



# Reports from Session Rapporteurs

Raphael Mueller

# Saturday

# Pre-TM Introduction and Overview

- We noticed that we were not able to see the talks uploaded without a role. This feature needs to be added to SPMS
- When cleaning the SPMS Team Meeting instance also the logs should be cleaned

# Pre-TM Introduction and Overview

- CERN will move to DB 11g in January.
- Oracle Application Server no longer supports PL/SQL after 10g. Ivan tried mod\_owa for Apache, but for SPMS it worked not completely
- So for SPMS Elettra is still running an Oracle Application Server and we should talk to Matt about that.
- Ronny will ask what kind of strategy CERN has to run (web-)service for PL/SQL / SPMS.

# Pre-TM Introduction and Overview

- The SPMS Administrator is called Database Administrator in SPMS, which is not really clear. We decided to change the name and there were suggestions like calling it "SPMS instance administrator" or "Database instance administrator". But there was no decision on the name.
- Suggestion for an automated-email when SPMS updates are available/done. It will be investigated (Ivan) if this can be done through a sourceforge mailing list.

# Pre-TM Introduction and Overview

- Feature Request and Bug Reports should be submitted to sourceforge by the SPMS Administrators (responsible for the instances).
- Feature problems: How deal with them on short notice?
- Configuration problems: How to deal with them on short notice?
- Features that belong together are split and so have to be managed separately: How to deal with it?

# Sunday



# SPMS Support

- Matts DB was upgraded to 11g
- Nearly completed the repatriation routine.  
Registration information was not included in the original 2 version of the repatriation routine. So this is what was added to version 3
- We can go back to the repatriated data and pull out person ID to feed it into XML for e.g. Inspire
- For RCS we would like to have some things differently configured when creating an instance (e.g. like image urls)



# SPMS Data Exchange

- Error codes are adapted to the most current version in the central repository.
- Inspires and Spires information are generated for each conferences directly by Volkers scripts.
- Database Access for instances should always be given to Chris, Matt and Volker.

# SPMS Security

- There will be a pre-shared key used for the file-server scripts. It will be stored in the SPMS and the file-server config files. From the key + paper code a hash will be created to make the upload/download scripts more secure and disable the possibility to get transparencies/talks from other people.

# MOAC

- SPMS Spire data creation can be removed from SPMS, it is no longer needed because Matt anyway does not have all the information (like PDF storage).

# Decisions from Monday PM – Ronny

- MOCC01 – SPMS & SF – Ivan
  - ① Create SF mailing list for communication between users (*Ivan*)
  - ② Enable Elettra Wiki documentation for user contributions (*Ivan*)
- MOCC02 – SPMS security – Ivan
  - ① Implement hashed pre-shared password for file upload/download in SPMS and scripts (\*)
  - ② Provide standardized facility to get & format SPMS data into conference websites (\*)
  - ③ Investigate SPMS deployment on mobile devices (*Ivan*)
- MOCC03 – SPMS roles – Christine
  - ① Limit affiliation display in reporting, suppressing department field (\*), list of reports to be determined (*Marie, Jan*)
  - ② SPC activities (priorities invited orals, classifications review, contributed orals selection) should be grouped within the Main Classifications/Experts screen (\*)
  - ③ Describe the functionality required for the refereeing module (*FEL'11 and IPAC'12 teams*)
  - ④ Document fine grained access settings (Webpages) "default" with screenshots
  - ⑤ Provide possibility to restore “default” fine grained access settings (\*)

(\*) Enhancement Request to be submitted in SourceForge

# MOCC

- Ivan will investigate if e.g. the printer driver sources could be uploaded/versioned at sourceforge.net. Because there is a supporting file not under an open source license (adist5.ppd).

# TUAC SPMS Training: Basic Functionality

Chair: Marie Robichon - SRF

## Documentation

- Situation: <http://www.jacow.org/jacow-newstyle/index.html>
  - ~~<http://www.elettra.trieste.it/SPMS/>~~
    - set up 2 years ago, great effort
    - but incomplete (requires input)
    - updated to include conference proceedings list, but was never implemented to replace JACoW.org therefore out-of-date
  - Common complaints: documentation does not exist/hard to find, not obvious how to contribute to its improvement
  - Desirable to have a common document vault for conference specific doc.

# **TUAC SPMS Training: Basic Functionality**

Chair: Marie Robichon - SRF

- **Proposal:**
  - Switch now to Elettra hosted documentation
  - Hide sections that are empty
  - Open editing to more team members for contributions
  - Encourage updating of doc with solutions/instructions rather than replying to mails
  - Nominate a Web Manager as per the new structure



# **TUAC SPMS Training: Basic Functionality**

Chair: Marie Robichon - SRF

## **Actions:**

- Ivan will create accounts for new doc content managers
- Someone will update then implement the 'New' JACoW.org. Who, when??
- Content managers will contribute their documentation
- Web Manager will moderate the contributions.
- We will move to the new page

**Session: Registration/Accommodation/Refereeing/Invite Only**

**Talk: Registration and Accommodation using the SPMS (Ivan Andrian)**

The talk was split into two sections:

- Overview of the registration module
- Overview of the accommodation module

## Registration Module

- This module is recommended and widely used
- The talk covered all aspects from setting up the SPMS to payment options
- A discussion followed about the meaning and implementation of grace period. This is meant to allow for processing delays in the payment process only
- Payment can be made in many ways, and the challenges (and unique solutions) for credit card payment used during EPAC08 were outlined

## Accommodation Module

- This module was used only for EPAC08, and has received no further development
- It is intended that this module will be developed by the Asia SPMS developer (soon)
- Could be a useful facility, particularly for small conferences where everyone is housed in the same hotel

**Action:** Consider if the accommodation module is valuable and should be pursued/maintained  
A decision will be taken by the JACoW team in the future.

## Tuesday - Conference Proceedings Office Setup

- **TUCC01** Proceedings Office Hardware/Software Setup Example: NA-PAC'11  
Speaker: Raphael Mueller for Todd Satogata
  - Discussions regarding the venues not understanding network requirements, setup of file server and the competency needed to set up a file server
  - **Decision that a Checklist/Documentation is needed for Proceedings Office Setup**
- **TUCC02** JACoW Software Bundle  
Speaker: Raphael Mueller
  - **Decision that a prototype should be tested for next conference (FEL or IPAC 12)**

# TUDC – Jan Chrin

Enhancement to SPMS:

Presently only one chair can be assigned to a session.

A request was made to provide the capability of adding more than one chair. There are several Workshops where two chairs are assigned to a session.

# Conclusions of

Jan Chrin

Cathy Eyberger

# Criteria for Editors Processing Papers

- **Error Codes in SPMS**
  - Maria Power would like to see a blank space in between the categories of error codes –
  - **Christine/Volker for action in the Central Repository**
  - Proposal to change SPMS functionality such that it is possible to enter error codes also for green dot papers (same as for yellow and red dots) to be able to record modifications to pdf files –
  - **Christine/Volker to check whether this is already in the SPMS functionality, or whether Matt needs to be contacted**
- **Analysis of how to decide the number of editors required during a conference to edit the proceedings, depending on quality of end product**
  - Publish for editor information somewhere in editor documentation
- 
- **Improve submission by authors by proposing a checklist of things to check prior to upload**
  - Jan will think about which comments to ask Matt to enter in the upload page to remind authors about the need to respect the template. Example: Introduce a check box to check that they have checked about common oversights. Christine will then ask Matt to implement the improvement – or submit it via Sourceforge

WEAC - Christine Petit-Jean-Genaz

# Cathy Eyberger

## Templates

- **The comparison of the formatting/content of the three templates (Word, LaTeX, Open Office) shows some differences and errors**
  - Question: Continue with three different templates, or review the formatting/content of all three, and produce ONE template which takes the different types of software?
  - ***Conclusion : ONE template covering the three types of software to be explored for all three platforms to incorporate Volker's issues and enhancements***
- **Some proposals for improvements to templates:**
  - Give an example how a second initial in an author name should be formatted. Give an example of multiple affiliations, either as the title, or described in the template
  - Give a more graphic appearance to the templates
  - Add a fourth sample reference for a book
  - Volker will correct the “sloppy” parameter in LaTeX
  - Add an example of third-level headings – Volker to provide an example
  - Provide clearer examples of how authors should appear at the top of papers in the author list result in discussion on whether the title and author list could be automatically generated from the SPMS
- **Implementation of Improvements**
  - Christine and Cathy to work on new **Unique** template for proposal to Team
  - Raphael to ~~create new .doc template in Word 10 for Cathy~~ (problem of .dot template in Word 2010 not creating pull-down macros, only styles in the document's Styles window **Show Cathy how to open it**)
  - Christine to prepare the Macintosh Version
  - Volunteers needed for LaTeX and Open Office needed



## Cathy

# On-line Help/Documentation

- Investigate advanced techniques to get ***personalized*** templates for authors to improve the presentation of the title and author list and avoid lengthy cross checking for the Editor. Data would be drawn directly from SPMS. Ivan's view: technically easy via LaTeX, doable in Open Office, needs thought for Word ...
- ***Investigate advanced techniques for getting personalized templates for authors***
- Volker is building a description of what authors can do best with what the templates allow. He would like to provide an extra document for authors on how to do these things.
- ***Conclusion, Volker will prepare the file for publication on JACoW.org under Information for Authors.***
- An automatic method for creating templates from the SPMS pre-compiled with (correct) authors list will be investigated by the "template people" + Matt)
- At least an example how this should look like in the paper is put on the upload form

# Cathy Eyberger Templates

- **Proposal:**
- Transfer templates to Source Forge to be able to track the versions.
- Starting now, improve them, put on Source forge for future tracking purposes.
- ***Agreed***
- **Proposal**
- Reproduce the JACoW.org templates selection page at the conference website under Submission Guidelines so people can immediately download the version that corresponds to their requirements. This might help avoid contributors using old versions.
- **John's proposals agreed:**
  - add text in Word templates* to tell authors to:
    - Change default line spacing in newer versions from 1.15 lines to single spacing.
    - In the Save options, set ‘Embed fonts’ for all papers.
    - Be sure updates are installed to ensure the latest version is used (e.g., disappearing blank problem at IPAC’ 11).
    - Check the above are applicable for newer Mac versions of Word, as well as PC

## Cathy

# On-line Author Info/Help

- Check whether any conferences still produce CD-ROMs and whether necessary to mention this explicitly
- Correct mention of LaTeX2e to LaTeX
- Correct text to be more precise about the software that we can process from source: Word/LaTeX/Open Office

## **HELP Pages need serious overhaul**

### **Proposal**

- Ask John Poole to review existing JACoW.org Help Pages for Authors
- **Agreed**

## Editing of Contributions: Acrobat/PitStop

- The amount of Codecs & Containers officially accepted should be narrowed down.
- Some Codecs & Containers must be identified as officially supported (OpenSource OGG?)
- When embedding movies the final file size of the proceedings PDF still needs to be reasonable after embedding.

# WEBC/WECC – Maksim V. Kuzin

During the afternoon session on Wednesday, 16th, Volker RW Schaa presented a paper about embedded fonts in PDF and PS files.

His main question is "Why Don't We Accept Author-Generated PDFs?".

He explain the problem when author convert source file to PS or PDF the fonts in 60% of papers are not embedded to the destination files.

Volker found the solution - we can accept the PDF file from the author and export it to the PS with embedding all used fonts. Then new PS file we should distill back to the PDF. In this case all fonts will be embedded in the PDF file.

The Team's decision is to test this new procedure during IPAC'12 Conference, i.e. to accept the PDF uploading from the Authors and make new one through the exporting to the PS.

# WEBC/WECC

- A test for reconfiguring the upload files should be done to support PDF upload by authors
- A discussion about naming the author created PDFs vs. the editor created PDFs will be done