



SPMS Functionality for Scientific Programme Management during Conference

Christine Petit-Jean-Genaz
Conferences Coordinator for IPACs in Europe
JACoW Coordinator

- Processing Contributions
- Processing Transparencies
- Author Reception Activities
- Presentations Management
- Poster Session Management
- Pre-press Publication

<http://www.elettra.trieste.it/SPMS/> !!!!!

Organizing IPACs

Privileges

- Reminder of Privileges to “Saltmines” Team
 - Editor
 - Editor/QA
 - Author Reception
 - Presentations Management
 - Oral Presentations Upload/Management
 - Agenda
 - Transparency Processing
 - Poster Session Management



Processing Contributions

■ Aims

- To process and publish “pre-press” all contributions by the last day of the conference

■ Schedule of Work

- Pre-conference team (“experts”) begins processing on the **Thursday** before the conference, aiming to process 80% of all contributions by the **Sunday**
- Conference team (normally beginners) begins processing remaining 20% on **Sunday** afternoon



Processing Contributions

- Templates
 - Word for pc and macintosh, LaTeX, Open Office, reviewed regularly
- Paper Processing/QA Criteria for Editors
 - Guidelines are published regularly, but up to each “Editor-in-Chief” to decide level of application – see also common oversights
- Privileges
 - *Conference instance url_debug/editor.html*
 - *Conference instance url_debug/editor.qa*
- Processing Procedure
- QA Procedure



Processing Transparencies

- Description of Task
 - To process transparencies for publication in the conference proceedings
- Guidelines for Transparency Editor
 - Michaela Marx document published at JACoW site under Processing
- Tools
 - New interface:
conference instance `url_debug/transparencies.html`



Author Reception

- Description of Task
 - To provide the interface with authors
 - To file hard copies
 - To cross check titles/authors on papers against the processed contributions
 - Pre-QA
- Tools
 - Author Reception Role
 - Sort/file/edit privilege in SPMS



Presentations Management

- Description of Task
 - Collaborate with the Scientific Secretariat in the preparation of Guidelines for speakers to ensure that
 - Presentations offer good visibility for the audience (font size, etc.)
 - Software is properly explained/available (animations, movies, etc.)
 - An efficient Speaker Timer System is installed
 - Check that files are uploaded in advance of sessions – remind speakers as necessary
 - Download presentations, check fonts, animations, etc.
 - Transfer files to the auditoria
 - Train students to act as Scientific Secretaries ...



Presentations Management

- Guidelines for Presentations Manager
 - Wherever possible, ensure upload is via SPMS
 - Stay on top of the schedule, remind speakers to respect deadline, but
 - Don't upload to auditoria too soon ...
- SPMS Tools
 - New screens
 - Transparency List: Schedule, displays uploaded/available files, Email link to contact speakers
 - Agenda: Conference Programme/Schedule with _talk files visible – privilege via System Parameters



Poster Session Management

- Description of Task
 - Poster Session Managers (sometimes known as “Poster Police”) normally
 - Assist poster presenters with mounting posters (for IPAC in the morning) at the correct panel, or facilitating presentation of one presenter with several posters
 - Discreetly checking that posters are mounted, manned during the sessions, and of “acceptable quality” – i.e. no manuscripts
 - Important job with implications for publication: only work properly presented is accepted for publication



Poster Session Management

- Guidelines for Managers
 - If posters do not meet standards
 - Warn the Scientific Secretariat or SPC Chair immediately – aim is to meet with the presenter during the session to explain the policy and decide whether or not to accept work for publication
- Tools
 - SPMS Role/Privilege “Poster Police”
 - Screen set by default to posted, presented, manned - Managers to update – to enable publication



Pre-press Publication

■ Description of Task

- Prompt publication of all papers which have been properly presented (for posters meeting the requirement of posted, manned, quality OK), and where processing status is QA OK

■ Procedure

- Files are transferred to a new server, or different part of server used for upload of contributions
- Url of location entered into the screen:

System Parameters / URLs / Proceedings TOC
Base URL