

Abstract

New editors for JACoW events have access to seasoned experience in proceedings offices, but training at events is less than ideal. In this presentation, I propose solutions and use new editor experience to help inform the need for more focused training and provide a crowd-sourced takeaway in the form of a word cloud. Recommendations include developing an established curriculum for training, which would be conducted by the next two IPAC organizers at team meetings, assuring the transfer of consistent knowledge. The hosting IPAC country would then host a virtual refresher about two weeks before the IPAC event. Time at team meetings for seasoned members could then be devoted to working group activities.

In this way, organizers work together to acquire and transfer knowledge and arrive on the IPAC scene with greater confidence and efficiency for the proceedings office.

Other recommendations:

- Have a room monitor to manage work, help answer questions, assign tasks, reassign people better suited for other work
- Recruit more LaTeX editors
- Pair experience with newbies
- Incentivize amount of papers done, fewest rejections, best quality
- Spend more time discussing an example workflow
- Provide one-page desktop resource with links to vital resources for newcomers and example workflow as well as a one-page list of edits to prioritize
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Title: *Perspectives from a new editor/collaboration member*

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