

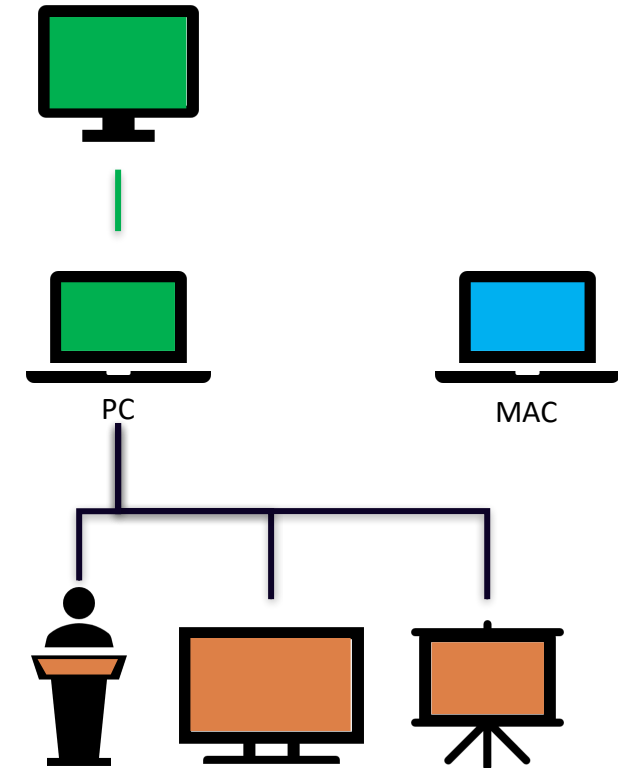
Running a successful Speaker Ready Room

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JACoW Team Meeting, Taiwan
November 2023



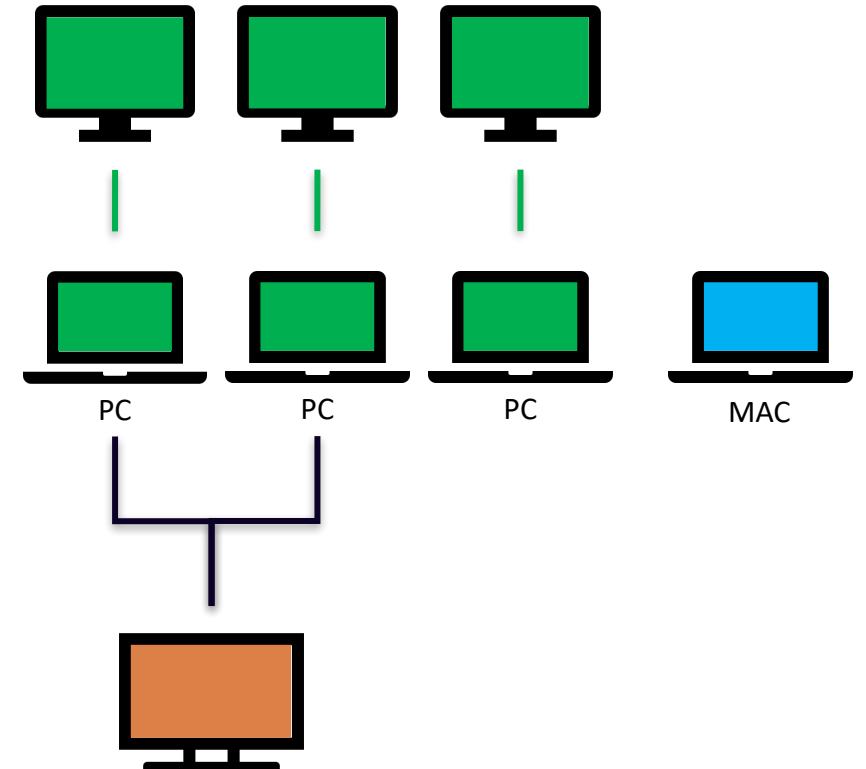
Equipment at IPAC'22

- 1 windows laptop identical to the one on the stage
- 1 mac laptop as a backup to present mac files
- 1 external monitor for the laptops
 - Where you could see the powerpoint speaker view screen.
 - Duplicate screen of the windows laptop
- 1 podium replica, with an integrated screen (> 40")
 - Where you could see the slides
 - Extended screen of the windows laptop.
 - There was a HDMI splitter to connect to replicate this screen also on the TV and projector
 - In the real podium the speaker would see the PowerPoint speaker view screen
- 1 TV next to the podium for the slides
- 1 projector for the slides
- 2 iMac for the speakers to fix their presentations
- 2 desktop windows PCs for the speakers
- Cabled networking



Equipment at IPAC23

- 3x Windows laptops identical to the ones on the presentation rooms
 - with external 27" monitor, mouse and keyboard (US)
 - Used by presentation managers (2+1backup)
- 1 Macbook Pro for backup
- TV 55" connected to 2 laptops with 2 HDMI
- Laser Pointers
- 1 Desktop with 27" monitor, mouse and keyboard (US)
 - For speakers to work on slides/upload them
- 1 Laser color printer with scanner
- 1 Desktop as IT server for backups
- 1 Gb/s ethernet network
- Empty chairs, tables, free grid plugs



Workflow

1. The author **uploads** the presentation to Indico
2. They then must **come to the speaker ready room**
3. The latest version of the presentation is **downloaded** into the **laptop** for presentations
4. The presentation is **checked** for graphical problems
 1. If there are problems the author can upload a new version
5. The checked presentation is **put on a shared network folder**
 1. With correct naming convention
 2. One subfolder per session
 3. The *director* of the session will use the files from the shared folder to project them on the stage
 4. Can be used to share external videos and instructions on how to play them (readme files)
6. If the author makes some changes to the slides, he uploads the new version and he **MUST** come back to the speaker ready room to inform about the new version
 1. This is then downloaded and put on the shared folder, removing the old one



Presentation Manager

1. Two people are enough to meet the authors
 1. But more people are required for IT and managing tasks
 2. Prepare the PC setup so that two speakers can be «served» simultaneously
2. Daily workflow
 1. Print the list of daily talks and bring it to the audio / video direction
 2. Write an email to the missing speakers for the next day
 3. A manager should be appointed for these tasks
3. All the presentation managers must be autonomous
 1. Eg: know the required passwords

Tools

1. Slide Summary

1. A web page from Stefano Deiuri with the list of all talks for each day
2. Can be used as a reference
3. Contains authors, talk title, room and time slot, **link to Indico**
4. You can mark a talk as processed

CWS IPAC'23 Slides stefano.deiuri@elettra.eu

Showing 1 to 15 of 15 entries

Order	Time	Code	Room	Type	Title	Presenter
01	09:40	MOXD1	SalaDarsena	Invited Oral	Performance with the upgraded LHC injectors	Malika Meddahi - European Organization for Nuclear Research
02	10:10	MOXD2	SalaDarsena	Invited Oral	Elettra2.0 – Italy's lightsource for science and outreach	Emanuel Karantzoulis - Elettra-Sincrotrone Trieste S.C.p.A. [OK]
03	11:10	MOYD1	SalaDarsena	Invited Oral	LCLS-II commissioning results	Axel Brachmann - SLAC National Accelerator Laboratory [OK]
04	11:40	MOYD2	SalaDarsena	Invited Oral	LIPAc (Linear IFMIF Prototype Accelerator) beam commissioning & future plans	Kazuo Hasegawa - National Institutes for Quantum Science and Technology [OK]
05	12:10	MOYD3	SalaDarsena	Invited Oral	R&D in super-conducting RF: thin film capabilities as a game changer for future sustainability	Claire Antoine - Commissariat à l'Energie Atomique
06	14:30	MOZD1	SalaDarsena	Invited Oral	Laser-plasma acceleration beyond the diffraction and dephasing limits	Cedric Thauray - Laboratoire d'Optique Appliquée [OK]
07	15:00	MOZD2	SalaDarsena	Invited Oral	EuPRAXIA and its Italian construction project	Massimo Ferrario - Istituto Nazionale di Fisica Nucleare [OK]
08	14:30	MOZG1	SalaGrande	Invited Oral	Electron beam test facilities for novel applications	Deepa Angal-Kalinin - Science and Technology Facilities Council [OK]
09	15:00	MOZG2	SalaGrande	Invited Oral	Predicting collective dynamics and instabilities in storage ring light sources	Ryan Lindberg - Argonne National Laboratory
10	15:30	MOOD1	SalaDarsena	Contributed Oral	Time-drift aware RF optimization with machine learning techniques	Ralitsa Sharankova - Fermi National Accelerator Laboratory
11	15:50	MOOD2	SalaDarsena	Contributed Oral	Intelligent online optimization in X-ray free-electron lasers	Zihan Zhu - Shanghai Institute of Applied Physics
12	16:10	MOOD3	SalaDarsena	Contributed Oral	Efficient tuning of particle accelerator emittance via Bayesian algorithm execution and virtual objectives	Ryan Roussel - SLAC National Accelerator Laboratory [OK]
13	15:30	MOOG1	SalaGrande	Contributed Oral	X-band activities at INFN-LNF	Fabio Cardelli - Istituto Nazionale di Fisica Nucleare [OK]
14	15:50	MOOG2	SalaGrande	Contributed Oral	An experimental setup for PIXE/PIGE analysis in a medical cyclotron at TENMAK-NUKEN	Gorkem Turemen - Turkish Energy, Nuclear and Mineral Research Agency [OK]
15	16:10	MOOG3	SalaGrande	Contributed Oral	Additive manufacturing of copper RF structures for particle accelerator applications	Sergey Kurennoy - Los Alamos National Laboratory [OK]

2023-05-08, Monday 34% 2023-05-09, Tuesday 2023-05-10, Wednesday 2023-05-11, Thursday 2023-05-12, Friday

Tools

1. Slide Summary

2. Indico

1. Contains file uploaded by speakers
2. Presentation Managers can add comments to keep track of the status of the review (eg: authors will update slides and come back).
3. Comments can be visible (or not) to speakers
4. We ask for permission to publish slides
5. After the talk, the **slide editors** edit and approve the slides

IPAC'23 - 14th International Particle Accelerator Conference

Two-dimensional electron beam size measurements with X-ray Heterodyne Near Field Speckles #5 WEYD1

Accepted

Mirko Siano submitted for the contribution [Two-dimensional electron beam size measurements with X-ray Heterodyne Near Field Speckles](#)

Giovanni Savarese is the assigned editor ([unassign](#))

#1 - Mirko Siano has submitted files · May 9, 2023 9:07 AM

Modified files for the proceedings	PDF	Source file
<i>No files uploaded</i>	WEYD1_talk.pdf	WEYD1_talk.pptx

QA01: QA Approved [Download ZIP](#)

Caitlin Hoffman left a comment · May 9, 2023 2:14 PM
The presenter has reviewed and approved the presentation

Caitlin Hoffman left a comment · May 9, 2023 2:14 PM
The presenter approved slides to be published.

Giovanni Savarese (editor) has accepted this revision · May 10, 2023 11:39 AM
Dear speaker, we checked the PDF file and it is perfect.

Indico System left a comment · July 5, 2023 11:25 AM
This revision has passed QA.



Tools

1. Slide Summary
2. Indico
3. Countdown timer
 1. Application shown in front of the speaker
 2. It is important to show them how it works

Tools

1. Slide Summary
2. Indico
3. Countdown timer
4. Mail address
 1. To write directly to the speakers for announcements
 2. If you write a comment on Indico they receive a mail with «You have a new comment»
 3. Useful to find missing speakers

Tools

1. Slide Summary
2. Indico
3. Countdown timer
4. Mail address
5. Local server
 1. To share a SMB folder
 2. Both the presentation managers and the presenter PC are connected
 3. Remember to backup everything!!

Tools

1. Slide Summary
2. Indico
3. Countdown timer
4. Mail address
5. Local server
6. Macbook
 1. In case someone has a file only compatible with Mac
 2. Very rare

Tools

1. Slide Summary
2. Indico
3. Countdown timer
4. Mail address
5. Local server
6. Macbook
7. USB pen / Adapters / Cables
 1. Keep some spare devices

Laser Pointer

1. Show the laser pointer to the speaker so that they know how to use it
2. Which kind of laser pointer to use?
 1. Real laser pointers are not much visible and cannot be used with remote presentations
 2. Usually they have a short range to the bluetooth receiver
 3. There are virtual laser pointers but they introduce more complexity and the range is even shorter
 4. Professional ones are simple but limited in functionality
 5. Explain the requirements to the Audio/Video company



Software

- The same software as the Proceeding Office is required
 - Power Point & Office
 - Adobe Acrobat Pro
 - A Browser
 - Printer drivers
 - Video Player -> check with the presenter how to play video
 - Embedded on the powerpoint with or without autoplay
 - External program, so that someone has to start the video
- Install them on all PCs, including the one for the speakers