

# JACoW ANNUAL TEAM MEETING 2024 WELCOME, WITH ROADMAP

Meghan McAteer, HZB

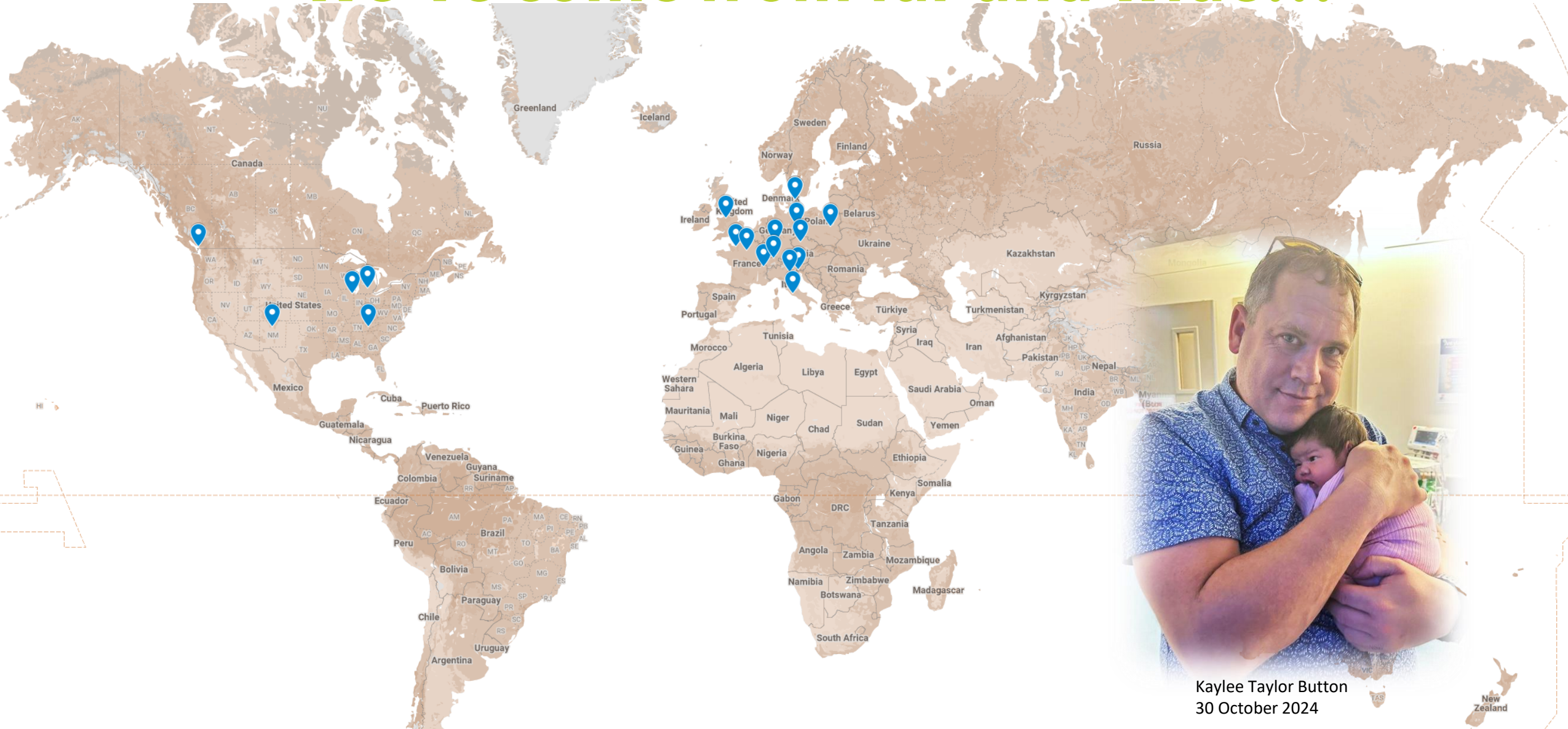
JACoW Annual Team Meeting 2024, Deauville, France



# We've come from far and wide...



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Kaylee Taylor Button  
30 October 2024

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# ...but why exactly are we here?

# Two main objectives of JACoW Annual Team Meetings:

- 1. Meeting of subject-matter experts for development work**
- 2. Knowledge transfer which enables newcomers to produce proceedings**

# The agenda at a glance



# Today

<b>Welcome from GANIL</b>	<i>Dr Hanna Franberg Delahaye</i>
<i>Batman, C.I.D Deauville</i>	14:00 - 14:15
<b>Welcome, with roadmap for this meeting</b>	<i>Meghan McAteer</i>
<i>Batman, C.I.D Deauville</i>	14:15 - 14:30
<b>What is JACoW? Past, present, and future of the collaboration</b>	<i>Meghan McAteer</i>
<i>Batman, C.I.D Deauville</i>	14:30 - 14:50
<b>General overview of producing JACoW proceedings</b>	<i>Johan Olander</i>
<i>Batman, C.I.D Deauville</i>	14:50 - 15:20
<b>Activity Report of the Regional Support Centres</b>	<i>Ronny Billen</i>
<i>Batman, C.I.D Deauville</i>	15:20 - 15:40
<b>Coffee Break</b>	
<i>Batman, C.I.D Deauville</i>	15:40 - 16:10
<b>Pre-TM Summary Report</b>	<i>Meghan McAteer</i>
<i>Batman, C.I.D Deauville</i>	16:10 - 16:30
<b>JACoW voting info and introductions from candidates</b>	<i>Ronny Billen</i>
<i>Batman, C.I.D Deauville</i>	16:30 - 17:00
<b>Setup of personal laptops to use for hands-on tutorials</b>	<i>Raphael Mueller</i>
<i>Batman, C.I.D Deauville</i>	17:00 - 17:30
<b>Closing session, questions, open discussion</b>	<i>Meghan McAteer</i>
<i>Batman, C.I.D Deauville</i>	17:30 - 17:45

Reception/poster session - At the casino gallery C.I.D

# Wednesday

09:00	<b>Feedback session and summary of day before</b> <i>Batman, C.I.D Deauville</i>	<i>Dr Meghan McAteer</i> 09:00 - 09:10
	<b>JACoW-Indico Scientific Program Management</b> <i>Batman, C.I.D Deauville</i>	<i>Petr Anisimov</i> 09:10 - 09:35
	<b>Trends in paper submission: Types, problems, quality control advice</b> <i>Batman, C.I.D Deauville</i>	<i>Volker RW Schaa</i> 09:35 - 09:55
10:00	<b>Proceedings Office Workflow</b> <i>Batman, C.I.D Deauville</i>	<i>Dr Ivan Andrian</i> 09:55 - 10:15
	<b>Coffee Break</b> <i>Espace Côté Royal, C.I.D Deauville</i>	10:15 - 10:45
	<b>Reference &amp; citations, rules &amp; styles</b> <i>Batman, C.I.D Deauville</i>	<i>Jan Chrin</i> 10:45 - 11:05
11:00	<b>CatScan tool and JACoW reference search tool</b> <i>Batman, C.I.D Deauville</i>	<i>Joshua Peters</i> 11:05 - 11:40
	<b>IT management for a conference: software requirements, setup, and installation specifications</b> <i>Batman, C.I.D Deauville</i>	<i>Mr Robert Saethre</i> 11:40 - 12:10

13:00	<b>Batman, C.I.D Deauville</b>	12:10 - 13:10
	<b>Editing with Word</b> <i>Batman, C.I.D Deauville</i>	<i>Ms Lin Bian</i> 13:10 - 13:40
	<b>Intro to editing with LaTeX</b> <i>Batman, C.I.D Deauville</i>	<i>Jaeyu Lee</i> 13:40 - 14:10
14:00	<b>Advanced editing with LaTeX</b> <i>Batman, C.I.D Deauville</i>	<i>Jan Chrin</i> 14:10 - 14:50
	<b>How to edit transparencies - a saga coloured by GIFs and movies (V)</b> <i>Batman, C.I.D Deauville</i>	<i>Kent Wootton</i> 14:50 - 15:20
15:00	<b>Coffee Break</b> <i>Batman, C.I.D Deauville</i>	15:20 - 15:50
	<b>Editing PDFs with Acrobat and Pitstop</b> <i>Batman, C.I.D Deauville</i>	<i>Raphael Mueller</i> 15:50 - 16:10
	<b>Developments in reference formatting with LaTeX</b> <i>Batman, C.I.D Deauville</i>	<i>Zhichu Chen</i> 16:10 - 16:25
	<b>Running a successful Speaker Ready room</b> <i>Batman, C.I.D Deauville</i>	16:25 - 16:45
	<b>Generating proceedings with Indico</b> <i>Batman, C.I.D Deauville</i>	<i>Dr Ivan Andrian</i> 16:45 - 17:05
17:00	<b>Perspectives from a newer collaboration member</b> <i>Batman, C.I.D Deauville</i>	<i>Sumner Brown Gibbs</i> 17:05 - 17:35
	<b>Closing session, questions, open discussion</b> <i>Batman, C.I.D Deauville</i>	<i>Johan Olander</i> 17:35 - 17:55



# Thursday

09:00	<b>Part I: Tutorial - working through an example conference</b>	
	<i>Batman, C.I.D Deauville</i>	09:00 - 10:45
	<b>Coffee Break</b>	
11:00	<i>Espace Côté Royal, C.I.D Deauville</i>	10:45 - 11:15
	<b>Part II: Tutorial - working through an example conference</b>	
	<i>Batman, C.I.D Deauville</i>	11:15 - 12:25
	<b>Lunch (time and place TBC)</b>	

14:00	<b>Election</b>	<i>Ronny Billen</i>
	<i>Batman, C.I.D Deauville</i>	13:55 - 14:05
	<b>Part III: Tutorial - working through an example conference</b>	
15:00	<i>Batman, C.I.D Deauville</i>	14:05 - 15:45
	<b>Coffee Break</b>	
16:00	<i>Batman, C.I.D Deauville</i>	15:45 - 16:15
	<b>Part IV: Tutorial - working through an example conference</b>	
17:00	<i>Batman, C.I.D Deauville</i>	16:15 - 17:10
	<b>Closing session, questions, open discussion</b>	
	<i>Batman, C.I.D Deauville</i>	17:10 - 17:30

18:00

**Dinner - Novotel Plage**

# Friday

09:00	<b>Feedback session and summary of day before</b> <i>Batman, C.I.D Deauville</i>	09:00 - 09:10
	<b>Indico support: who to ask for help, when and how you could help yourself</b> <i>Batman, C.I.D Deauville</i>	<i>Ivan Andrian</i> 09:10 - 09:40
	<b>Indico activities and future directions</b> <i>Batman, C.I.D Deauville</i>	<i>Duarte Galvão</i> 09:40 - 10:10
10:00	<b>JACoW-Indico conference tools and information screens</b> <i>Batman, C.I.D Deauville</i>	<i>Mr Stefano Deiuri</i> 10:10 - 10:25
	<b>Coffee Break</b> <i>Espace Côté Royal, C.I.D Deauville</i>	10:25 - 10:55
11:00	<b>[]</b> <i>Batman, C.I.D Deauville</i>	10:55 - 11:15
	<b>Summary from the Rapporteur</b> <i>Batman, C.I.D Deauville</i>	<i>Jui-Che Huang</i> 11:15 - 11:35
	<b>Questions, feedback, closing</b> <i>Batman, C.I.D Deauville</i>	11:35 - 12:00
12:00	<b>Lunch</b> <i>Batman, C.I.D Deauville</i>	12:00 - 13:00

**Many thanks to  
our GANIL hosts  
and to everyone for joining  
us here!**