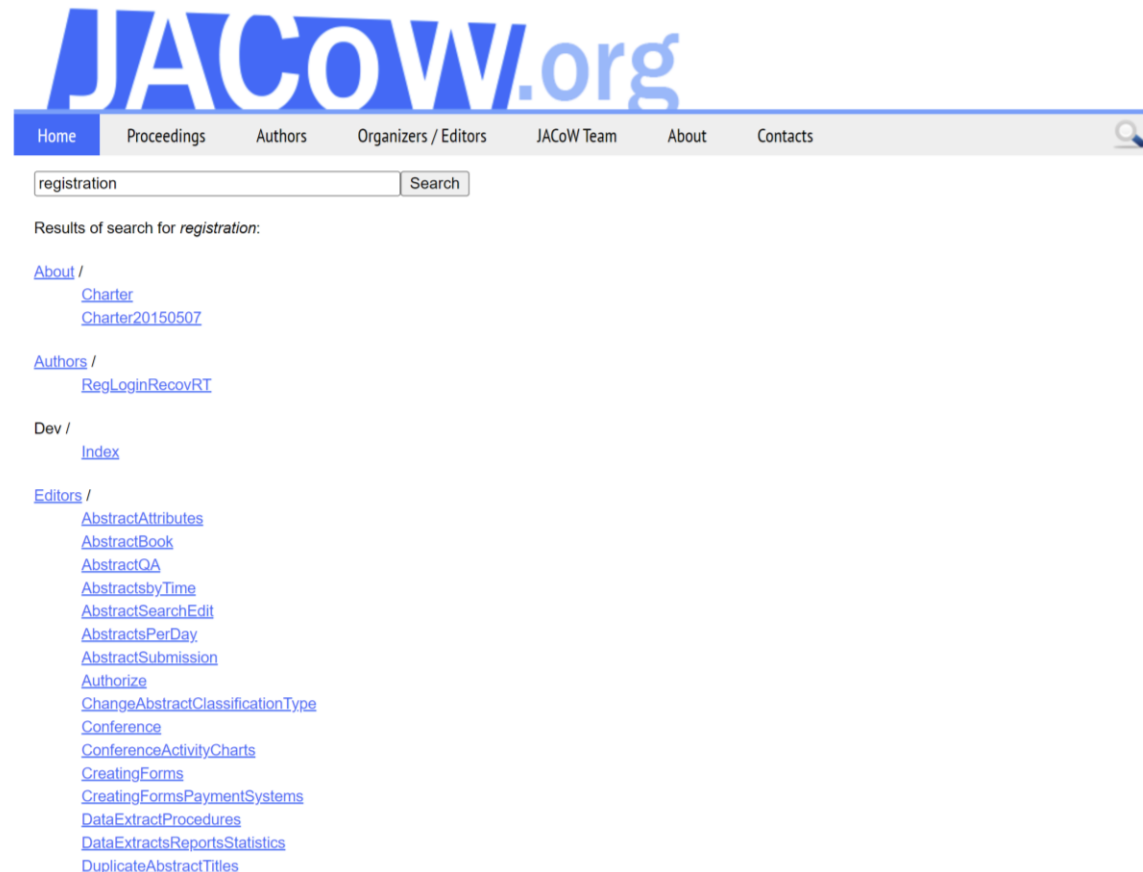
Some *special characters* need to be enclosed in quotes, including the colon (:), equals sign (=), less than (<), single quote (') and double quote(").

For *advanced searches*, [page list](#) parameters (count, name, group, fmt, link, list, order, and trail) can be entered together with the search string.

*Wild card characters*: asterisk (\*) represent zero or more characters and question mark (?) represent exactly one character.

# 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



The screenshot shows the JACOW.org website interface. At the top, the logo "JACOW.org" is displayed in large blue letters. Below the logo is a navigation bar with links for Home, Proceedings, Authors, Organizers / Editors, JACoW Team, About, and Contacts. A search bar is located below the navigation bar, containing the text "registration" and a "Search" button. The search results are listed under the heading "Results of search for registration:". The results are organized into categories: About / Charter, Charter20150507; Authors / RegLoginRecovRT; Dev / Index; and Editors / AbstractAttributes, AbstractBook, AbstractQA, AbstractsbyTime, AbstractSearchEdit, AbstractsPerDay, AbstractSubmission, Authorize, ChangeAbstractClassificationType, Conference, ConferenceActivityCharts, CreatingForms, CreatingFormsPaymentSystems, DataExtractProcedures, DataExtractsReportsStatistics, DuplicateAbstractTitles.



# Running a JACoW Conference



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[IPAC22](#)



# Running a JACoW Conference



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



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- [Life Cycle of JACoW Tools, SPMS Instance, and Publication to JACoW.org](#)

### Detailed Instructions, Guidelines, and Recommendations

- [Information for Your Conference Website](#)
- [Setting up the Proceedings Office: Ergonomics and Logistics](#)
- [Running the Proceedings Office and the Overall Processing of Papers](#)
- [Registration through SPMS](#)
- [Oral Presentation Management](#)
- [Poster Session Management](#)
- [Final Publication and Closeout](#)


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>

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## General Timelines, When and Who Does What

**Contact:** *Christine Petit-Jean-Genaz (CERN)*

**Introduction:** JACoW's Scientific Programme Management System, SPMS, has been used for close to 25 years for the organization of JACoW events. This document, updated for TM'21, includes references to Indico which will gradually be introduced to replace SPMS.

## Useful Documents Describing Conference Organisation:

Overview of Scientific Programme Organization and Proceedings Production:

<http://www.jacow.org/Editors/ScientificPrgmProceedings>

[Organizing IPACs \(and other JACoW Events\) with SPMS, An On-going Saga](#)

[Introduction to the JACoW Collaboration and SPMS](#), November 2018

[Delivery and Initial Setting up of an SPMS Instance for Scientific Programme Management--The Basics](#), November 2018

[Scientific Programme Management Between Setting up an SPMS Instance and the Conference](#), November 2018

[Scientific Programme Management Just Prior to, During, and Immediately Following the Conference](#), November 2018

Actions	C-
Request an SPMS/Indico Instance, set parameters, import classifications from previous instances	C-24-20
Composition of OC/SPC/LOC decided and entered in SPMS/Indico with privileges and roles	C-24-20

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!

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## Information by SPMS Directory

### Structure

General: Data Extracts, Reports, Statistics  
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Referee  
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## SPMS

Although the Scientific Program Management System (SPMS) is available under [General Public License \(GPL\)](#) and is available for use by anyone in stand-alone mode, the information in this section was developed primarily to document its use with JACoW conferences and includes links to detailed tutorial presentations, reports, and other documentation.

[SPMS Tutorial](#), by Christine Petit-Jean-Genaz

## Recommended Reading

Written by Christine Petit-Jean-Genaz, these PDF documents contain detailed information and step-by-step guidelines for using SPMS with your JACoW conference. We recommend that they be used in conjunction with other related information on the JACoW.org site. These documents are also linked to from the SPMS Tutorial above.

- [Introduction to the JACoW Collaboration and SPMS](#), November 2018
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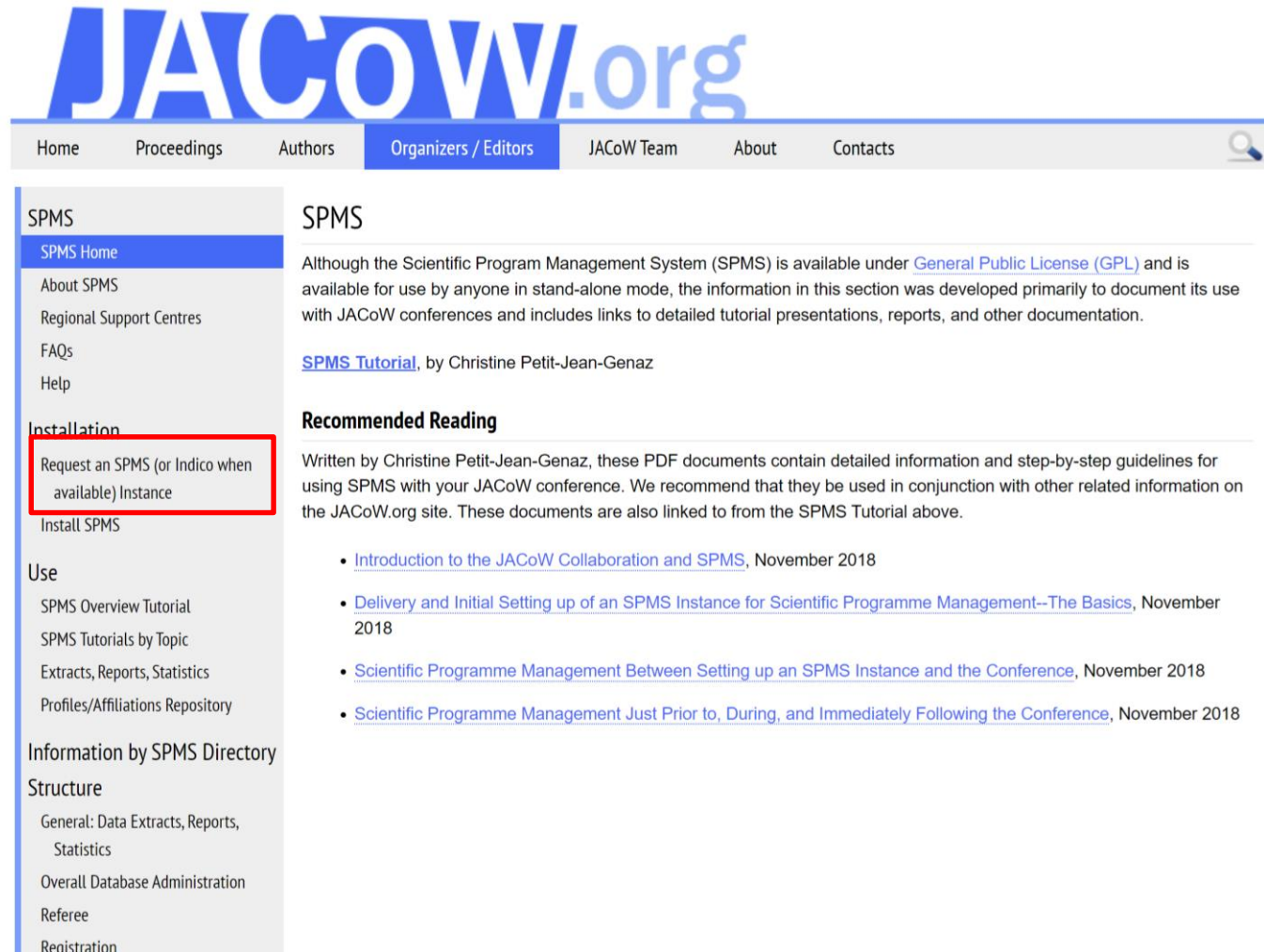
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For the SPMS administrator for your conference (i.e. scientific secretary and/or editor-in-chief), these two documents were absolutely essential and explains in detail how to do most of the SPMS setup throughout the conference.





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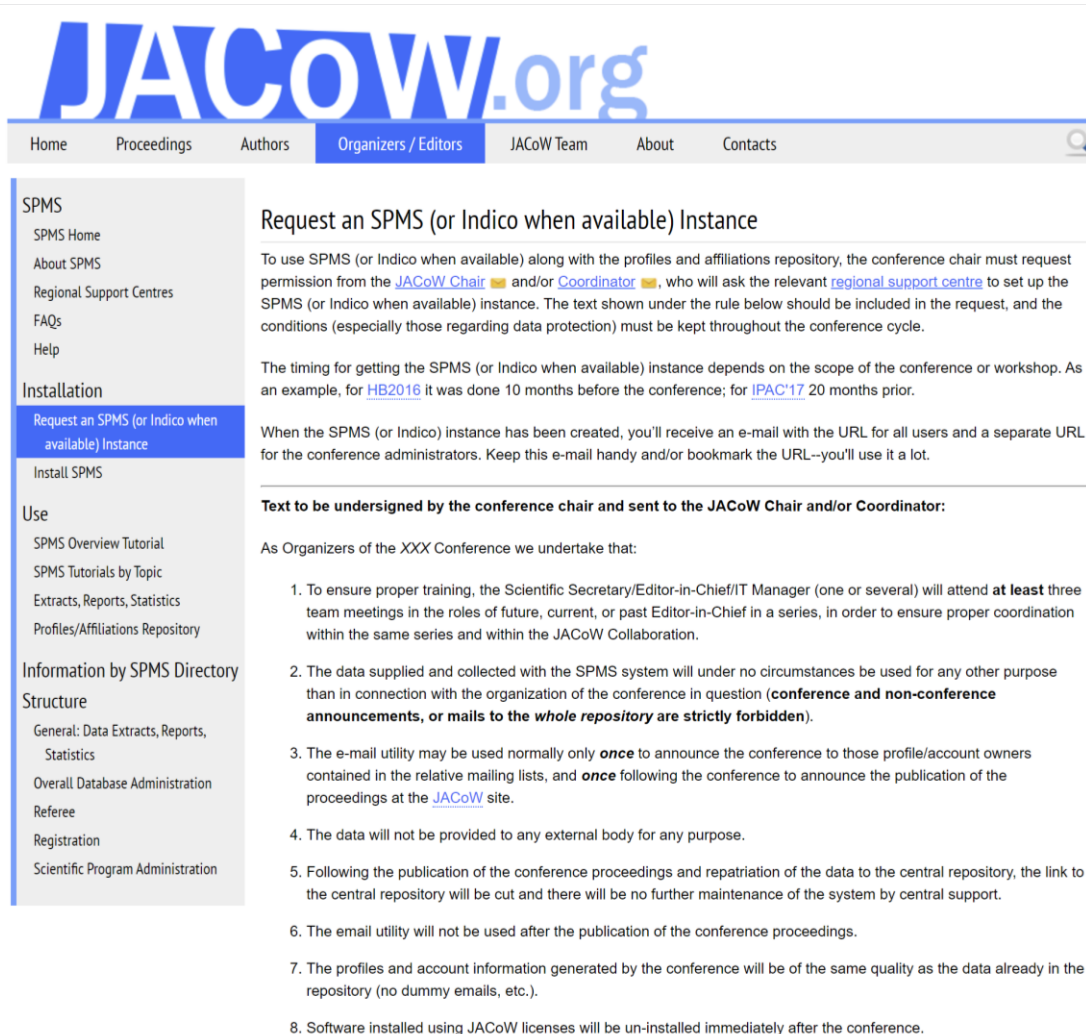
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- [Scientific Programme Management Just Prior to, During, and Immediately Following the Conference](#), November 2018

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

# Request an SPMS/Indico Instance



The screenshot shows the JACoW.org website. The main navigation bar includes Home, Proceedings, Authors, Organizers / Editors (highlighted), JACoW Team, About, and Contacts. A search icon is visible on the right. The left sidebar contains a menu with categories: SPMS (with sub-items: SPMS Home, About SPMS, Regional Support Centres, FAQs, Help), Installation (with sub-items: Request an SPMS (or Indico when available) Instance (highlighted), Install SPMS), Use (with sub-items: SPMS Overview Tutorial, SPMS Tutorials by Topic, Extracts, Reports, Statistics, Profiles/Affiliations Repository), and Information by SPMS Directory Structure (with sub-items: 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 [JPAC'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.



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## All Things IT

**Contacts:** *Johan Olander (European Spallation Source ERIC) and Raphael Mueller (GSI)*

If you know of other recent tutorials or related materials, please add them to the appropriate places on the page and create a new subheading if needed.

**Overviews: *Recommended Reading***

This presentation includes the latest information on IT for the proceedings office such as networking, hardware, software, logistics, etc. [Review Discussion Feedback from IT Setup Staff \(Raphael, Volker, Ivan, Stefano, Johan\)](#), R. Mueller, 2016 Team Meeting, Vancouver

[IT Setup Working Group](#), notes from 2017-18 Team Meeting

### Hardware

- [Recommended Hardware for the Proceedings Office](#)
- [Recommended Numbers of Author Reception Computers Based on Conference Size](#)
- [JACoW fileserver at PSI \(TM2012\)](#)

### Software

- [Software Sources: What to Get, Where, and How](#)
- [Software Tools and Requirements, Setup, and Installation Options](#)
- [Recommended Software for the Proceedings Office](#)

### Scripts

- See [Scripts](#)

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>



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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.

Thank you!

Questions?

