



SPMS Roles and Conference Organization

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Overview

- What *are* Roles and Privileges
- ***Management*** of Roles and Privileges in SPMS
- What are the main individual roles/committees with roles, within a “typical” conference
- Which activities are behind the Role names



What are SPMS Roles and Privileges

- A role is an ***activity*** assumed by an ***individual***, or ***group of individuals***, within the organization of an event
- To carry out the ***activities*** associated with a ***role***, SPMS is configured to be able to assign "***Privileges***" on ***individuals or groups of individuals***
- A ***Privilege*** allows Access to ***Pages*** (Webpages)
- The SPMS Conference Instance Administrator has the ***Privileges*** to assign or create new ***roles*** to carry out the ***activities***



Roles and Privileges in SPMS

- Management of roles and privileges is via the screens in:
Overall Database Administration /Privileges, Roles and Users
 - Roles
 - Screen “Functional Role” – Instance delivered with “default” set of roles – completely modifiable by the **Administrator**
 - Privileges
 - Screen “Privileges” – Instance delivered with “default” set of privileges – completely modifiable by the **Administrator**
 - Authorize
 - Screen “Authorize” – **Administrator** assigns privileges to roles and enters names of individuals with a role/privilege
 - Webpages
 - Screen “Webpages” – **Administrator** can create new privileges - Be careful – requires practice
- Note: e-mail utility with Roles/Excel Spreadsheets



Main Roles and Associated Activities

- Management Roles
- Roles related to scientific programme activities
- Roles related to local organizing committee activities
- Organizing Committee Roles



Management Roles

- Instances are delivered with “**conference administrator**” privilege (***all privileges***) assigned by default to the functional role
 - **Database Administrator**, and often also to
 - **Regional SPMS Support Managers** (Matt, Ronny, Takashi)
- The **Database Administrator** can decide who else should have all privileges, often
 - Volker Schaa (publications/proceedings)
 - Ivan Andrian (registration module)
- The **Database Administrator** has the privileges to assign roles/privileges in SPMS for all other roles



Roles related to scientific programme activities

- Scientific Secretariat, can also be known as
 - Editor-in-Chief, Coordinator ...
- Editor
- Editor QA
- Author Reception
- Transparency Editor
- Presentations Manager
- Poster Session Manager
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Roles related to Local Organizing Committee activities

- Registration Manager
- Exhibition Manager
- Accommodation Manager
-



Roles related to other Committees

- Members of
 - Scientific Advisory Board (**SAB**)
 - Organizing Committee (**OC**)
 - Scientific Programme Committee (**SPC**)
 - **Coordinator**
 - **Expert**
 - Local Organizing Committee (**LOC**)
 - Editorial Board (**EB**)
 - Prizes Selection Committee (**SC**)
 - Referee/Expert/Coordinator



Roles, Privileges and Activities

- ***Repository Manager*** has specific privileges in the **Central Repository** for management of all new profiles and new affiliation requests
 - Receives e-mails and ensures no duplicates, that the Repository is “clean” – heavy load at the times of abstract submission and upload of contributions to **ALL** events

Remember, the ***Repository*** is a valuable ***shared resource***. All Database Administrators for Conference Instances should do their best to contribute to keeping the Repository “clean”



Roles, Privileges and Activities

- **Scientific Secretariat (*for IPAC, and elastic*)**
 - One or more people involved in ***all*** activities relating to scientific programme ***and*** local organization
 - Usually also **JACoW Team Member/Database/Conference Administrator** - can be **Editor-in-Chief, Editorial Board member** ... usually also therefore responsible for tuning SPMS for ***all*** activities
 - Normally central to the organization of the event via SPMS
 - OC/SPC Secretariat
 - Sets up SPMS for ***all*** SPC activities throughout organizational process – and usually also ***LOC*** activities
 - Prepares invitations for oral presentations/maintains SPMS
 - Prepares of the Synoptic Table
 - Responsible for conference website pages relating to the scientific programme (submission of abstracts/preparation and submission of contributions to the proceedings, guidelines for speakers)
 - ...



Roles, Privileges and Activities

- Encourages “piping” of SPMS metadata to conference website (scientific programme, list of participants, exhibitors ...)
- Prepares (or assists in preparation of) all Forms (Delegate/Exhibitor/Editor Registration, Student Grant Applications, Student Poster Session, ...)
- Produces publications (programme booklet, abstracts brochure, publication of proceedings)
- Organizes all requirements relating to the processing of contributions during the conference
 - Saltmines Team
 - Hard- and software
 - Relations with JACoW
- Optional
 - Creation of Organizers websites



Roles, Privileges and Activities

- **Editorial Board**

- Does not meet, no privileges in principle, but enter in the “Authorize” Screen for e-mail contacts



Roles, Privileges and Activities

- **Editor and Editor QA** (Saltmines Team)
 - Access to Editorial Module Interface
 - Processing of Contributions
 - Quality Assurance
 - Email



Roles, Privileges and Activities

- **Transparency Editor**
 - Access to Presentations Module
 - Processing of transparencies



Roles, Privileges and Activities

■ Author Reception

- Normally past/future Coordinators for similar events
- Sort/file/edit privilege
- Interface with all authors/presenters
- Filing of hard copies of contributions processed by editors
- Collecting IEEE Copyright Forms if applicable
- Updating SPMS for status change (yellow to green)
- Cross-checking of titles and authors



Roles, Privileges and Activities

■ Presentations Manager

- Access to Presentations Module
- Liaison with speakers re technical side of presentations
- Downloads, tests, uploads presentations to auditoria
- Organizes speaker timer system
- Organizes “scientific secretaries”
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Roles, Privileges and Activities

- **Poster Session Manager**
 - Poster Session Manager privileges
 - Liaises with Scientific Secretariat
 - Helps presenters to mount posters
 - Notes contributions posted/manned/Quality
 - Enters status in SPMS following each session



Roles, Privileges and Activities

- **(Delegate) Registration Manager**
 - Access to Registration Module
 - Designs SPMS Registration Form (with Scientific Secretariat/Administrator)
 - Responsible for conference website pages
 - Runs Registration (budget, LOP)



Roles, Privileges and Activities

■ Exhibition Manager

- Access to Registration Module
- Interface with all Exhibitors
- Designs SPMS Exhibition Registration Form (with Scientific Secretariat/Administrator)
- Responsible for conference website pages
- Runs Exhibitor Registration (budget, List of Exhibitors)



Roles, Privileges and Activities

- **Registration Exhibition Staff**
 - “Read” access privileges to Registration Module



Roles, Privileges and Activities

- **Accommodation Manager**
 - Access to Accommodation Module
 - Little used – but of interest to smaller workshops where all delegates are accommodated in same hotel



Roles, Privileges and Activities

- **OC**

- Privilege to propose invited oral presentations in all Main Classifications

- **SAB**

- Privilege to propose invited oral presentations in all Main Classifications



Roles, Privileges and Activities

- **SPC Member/Coordinator for a MC (Expert)**
 - Privileges to
 - Propose Invited Orals
 - Review Main/Sub-classifications either in all MCs, or by MC (Expert)
 - Select invited and contributed orals either in all MCs, or by MC (Expert)
 - Set priorities relating to contributed oral presentation proposals, either in all MCs, or by MC ...
 - Accept/reject proposals for oral presentations, either in all MCs, or by MC (Expert)



Roles, Privileges and Activities

■ Referee

- Access to Referee privileges
- Refereeing of contributions to refereed conferences (FEL)



Fine-grained Access

- The introduction of “fine-grained” access offered new and improved flexibility for “do it yourself” design of
 - Functional Roles
 - Privileges
- Wise however to take precautions prior to modifying the Webpages – no return to default settings currently possible