Managing Invitation Only Conference with SPMS (LINAC10)

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Presentation types in LINAC

- Invited Orals
 - Proposed and selected by PC and IOC in the 1st PC meeting
- Posters (contributions)
 - Oral Posters
 - 36 best ones are selected by PC and IOC in the 2nd PC meeting.
 - For the selected posters, 5-min short oral presentations are given just before each poster session
 - Student Posters
 - Posters submitted by students
 - The best poster is selected by PC at the student poster session
 - The presenter of the select poster gives an oral presentation on the last day

 Preparations are necessary for nomination/selection of invited orals, and selection of oral posters

Registering Invitees

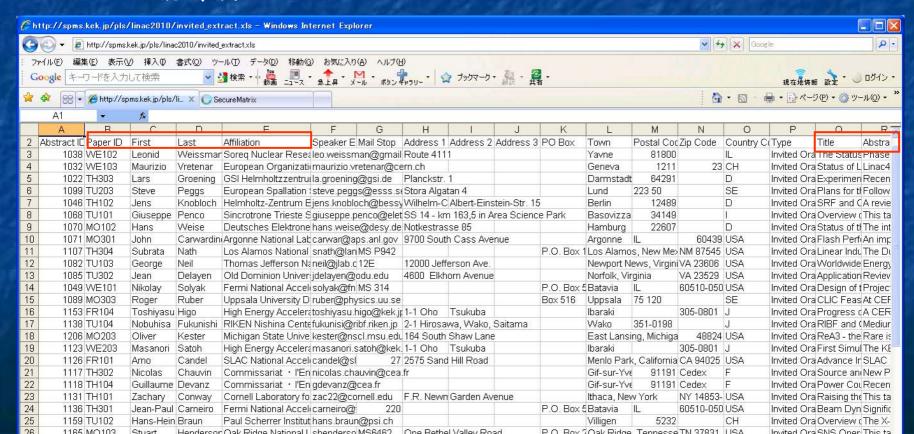
- Participants/authors require invitation
 - Every invitee must be registered in the SPMS
 - Painful works
 - We ask institute representatives to send invitee lists
 - But, some of them send the lists late. Lists have been sent over a long time.
 - Every time I got a list, I needed to register them,
 - And send conference announcement E-mails
 - If an invitee has no JACOW profile, I needed to ask him/her to create one (or if he/she does not, I do it instead).

Special settings of invitation only conference for SPMS (1)

- System parameters
 - System parameters->conference
 - Invitation Only Conference = yes
- Preparations for invited oral proposal by PC and IOC
 - Register them in the SPMS as invitees
 - Give them a privilege "Propose Invited Orals"
 - Switch the conference to the PC mode
 - in System Parameters -> PC
 - Enable PC Members to Propose Invited Orals = yes
 - So that PC/IOC can submit abstracts for proposed invited orals
 - Create the list of proposed invited orals for the PC meeting

List of proposed invited orals

- For 1st PC meeting to select invited orals
 - A spread sheet of all proposed invited orals
 - General->Data Extracts->All Orals
 - This is so far only for orals. A list of posters may also be useful.



Special settings for SPMS (2)

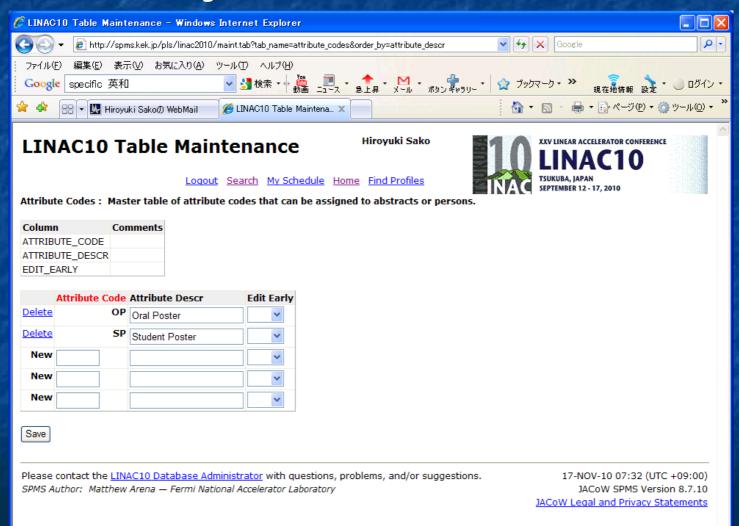
- Presentation types
 - Posters and Invited Orals
 - Define abstract attributes
 - Oral Posters and Student Posters belong to Poster
 - We followed the LINACO8 method
 - In Scientific Program Administration->Abstract Attributes
 - Define "Oral Poster" and "Student Poster" attributes
 - So that they can be selected in abstract search

Add invitees

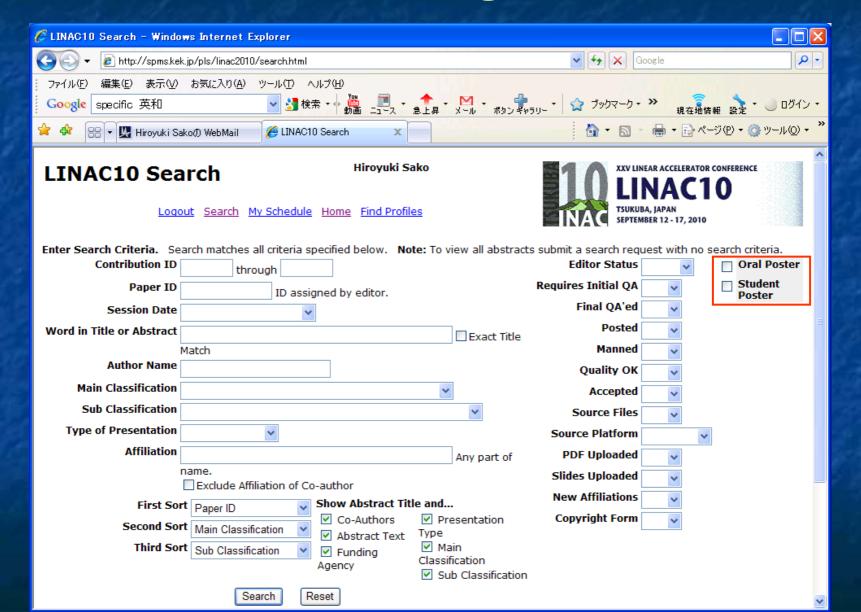
- Get invitee lists from representatives of institutes in the world
- Register the received lists as invitees in SPMS

How to Define Attributes

Scientific Program Administration->Abstract Attributes

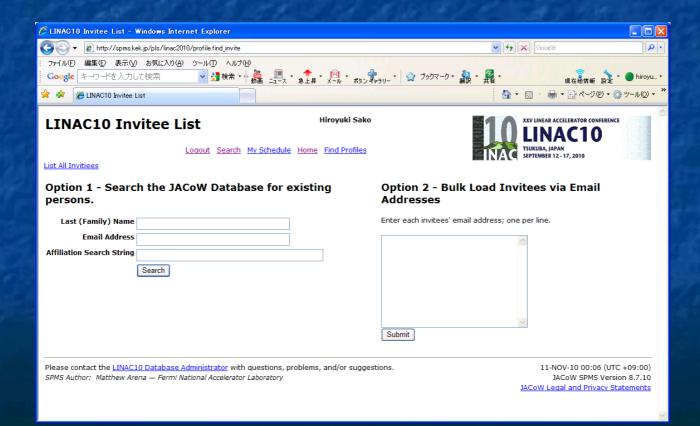


Search after defining the attributes



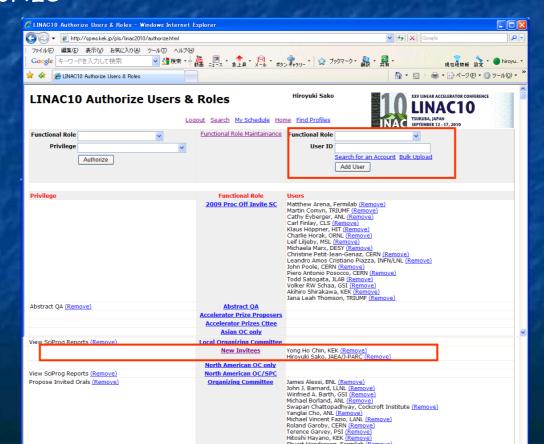
How to add invitees

- Usually copy and paste a list of E-mails and enter them
- If some of them does not work due to wrong E-mail address, use "Search" option



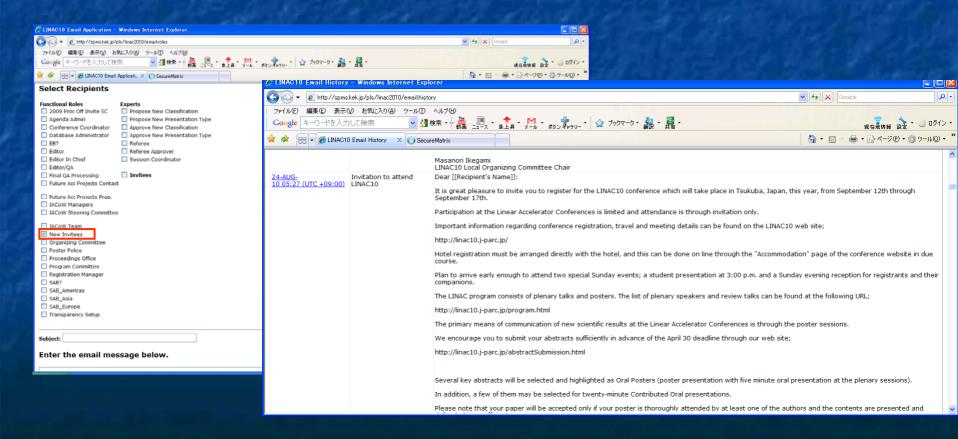
How to send announcement E-mails to newly added invitees (1)

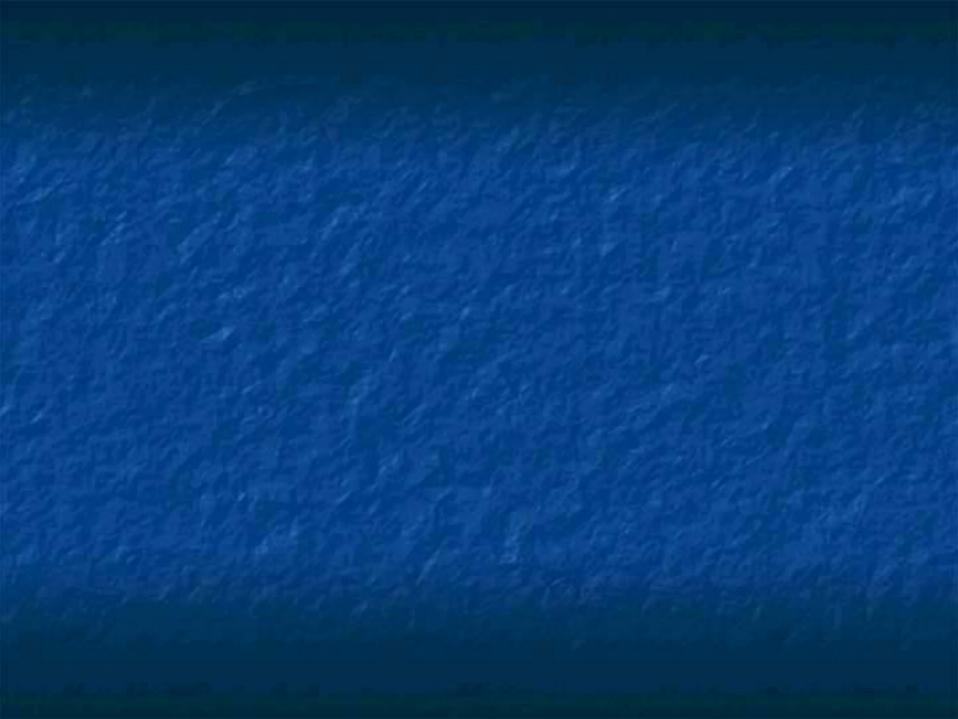
- Define a Functional Role "New Invitees"
- 2. And assign new invitees to it in Overall Database Administration->Privileges,Roles&Users->Authorize



How to send announcement E-mails to newly added invitees (2)

- 3. Use Email->SPMS Roles
- 4. In Email->Email history, copy and paste previous E-mails





LINAC10 Schedule

- 21 Oct 09 Requested IOC/PC members to propose invited ord
- 20 Dec 09 Proposals of invited orals deadline
- 12 Jan 101st PC meeting to select invited orals
- 16 Feb 10 Abstract submission (for posters) open
- 30 Apr 10 Abstract submission deadline
- 14 May 10 2nd PC meeting to select contributed orals from posters
- Jul 10 Paper submission open
- 10 Sep 10 Paper submission deadline
- 12-17 Sep 10 Conference

- For 2nd PC meeting to select Oral posters out of posters
 - General->Data Extract->Abstract Book

