

## SPMS FUNCTIONALITY FOR SCIENTIFIC PROGRAMME MANAGEMENT DURING A CONFERENCE

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### *Abstract*

This presentation provides an overview of how the SPMS interfaces are used during the conference for the management of the activities relating to the scientific programme. Activities are Editor, Editor/QA, Author Reception, Presentations Management, Poster Session Management.

See also the documentation published at the SPMS Documentation site at Elettra.\*

### PROCESSING CONTRIBUTIONS

#### *Aim*

The aim of the Editorial Team is to process and publish “pre-press” all contributions submitted to the conference by the last day of the conference, and, together with the transparencies of the oral presentations, on JACoW within approximately three to four weeks.

This aim is feasible, has been achieved on several occasions, but depends on a number of critical issues including the number of editors, their competence, the soft- and hardware installation, and internet speed.

#### *Schedule*

To achieve this optimistic goal, a pre-conference team of “core” JACoW editors begins processing on the Thursday prior to the conference, aiming to process approximately 80% of all contributions by the Sunday, when delegates arrive.

A further team, including “novice” JACoW editors, joins the “core” team on the Sunday for basic hands-on training in electronic publication techniques under the supervision of the “core” editors, trying its hand on the remaining 20% of contributions.

From the Monday of the conference the “core” team begins Quality Assurance, which consists of a double check of each contribution already processed. Normally an editor does not QA his/her own work.

#### *Templates*

All contributions must be prepared according to the JACoW templates.

#### *Processing and Quality Assurance*

Guidelines for the processing of contributions are published at the JACoW site regularly. See for instance those published in connection with IPAC’11 at:

<http://accelconf.web.cern.ch/AccelConf/JACoW/Documents/IPAC11/Ed-Instructions-IPAC11.html>

Once contributions have been processed, they move on to be quality assured. Guidelines for Quality Assurance published in connection with IPAC’11 are published here:

[http://accelconf.web.cern.ch/AccelConf/JACoW/Documents/IPAC11/Quality\\_Assurance.htm](http://accelconf.web.cern.ch/AccelConf/JACoW/Documents/IPAC11/Quality_Assurance.htm)

Common oversights are published here:

[http://accelconf.web.cern.ch/AccelConf/JACoW/Documents/IPAC11/Common\\_Oversights.htm](http://accelconf.web.cern.ch/AccelConf/JACoW/Documents/IPAC11/Common_Oversights.htm)

It is up to the individual editors-in-chief how strictly to apply exact layout of papers as shown in the templates. For example, the criteria might be “stretched” depending on the number of contributions to be processed, and the number of editors in the team.

#### *Privileges for Conference Editors*

The “Editor” privilege allows access to the screen used by editors to call up papers to be processed:

*Conference instance url\_debug/editor.html*

Editors are allowed access to numerous other screens, assigned by the Administrator via the Web Pages. They are typically the possibility to search over all contributions, access to Reports and Statistics, and to the “Activity Log – Staff”, which provides an overview of the “performance” of all editors for the activities entered in the screen “Contribution Log Codes” with “Yes” in the column “Activity Log”. The possibility to send e-mail to contributors is also possible.

#### *Editor/QA Privileges*

The Editor/QA privilege allows access to the screen

*conference instance url\_debug/editor.qa*

### AUTHOR RECEPTION

The Author Reception staff:

- provide the interface between authors and editors
- file the hard copies of the contributions to the proceedings processed by the editors

staff normally arrive on the Sunday morning. They have a brief training session, and normally begin immediately filing all of the hard copies of the contributions processed by the editorial staff.

- files the hard copies of the contributions processed by the editorial team

provides the interface for authors with questions. The

### PROCESSING TRANSPARENCIES

Oral presentations are published in the conference proceedings, though the pdf files are not cropped to “JACoW page size”.

Transparency processing normally begins as soon as the oral presentations have taken place, working at the pace of the oral presentations programme.

Guidelines for Transparency Processing are published at the JACoW.org site under

*For Conference Editors / Documents / Processing  
Transparencies for Proceedings / Guidelines for editors*

### *Transparency Processing Editor Privileges*

SPMS functionality relating to the processing of transparencies was recently improved with the creation of a new screen for processing management and Transparency Editor privilege at:

conference instance url\_debug/transparencies.html

The transparency editor can now download, upload, assign a status and e-mail the author.

## PRESENTATIONS MANAGEMENT

The Presentations Manager has the task of retrieving files of oral presentations, checking them, uploading them to the auditoria, and ensuring professional presentation conditions on stage. There is normally one Presentations Manager available throughout the conference in the Speaker Preparation Room, plus a Manager on hand in each auditorium.

Wherever possible, the conference should insist that presentations are uploaded via SPMS, and discourage the use of private laptops by speakers. This ensures speedy checking and transfer of presentations to the auditoria, and that the files are available on the file server for processing immediately following the presentation.

The Presentations Manager needs to be completely familiar with the Presentations setup at the venue, the software available there, or to be installed. He/she collaborates with the Scientific Secretariat in the preparation of Guidelines for speakers to ensure a) that presentations are properly visible by the audience (font size, etc.), and b) that the authors indicate any “special” software they may need, in particular relating to animations, movies, etc.

The IPAC’11 Guidelines for Speakers are reproduced in Annex 2.

IPAC “employs” students with grants to act as scientific secretaries, assisting the Session Chairs on stage during the oral presentations. Students are invited to indicate the session where they would like to act as scientific secretary. The Presentations Manager normally organizes training sessions for the students in what is required to set up a session for the oral presentations on stage, and to work the Speaker Timer software. A “Speaker Timer” application was developed for EPAC’04, re-worked for EPAC’08. Contact Ivan Andrian/Stefano Deiuri, Elettra.

The Presentations Manager privileges are set up by the Administrator via the Authorize Screen. Access is to two screens in particular.

The “working” screen:

*Conference url\_debug/transparencies.display*

showing the schedule of oral presentations, and where files have been uploaded. There are links to download the files from the server in order to check them, and also to upload files should the authors arrive with memory sticks.

There is also a link to Email speakers to remind them of the deadline for upload, should they have forgotten ....

Presentations Manager privilege also allows access to the screen:

*Conference url\_debug/agenda.html*

which is similar to the InDiCo screen, showing the complete conference schedule, and where \_talk files have been uploaded.

## POSTER SESSION MANAGEMENT

In earlier days, it was not uncommon to see three pages of a contribution to the proceedings posted in a poster session, with no author in sight .... And to make matters worse, huge numbers of gaps in posters.

Many efforts to improve the quality of the poster sessions have been introduced over the years, and common publication policy has evolved whereby only work properly presented in the poster sessions can be accepted for publication in the conference proceedings. The SPC can reserve the right to reject for publication any work not properly presented .... Authors these days are warned several times over of this policy, and invited to withdraw work that cannot be presented. The situation has improved over the years, in particular in the quality of the posters, but authors unable to present their work unfortunately omit to withdraw it, and the number of empty poster panels remains around 12%.

Poster Session Management was introduced to check that posters are posted, manned, and of adequate “quality. Managers are also available to assist presenters in mounting and dismounting posters, and most importantly, to record the status of each poster.

Poster Session Managers have the privilege to access the screen

*Conference url\_debug/poster\_police.html*

Each Poster Session is listed, and by clicking on “edit”, the full list of posters scheduled in the session is visible. The columns “Manned”, “Posted”, “Satisfactory” are set by default to “Yes”.

The job of the Poster Session Manager immediately following each session is to ensure that these three flags are correctly set, changing to “No” the instances where posters are not manned, posted, and of satisfactory quality. Instances where the quality is not up to standard are immediately communicated to the Scientific Secretariat or SPC Chair such that the authors/presenters may be contacted during the session to discuss whether the policy of excluding the work from the proceedings should be applied.

A further column “Picture” is defaulted to “No”, but which can be set to “Yes” to back up the quality problem, or any other problem, to be described in the last column “Comments”.

The three flags “manned”, “posted”, “satisfactory” are used by the SPMS to indicate that papers are OK to be published in the proceedings. Any contribution without all three flags will not be seen by the scripts which pull the proceedings together for the final publication package.

## PRE-PRESS PUBLICATION

Following the conference, it is in the interest of the conference to publish at least those papers that have been presented, processed, and QA'd as early as possible.

All papers flagged “contribution posted, manned, of good quality, and QA OK” are normally transferred to a new server, or different part of the server used for file upload. The url of the location of the files is entered into the screen

*System Parameters / URLs / Proceedings TOC Base URL*

This url is normally communicated to all authors to allow prompt access the pdf files of all processed papers meeting the required criteria, awaiting final publication at the JACoW site, once all of the late submissions will have been properly received and processed, and once the necessary verifications (cross-checking titles and authors in SPMS against the papers, etc.) will have been completed.

## Annex 1: Common Oversights

### IS THE TITLE IN UPPER CASE?

The title should use 14 pt bold UPPERCASE letters (except for units, e.g. GeV) and be centred on the page.

### Authors

The names of authors, their organizations/affiliations, and mailing addresses should be in 12 pt uppercase and lowercase letters. When there is more than one author, the submitting author should be first, followed by the co-authors. *Co-authors should be grouped by affiliation* and then listed alphabetically.

### SECTION HEADINGS

SECTION HEADINGS should NOT be numbered, use 12 pt bold UPPERCASE and be centred in the column.

#### Subsection Headings

Subsection Headings use 12 pt italic lowercase and uppercase. The initial letters are capitalized, and the heading is left aligned in the column.

### Figures

Figure captions should be placed below the figure and centred if on one line, but adjusted if spanning two or more lines:

Figure 1: A one line figure caption.

Figure 2: A figure caption that takes two lines is justified

Note the colon “:” after the figure number and the period “.” At the end of the caption.

When referring to a figure from within the text, the convention is to use the abbreviated form, i.e. Fig. 1, unless the reference to the figure is at the start of the sentence:

Figure 1 shows a schematic view of ...

... as shown in Fig. 1.

### Tables

The publishing standards of today dictate that tables are to be drawn without vertical lines. See Table 1 in the template.

Table Headings should be placed above the table and centred if on one line, but adjusted if spanning two or more lines:

Table 1: Table Heading

Table 1: A Particularly Long Table Heading Spanning Two Lines

Note the colon “:” after the table number, initial letters of the Table Heading are capitalized, and the absence of a period at the end of the caption. It is also acknowledged, however, that in some instances authors find it necessary to replace the Table Heading with an actual sentence. In such case, the formatting rules given for Figure captions is best followed. The Table caption should, however, always be placed above the table.

When referring to a table from within the text, the convention here is NOT to abbreviate, i.e. Table 1.

### Equations

If a displayed equation requires a number, it should be placed flush with the right margin of the column.

### References

References are written in 10 pt and should be justified with 7 mm hanging indent (using Word terminology) i.e. neatly presented with reference numbers aligned.

## Annex 2: Guidelines for Speakers

### Oral presentations will be made electronically using the beamer equipment provided by the Conference Centre.

A Speaker Presentation Office is located at the Conference Centre for speakers to check presentations on the electronic preview system.

[Angeles Faus-Golfe](#), the Presentations Manager, should be contacted well in advance of the conference with any special requirements concerning visual aids, including movies.

Speakers are invited to upload their presentation, in exactly the same way as their contributions to the Proceedings (see the [Guidelines for the Submission of Contributions](#)), at the very latest on the day before their scheduled presentation time in order to allow verification and transfer to the Conference Centre's system.

*Please note that in addition to the presentation we require a PDF file of the presentation for inclusion in the conference proceedings.*

### The following precautions should be adhered to, to ensure smooth running of electronic presentations:

For PowerPoint files, use only TrueType fonts and embed them:

#### To embed fonts in PowerPoint XP / 2007:

1. Select the Office Button and select Power Point Options.
2. Under Save options, select the Embed fonts in the file checkbox and Embed only the characters used in the presentation.

#### To embed fonts in PowerPoint XP / 2003:

1. On the Tools menu, click Options, and then click the Save tab.
2. Under Save options, select the Embed True Type fonts check box.

#### To embed fonts in PowerPoint 2000:

1. On the File menu, click Save As.
2. Click the Tools menu in the toolbar at the top of the Save As dialog box.
3. On the menu that appears, select Embed TrueType Fonts.
4. Save the file as a PowerPoint Presentation.

For PDF files, be sure to include all fonts when preparing the PostScript and PDF files, too.

The following software will be pre-installed on the computers for the presentations:

MS Office 2007, Win Zip, Internet Explorer, Firefox and Acrobat Reader will be installed for Windows PCs. Office 2008, Firefox and Acrobat Reader will be installed for Macintosh.

## UPLOAD OF PRESENTATIONS

The files of presentations should be uploaded to our fileserver as early as possible, *but at latest on the day before the presentation*. Files should be named with the programme code and "\_talk" (for example MOXAA01\_talk.ppt, \_talk.pdf, etc.) and then uploaded in the same way as for papers through JACoW SPMS [IPAC'11 Author Accounts](#). The programme codes assigned to presentations are visible when logging into accounts, or via the "search" functionality.

Those authors who are unable to upload to the server should copy the file to a CD or memory stick and bring it to the Speaker Presentation Office or Author Reception at least one day before the presentation.

Note that the computers used for the beamer presentations will be PC's with Windows XP and Macintosh with Mac OS 10.5 installed. There will be no provision for authors to use their own computers and if this will cause you problems, please contact the Presentation Manager, [Angeles Faus-Golfe](#) as soon as possible.

No overhead projector is planned. Please contact the Presentation Manager, [Angeles Faus-Golfe](#), if this is a problem.

## AT THE CONFERENCE

Once the presentations have been uploaded to the server, they can be checked on the Conference Centre's computers in the Speaker Presentation Office.

Slides that have been successfully captured will be published in the web version of the proceedings without further action on the part of the speaker.

### Official Opening Hours of the Speaker Presentation Office:

#### Sunday, 4 September

16:00 – 18:00

#### Monday to Thursday, 5-9 September

08:30 – 10:30

12:30 – 13:30

16:00 – 18:00

**Friday, 9 September**

08:30 - 10:30

Speakers who need to check their presentations outside of the above hours should contact [Christine Petit-Jean-Genaz](#) at the Author Reception.

## DURING THE PRESENTATION

The Scientific Secretary *on the podium* will help speakers with their presentations. Please contact the Scientific Secretary just before the start of the session.

On the podium speakers will be presented with an LCD screen displaying their presentation, a powerful laser pointer and a simple remote to control the presentation.

In case of problems, the Scientific Secretary will be in contact with the Conference Centre technical staff who have complete control over presentations.

The remaining time of each talk will be displayed on a small timer located on the podium.

Please do not hesitate to contact the Presentations Manager, [Angeles Faus-Golfe](#), or the Scientific Secretariat [Christine Petit-Jean-Genaz](#) for further clarifications.