



Basic Functionality for Scientific Programme Management with SPMS – Pre-Conference

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Useful Sites/Urls

- JACoW site @CERN
 - <http://www.jacow.org>
- Organizing IPACs: See 2011 Version
- JACoW Team Meeting SPMS @CERN
 - <https://oraweb.cern.ch/pls/jacowtm/profile.html>
- JACoW Documentation site @Elettra
 - Grouch grouch ...
 - <http://www.elettra.trieste.it/SPMS/>

Overview

- Delivery of a Conference Instance
- SPC Tasks:
 - Proposal/Selection of Invited Oral Presentations
 - Checking Main and Sub-classifications
 - Proposal/Selection of Contributed Oral Presentations
- Call for Papers / Abstract Submission / QA
- Creating Sessions / Programme Codes
- Publications
- Setting up for File upload



Delivery of a Conference

Instance: Overview

- The Pledge / Installation (template@jacow.org)
- Basic Parameters
 - Conference / User / URLs / Email / Web Configuration / SPMS Configuration / Image URLs / Registration / Hotel Handling / Experts/Referees / PC / Post Conference / E-Dot Board – see Elettra website for complete view
- Authorize/Functional Roles/Privileges/Webpages
- E-mail Utility
- Mailings / Mail merge



Delivery of a Conference Instance: The Pledge / Installation

- SPMS instances are delivered together with the JACoW Profile and Affiliations Repositories
- The Repositories are a shared resource
 - they must be properly maintained (Repo. Manager/Editors)
 - the data must be used for no other purpose than for JACoW events, and conference announcement mailings to be restricted
- Permission is requested from the JACoW Chair and/or Coordinator, who instruct the Regional Support Centre Manager that an instance can be created
- JACoW site: [Scientific Programme Management System: SPMS Terms and Conditions](#)
- Documentation site: <http://www.elettra.trieste.it/SPMS/> - SPMS Installation Overview



Delivery of a Conference Instance: *Parameters, Authorize, Webpages*

- Essential **Basic** Parameters either by “default”, or to be set by the “Administrator”
 - Conference Parameters
 - Conference Title (top of each page)
 - Conference Location (used in XML output – publications)
 - Start date (controlling day-of-week popup list)
 - Conference Length in Days (controls the popup list in Session Maintenance)
 - Timezone offset (difference in hours between the conference location and the database location)
 - Email
 - SMTP Host
 - Editor (Administrator) Email Address (the “from” address in mails sent to users. It displays at the bottom of each page as contact person for questions)
 - Image URLs (conf. logo) – to be sent to the RSC Manager
 - Conference Logo GIF/JPEG url (top right hand side of all pages)
 - Dots (should be stored at the RSC)

<http://www.elettra.trieste.it/SPMS> - Installing and Customizing SPMS Instances



Delivery of a Conference Instance: Parameters, *Authorize* / *Webpages*

- Create “functional roles” and assign “privileges” to identify the different individuals or groups, and allow them access to pages:
 - Overall Database Administration / Privileges, Roles & Users / Functional Roles, and Authorize
- Refine the above via:
 - Main Classifications / Experts
 - Webpages

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<https://oraweb.cern.ch/pls/jacowtm/authorize.html>

2011 JACOW 2011 Team Meeting



Functional Roles vs. Privileges

Functional Roles	Privileges
Conference Administrator	God ...
OC/SPC/Coordinators/LOC/EB ...	In succession: propose invited orals, accept/reject invited orals; propose re-classifications, accept/reject re-classifications; propose contributed orals, accept/reject proposals ...
Editor, Editor QA, Transparency Processing, "Sort/File/Edit", Poster Session Manager, Presentations Manager	Editorial suite, Transparency Processing, Access to Poster Session Manager screen, Access to search plus small privileges for Author Reception staff, Presentations Manager,
Registration Manager, Registration Staff	Manager has access to Registration Directory, read and write, Staff have only read access
Exhibition Manager, Exhibition Staff	Idem



Delivery of a Conference

Instance: Setting up Email

- Setting up
 - System Parameters / E-mail
 - From Field = anybody logged in with Administrator Status
 - Editors' Email Address = at bottom of each page for questions and/or suggestions
 - Numerous possibilities to receive copies of mails concerning abstract submission



Delivery of a Conference

Instance: Email

- Two areas:
 - Editor/Proceedings Administration / Email
 - History
 - Utility: to send mails to individuals with roles within the scientific programme: contribution id., programme code, presenter, speaker, contribution with dot status, type of presentation, affiliation
 - SPMS Roles: Functional Roles entered in the Authorize Screen
 - Session Chairs:
 - Overall Database Administration
 - Email Utility (Repository): ATTENTION ONLY ONE



Delivery of a Conference

Instance: Snail Mail / Attributes

- Authorize Screen – functional role / excel / mail merge (excel + word document)
- Scientific Program Administration / Abstract Attributes (tags):
 - Relating to Contributions: Invitations to speakers and status of responses: invited/accepted/declined/pending, student posters, etc.
 - Relating to Individuals (profiles): students who requested grants, etc.



SPC Tasks: Proposals for Invited Orals

- Setting up via: Overall Database Administration:
 - System Parameters:
 - User: Accepting Abstracts: “No”; Sub-classification Required: “No” (keep simple ...)
 - PC: Enable PC Members to Propose Invited Orals: “Yes”
 - Privileges, Roles & Users / Authorize:
 - Functional Role: SPC (or others ...)
 - Privilege: Propose Invited Orals
- Selection by SPC:
 - Via Priorities (Scientific Program Administration / Proposed Invited Oral Priority Codes)
 - Via Authorize give privilege to Set Invited Oral Priority
 - Via Authorize give privilege to Accept/Reject Proposals for Invited Orals



SPC Tasks: Proposals for Invited Orals

■ Invitations

- Snail via: General / Data Abstracts / All Orals + mail merge
- Email via: Editor/Proceedings Administration / Email / Email Utility

<https://www.elettra.trieste.it/SPMS>: SciProg Administration / PC Activities / Proposals invited orals



Call for Papers / *Abstract Submission* / QA

- Overall Database Administration / System Parameters / User
 - Accepting Abstracts = Yes
- Overall Database Administration / System Parameters / PC
 - Disable all PC privileges (set to “no”)
 - Allow all updates to classifications/presentation type
- And then watch abstract submission via General / Reports / Conference Activity Charts



Call for Papers / Abstract Submission / *Abstract QA*

- Search + “Requires Initial QA” and scroll down, for each submission via the “Edit” link
 - Check that all titles are formatted in the same manner
 - Check that there are no “special” characters
 - Check that footnotes/references are correctly formatted
 - Check that Funding Agency field doesn’t have requests for sponsorship
 - A) Record QA Only (if no changes are made)
 - B) Save Changes and Record QA (if changes are made)



SPC Tasks / *Re-classification*, Contributed Oral Selection: *Proposals*

- In the System Parameters: PC, set Enable PC Reclassification to “Yes”
- Assign the privilege to roles to propose corrections to classifications via the Authorize screen, or
- In the Main Classification/Experts Screen assign privileges to *individuals* rather than *groups* ...



SPC Tasks / Re-classification, Contributed Oral Selection – *Approve/Reject Proposals*

- To fine-grain both proposals, i.e. assign privileges to ***individuals rather than groups***, and in particular approval and rejection of both re-classification proposals and contributed oral selection proposals, use the Scientific Program Administration / Classifications / Main Classifications / Experts screen



Session & Programme Codes

- Sessions are created via the Sessions Screen. They are: Parts of the conf. programme which take place:
 - On a date, at a time, in a place, with a content (type of presentation: invited oral, poster, etc.)
- Programme Codes = Session Codes plus sequence numbers. They are unique and used for the upload of contributions to the proceedings. They are produced:
 - **Manually** via a search result and “edit” link for oral presentations
 - **Automatically** for posters: Scientific Program Administration / Assign/Move Paper IDs



Publications, Reports

- Publications
 - JPSP scripts to produce back matter, preferred or
 - Mail merge and data extracts
 - General / Data Extracts / Abstracts Book
- Reports
 - General / Data Extracts
 - General / Reports



Preparing for File Upload

- File Server to be provided, configured and tested by Local Organization IT (not provided by JACoW or SPMS) 6 to 8 weeks before conference, check:
 - System Parameters
 - Accepting File Uploads, File Upload Threshold, File Upload Instructions URL, ...
 - Maintenance Tables
 - File Types (Source, PostScript, Portable Document Format, etc.)
 - Platform Codes (Intel PC, Macintosh, Linux, Unix
 - Presentation File Combinations, weighting that allows editors to process contributions beginning with
 - PostScript
 - Source
 - Etc.
 - Processing Status Codes (Dot colours and corresponding e-mail messages that will be automatically generated as contributions are processed)



Brief Demo if time ..

- JACoW Team Meeting SPMS Instance
 - Overall Database Administration
 - System Parameters, Authorize, Functional Roles, Webpages
 - PC Functionality: Invited Orals, Re-classification and Contributed Oral
 - Scientific Program Administration, Classifications, Main Classification/Experts
- IPAC' 11 SPMS Instance
 - Scientific Program Administration
 - Classifications, Sessions, Programme Codes
- JACoW SPMS Documentation Site at Elettra
 - SciProg Administration