JACoW.org

General overview of producing JACoW proceedings
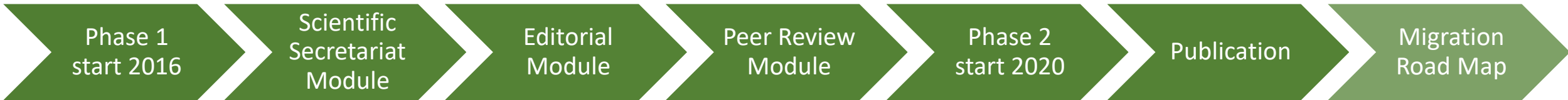
A reference to the coming topics from a timing perspective

From 2022 - Indico SPMS Merger

Phase 1 start 2016	Scientific Secretariat Module	Editorial Module	Peer Review Module	Phase 2 start 2020	Publication	Migration Road Map

- Phase 1 of project has concluded; full specifications are available at https://codimd.web.cern.ch/s/d2XPNF5L9

- Significant progress during the pandemic
  - Scientific secretariat testing carried out during 2021
  - Editorial testing started, to be concluded

- During Team meeting 2021 a priority list was agreed between the Indico team and JACoW, which is captured in phase 2

- Phase 2 project closure expected 2023, with 1 FTE provided from Indico

From 2023: Indico SPMS Merger

Phase 1 start 2016	Scientific Secretariat Module	Editorial Module	Peer Review Module	Phase 2 start 2020	Publication	Migration Road Map

- FEL successful "beta" test for Indico as the primary JACoW tool
- IPAC'23 first major conference
  - Using Indico
  - New mobile appliction based on Indico
  - Proceedings will be generated with new tool
- Phase 2 project closure still expected 2023, with 1 FTE provided from Indico.
- No more SPMS conferences will be created, currently there are 6 that are in planning

Indico SPMS Merger

Phase 1 start 2016	Scientific Secretariat Module	Editorial Module	Peer Review Module	Phase 2 start 2020	Publication	Migration Road Map

- IPAC'23 second conference executed in Indico
  - Published with CAT tool
- Only remaining item to migrate is the last SPMS instance, commonly referred to as the Central Repository

Indico SPMS Merger

Phase 1 start 2016	Scientific Secretariat Module	Editorial Module	Peer Review Module	Phase 2 start 2020	Publication	Migration Road Map	Central Repository replacement

- First conference published with CAT tool by the local editor
- Work ongoing to migrate the Central Repository
  - Use cases validated
  - Targeted towards the end of this year
- Peer Review module still not complete, not used past IPAC

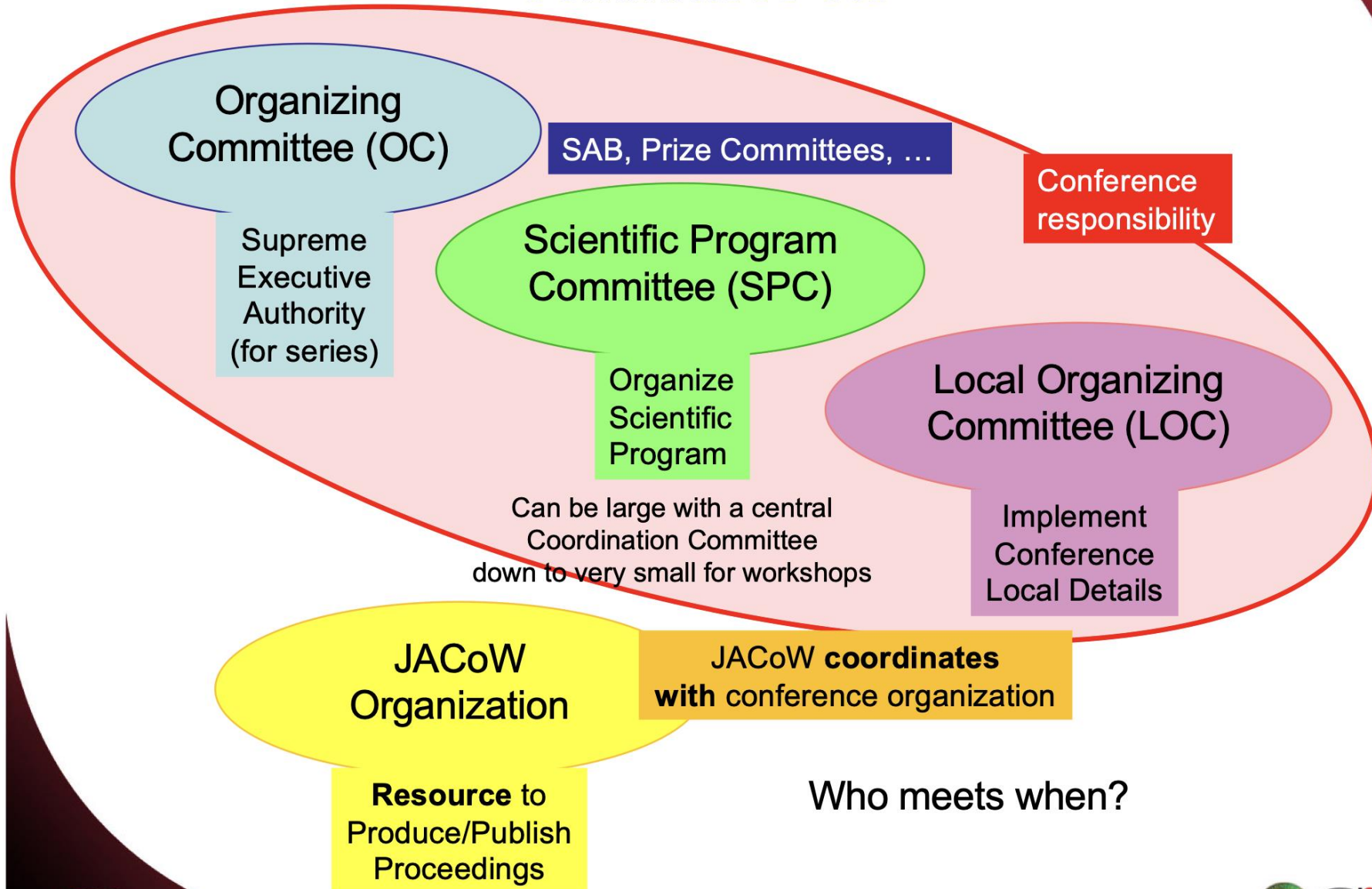# General overview of producing JACoW proceedings

A reference to the coming topics from a timing perspective

Not all conferences or workshops are the same

- Here I present some commonalities among many member JACoW conferences and workshops
  - The best authority for how things are done for any given series is someone who has done it before
    - Consistent with the JACoW continuity model
  - Caveat audientia: Your presenter has (strong) IPAC biases

- Many meetings can be (and often are) supplanted by
  - informal organizational processes
  - Phone calls, meetings at other conferences, email, etc

- In the acronym of Larry Wall (designer of Perl): TMTOWTDI

(There's More Than One Way To Do It)
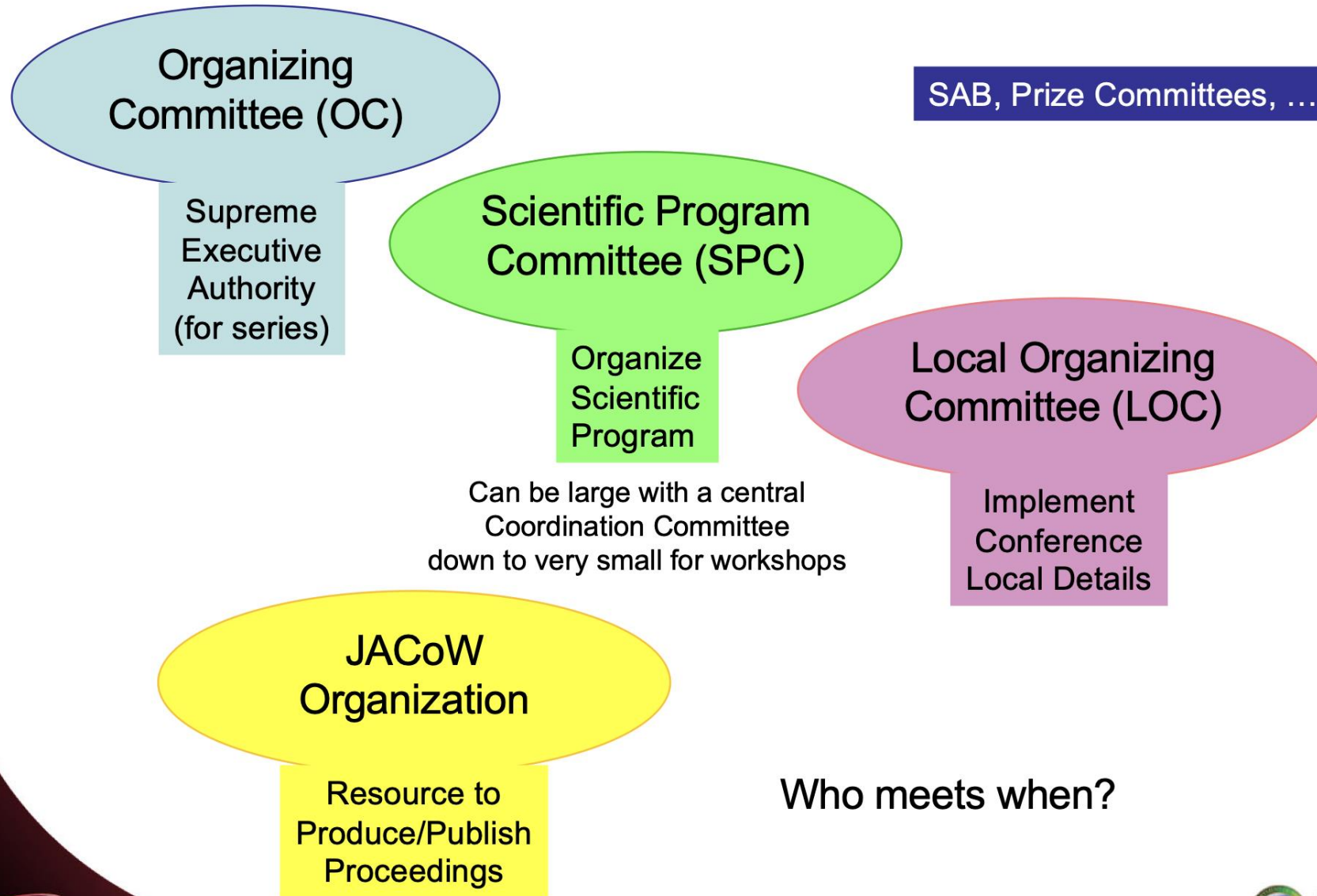
- • (Don't even get me started on TMTOWTDIBSCINABTE)

Committees etc

Organizing Committee (OC)

SAB, Prize Committees, …

Conference responsibility

Supreme Executive Authority (for series)

Scientific Program Committee (SPC)

Organize Scientific Program

Local Organizing Committee (LOC)

Can be large with a central Coordination Committee down to very small for workshops

Implement Conference Local Details

JACoW Organization

JACoW **coordinates with** conference organization

Resource to Produce/Publish Proceedings

Who meets when?

Committees etc

Organizing Committee (OC)

Supreme Executive Authority (for series)

SAB, Prize Committees, …

Scientific Program Committee (SPC)

Organize Scientific Program

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Local Organizing Committee (LOC)

Implement Conference Local Details

JACoW Organization

Resource to Produce/Publish Proceedings

Who meets when?

Committees and Chronology

- The **OC** meets at least once before the conference
  - Tours venue, provides conference mandate, etc
- The **SPC** meets several (~3) times before the conference
  - Advises SPC chair on classifications
  - Organize scientific program, schedule, synoptic table
  - Recommends, selects, invites invited oral contributions
  - Selects contributed oral contributions from submitted abstracts
  - Balance scientific program: topic, geography, gender

- The **LOC** meets *many* times before the conference
  - Organizes all venue and local items
  - Organizes workforce, budget, registration, web pages, IT, etc

JACoW **interacts** with portions of all three committees

The OC agrees to JACoW Policies

- Abide by SPMS/Indico agreement (signed by conference chair)
- Editors (and preferably also IT) participate in JACoW Team Meetings for least a three-year cycle
  - Maintains continuity, distributes load and information
- JACoW publishing constraints as detailed at JACoW.org

The SPC organizes much of its work through **Indico**

- Recommendations for and voting on invited speakers
- Abstract submission
- Recommendations for and voting on contributed speakers

- Scientific program organization, including statistical balance
- Paper and presentation submission
- Email organization/tracking with authors and committee members

JACoW's Relationship to Committees: LOC

LOC has greatest interaction with JACoW

- Personnel and resource management, and budgets, are

LOC responsibilities

- There are many, many roles before, during, and after the conference that are necessary to support the final JACoW objective of producing quality proceedings in timely fashion

- (SPMS/Indico DBA)
- Scientific Secretariat
- Conference IT
- Editor / QA
- Transparency Editor

- Poster Session Manager
- Exhibition Manager
- Referees
- Student Session Organizer
- Conference Administrator

- Editor / Editorial Board
- Repository Manager
- Author Reception
- Presentations Manager
- Registration Manager
- Registration Staff
- Conference Webmaster
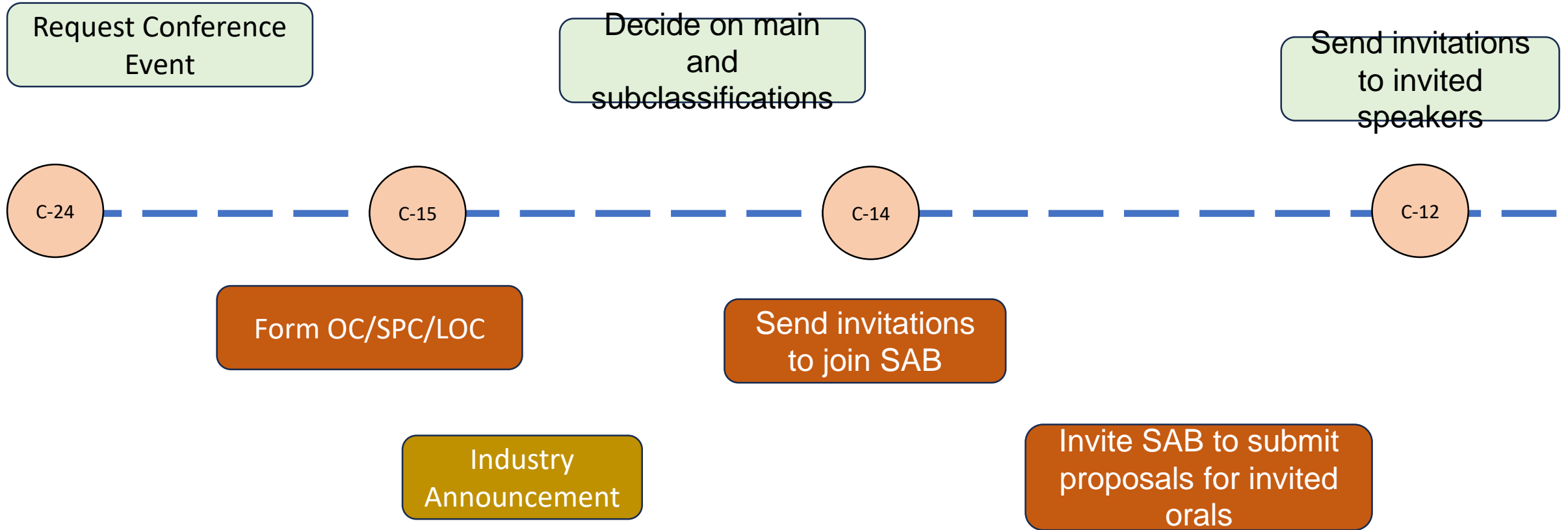
~24 Months before

Request Conference Event

Decide on main and subclassifications

Send invitations to invited speakers

C-24 --- C-15 --- C-14 --- C-12

Form OC/SPC/LOC

Send invitations to join SAB

Industry Announcement

Invite SAB to submit proposals for invited orals

~24 Months before

JACoW.org

Request Conference Event

Decide on main and subclassifications

Send invitations to invited speakers

The JACoW Events Manager, or a JACoW Officer with Admin privileges on the JACoW-Indico site creates JACoW-Indico instances (events) upon receipt of a formal request to the JACoW Chair or Coordinator.

https://ipac-docs.jacow.org/InitialSetup/intro/

Many JACoW accelerator conferences have adopted a combination of **Main** plus **Sub-classifications** to enable a finer tuning of content, facilitating the scheduling of posters across numerous sessions and days.

https://ipac-docs.jacow.org/InitialSetup/mgmt_area_02/

C-24

C-15

C-14

C-12

~12 Months before

Abstract submission deadline

Set up an Editor PC

Call for abstracts

Initial QA

Invite proceedings office staff

C-12

C-10

C-9

C-4

SPC2

Deadline for Prize and Student Grant Applications

SPC3

Industry Exhibition Registration
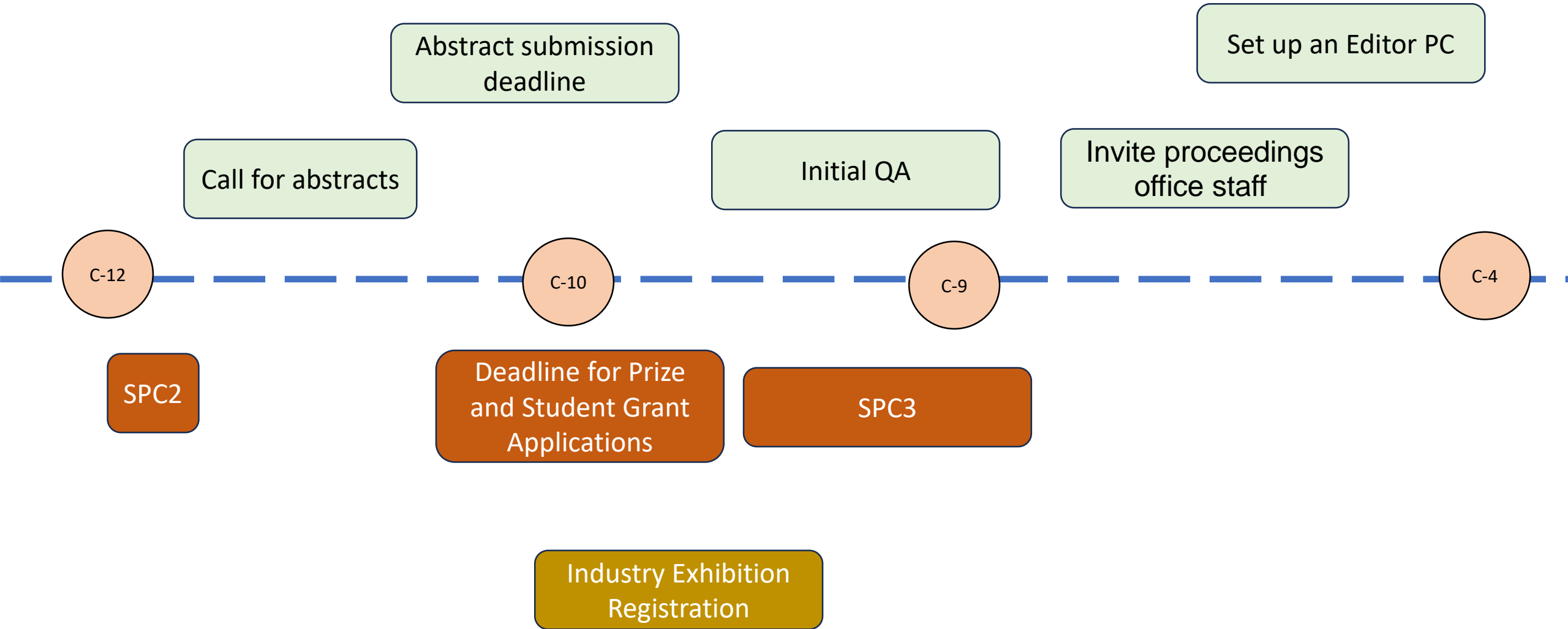
~12 Months before

Abstract submission deadline

Initial QA

Set up an Editor PC

Conference programmes are generally composed of three types of presentation: *Invited Oral*, *Contributed Oral* and *Poster*.

https://ipac-docs.jacow.org/InvitedOrals/intro/#normal-ipac-workflow

https://ipac-docs.jacow.org/InvitedOrals/SPCtrackreview/

Prior to handing over all proposals to the SPC to decide contributed oral presentations, the Scientific Secretariat/Editor-in-Chief/Admin quality assures all proposals. In JACoW jargon this is known as Abstract Initial QA.

https://ipac-docs.jacow.org/ContributedAbstracts/SSinitialQA/

This is documented, but not in a central location. Raphael will give a talk on the topic, and you have all received an email to prepare your computer as well
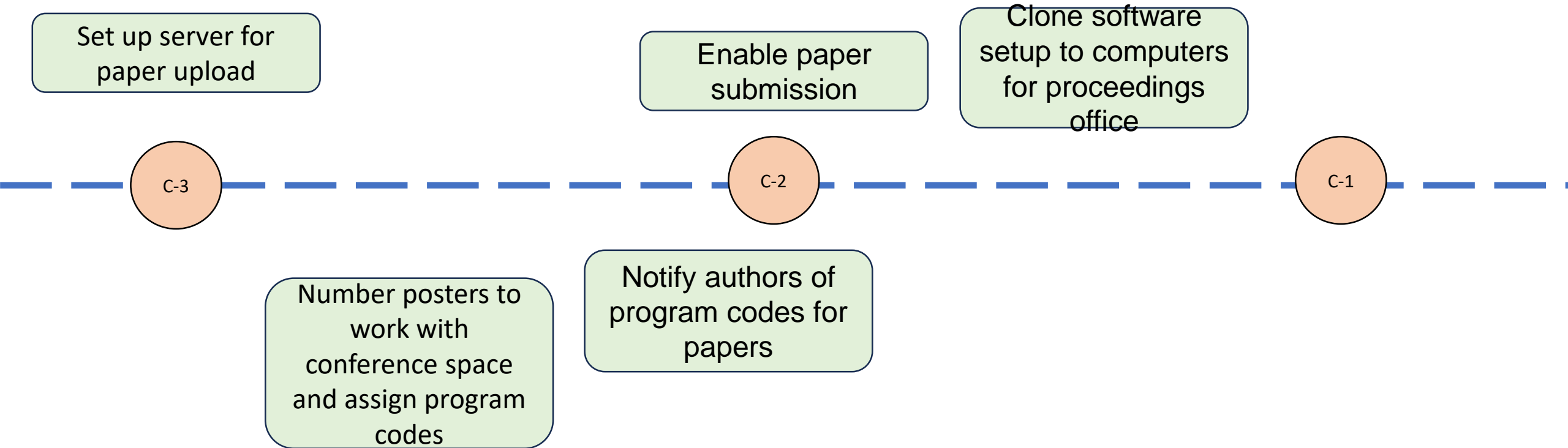
In the future, it should be published: https://docs.jacow.org

C-12

C-10

C-9

C-4

~3 Months before

Set up server for paper upload

Enable paper submission

Clone software setup to computers for proceedings office

C-3

C-2

C-1

Number posters to work with conference space and assign program codes

Notify authors of program codes for papers

~3 Months before

Set up server for paper upload

...mber posters to work with conference space and assign program...

Notify authors of program codes for papers

Enable paper submission
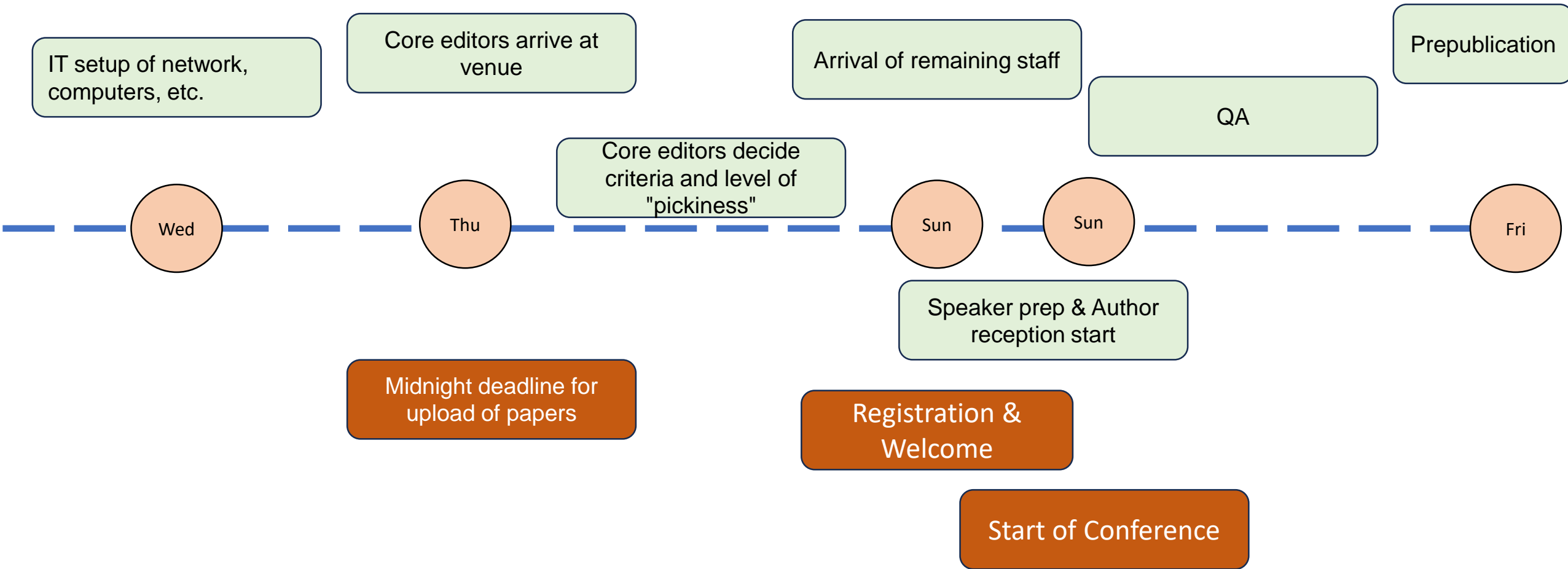
Clone software setup to computers for proceedings office

Indico replaces the JACoW File server(s) and hosts all submissions.

https://ipac-docs.jacow.org/Paper/submit/#submission-of-files-for-general-jacow-editing-and-publication

Programme codes are used as a unique identifier for a contribution scheduled in the scientific programme. The programme code has until now been used to:
•to provide when/what/where information
•to name the files uploaded for contributions to the proceedings
•for assigning DOIs

https://ipac-docs.jacow.org/InvitedOrals/SSpcodes/

C-3

C-2

C-1

During the Conference

IT setup of network, computers, etc.

Core editors arrive at venue

Arrival of remaining staff

Prepublication

QA

Core editors decide criteria and level of "pickiness"

Wed

Thu

Sun

Sun

Fri

Speaker prep & Author reception start

Midnight deadline for upload of papers

Registration & Welcome

Start of Conference

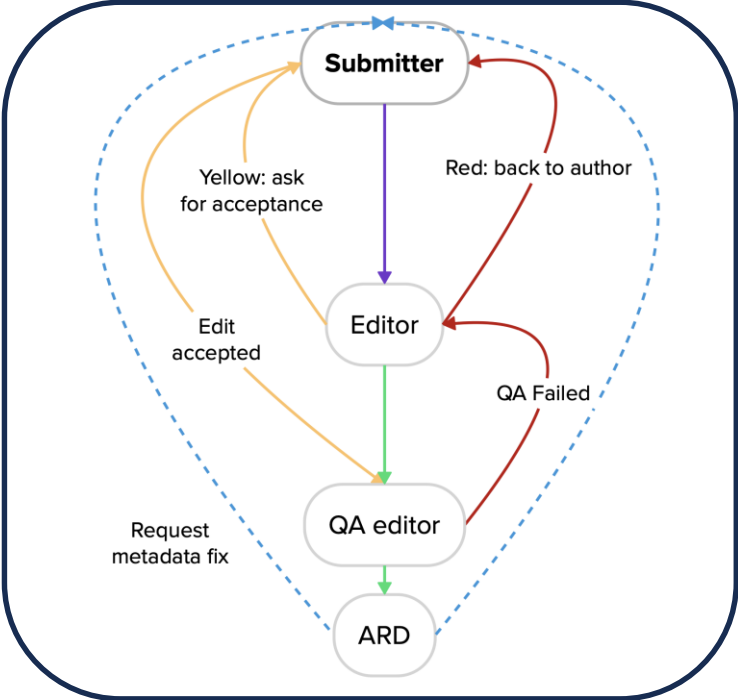# During the Conference

Core editors decide criteria and level of "pickiness"

Prepublication

IT setup of network, computers, etc.

~~Core~~ Editors arrive at venue

Speaker prep & Author reception start

QA

Yellow: ask for acceptance

Red: back to author

Submitter

Editor

Edit accepted

QA Failed

Request metadata fix

QA editor

ARD

IPAC'24 prototyped a new editorial workflow this year. Ivan Adrian gave a great presentation of the rationale and the setup last years team meeting.

https://indico.jacow.org/event/65/contributions/3148/attachments/351/1323/New%20paper%20processing%20and%20QA%20workflow.pdf
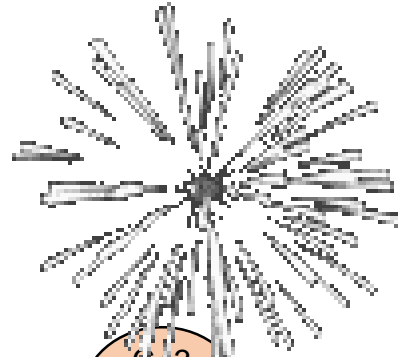
Wed

Thu

Sun

Sun

Fri

After the Conference

JACoW.org

End of grace period for late paper submission and resubmissions

C+7 days

C+3 weeks

The Conference assembly tool vastly simplifies the publication of proceedings

https://ipac-docs.jacow.org/Proceedings/proceedings/

Publish proceedings on JACoW

JACoW.org

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

Psst, this is a great presentation!
https://www.jacow.org//uploads/Editors/2022-11-08-GeneralOverviewJACoWConf.pdf