# JACoW Team Meeting, 7th -10th November 2016
# TRIUMF Vancouver Canada
# Monday Programme

| Monday 7th November | | | |
|---|---|---|---|
| 7:45am | 7:45am | **Transfer to TRIUMF**<br>Pickup from: **Georgian Court Hotel** | |
| 8:30am | 8:30 – 9:00 | **Registration:** Outside Boardroom | |
| **Welcome and Introduction to JACoW TM & Running a JACoW Conference Part 1**<br>**Session Chair: Jana Thomson** | | | |
| 9:00 am | 9:00 – 9:20 | **Welcome Introduction & Programme Outline**<br>Dr. Jon Bagger, TRIUMF Director<br>Jana Thomson, Auditorium | |
| | 9:20 – 9:35 | **JACoW Board of Directors Welcome**<br>Ivan Andrian, Auditorium | |
| | 9:35 – 9:50 | **JACoW Voting Introduction**<br>Ronny Billen, Auditorium | |
| | 9:50 – 10:10 | **What is JACoW and what it Offers to your Conference**<br>Todd Satogata, Auditorium | |
| | 10:10 – 10:35 | **General Overview of Running a JACoW Member Conference**<br>Todd Satogata, Auditorium | |
| | 10:35 – 11:00 | **General Timelines, When and Who to do What**<br>Maria Power, Auditorium | |
| 11:00 am | 11:00 – 11:30 | **Morning Tea** | |
| **Running a JACoW Conference Part 2 & Conference Management Systems Part 1**<br>**Session Chair: Garry Tilmont** | | | |
| 11:30am | 11:30 – 12:00 | **Scaling of Roles Tasks and Resources vs Size of your Conference**<br>Todd Satogata, Auditorium | |
| | 12:00 – 12:30 | **What are Conference Management Systems & SPMS?**<br>Todd Satogata, Auditorium | |
| 12:30 pm | 12:30 – 14:00 | **Lunch** | |
| **Conference Management Systems Part 2**<br>**Session Chair: Kip Bishofberger** | | | **Working Group** |
| 2:00 pm | 14:00 – 14:30 | **What is InDiCo?**<br>Pedro Ferreira, Auditorium | **Mobile App Working Group**<br>Johan Olander<br>Board Room<br><br>14:00 – 15:00 |
| | 14:30 – 15:00 | **Technical Process of Producing a Proceedings**<br>Volker Schaa, Auditorium | |
| | 15:00 – 15:30 | **Where to Get Help?**<br>Charlie Horak, Auditorium | |
| 3:30 pm | 15:30 – 16:00 | **Afternoon Tea** | |
| 4:00 pm | 16:00 – 17:30 | **Poster Session**<br>**&**<br>**Welcome Reception** | |
| 6:00 pm | 18:00 | **Transfer to Georgian Court Hotel**<br>Pickup from: **TRIUMF** | |

# Tuesday Programme Morning

| Tuesday 8th November | | | |
|---|---|---|---|
| 8:15am | 8:15am | **Transfer to TRIUMF**<br>Pickup from: **Georgian Court Hotel** | |
| **Using SPMS to Perform Key Tasks Part 1**<br>**Session Chair: Maggie Montes-Loera** | | | **Working Group** |
| 9:00am | 9:00 – 9:20 | **Getting a SPMS Instance & Conference Settings Explained (20min)**<br>Juliana Pranke, Auditorium | **IT Setup Working Group**<br>Ivan Andrian<br>Board Room<br>9:00 – 11:00 |
| | 9:20 – 9:35 | **Privileges and Roles Explained (15min)**<br>Juliana Pranke, Auditorium | |
| | 9:35 – 9:50 | **Proposing Invited Orals (15min)**<br>Juliana Pranke, Auditorium | |
| | 9:50 – 10:00 | **10min Breather Catch-up, Questions?** | |
| | 10:00 – 10:15 | **Sending Email Announcement, and Follow Up Emails via SPMS (Email Utility) (15min)**<br>Juliana Pranke, Auditorium | |
| | 10:15 – 10:30 | **Setting up Main and Sub-Classifications, and Presentation Types (15min)**<br>Juliana Pranke, Auditorium | |
| | 10:30 – 10:45 | **Opening for Abstract Submission (15min)**<br>Juliana Pranke, Auditorium | |
| | 10:45 – 11:00 | **QA process for Abstracts (15min)**<br>Juliana Pranke, Auditorium | |
| 11:00am | 11:00 – 11:30 | **Morning Tea** | |
| **Running a JACoW Conference Part 2 & Conference Management Systems Part 1**<br>**Session Chair: Vincent Mitts** | | | **Working Group** |
| 11:30am | 11:30 – 12:00 | **Creating Forms & Payment Systems (30min)**<br>Ivan Andrian, Auditorium | **Spare Slot One-on-ones**<br>Board Room |
| | 12:00 – 12:15 | **Getting Access to a File Server and Managing Paper Submission (15min)**<br>Jan Chrin, Auditorium | |
| | 12:15 – 12:30 | **Creating Paper/Program Codes (15min)**<br>Maria Power, Auditorium | |
| | 12:30 – 12:45 | **15min Breather Catch-up, Questions?** | |
| | 12:45 – 13:00 | **Creating Sessions (Single and Parallel), Oral and Poster (15min)**<br>Maria Power, Auditorium | |
| | 13:00 – 13:15 | **Allocating Talks to Sessions (15min)**<br>Maria Power, Auditorium | |
| | 13:15 – 13:30 | **Allocating Posters to Sessions (15min)**<br>Maria Power, Auditorium | |

# Tuesday Programme Afternoon

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|---|---|---|---|
| 1:30pm | 13:30 – 15:00 | **Lunch** | |
| | 14:00 – 15:00 | **TRIUMF Tour (60min)**<br>*Please add your name to the tour list in advance* | |
| **Utilizing & Integrating SPMS Data for Websites & Operations**<br>**Session Chair: Renan Picoreti** | | | **Working Group** |
| 3:00pm | 15:00 – 15:20 | **Free Slot, to be determined**, Auditorium | **Online Help Working Group**<br>Charlie Horak<br>Board Room<br>15:00 – 15:50 |
| | 15:20 – 15:50 | **How to Integrate SPMS Data into Your Conference Website**<br>Kyung Sook Kim, Auditorium | |
| | 15:50 – 16:00 | **Final Notes to Meeting Attendees, Voting, Collected on way to Coffee Break**<br>Ronny Billen, Auditorium | |
| 4:00pm | 16:00 – 16:30 | **Afternoon Tea** | |
| **Processing Papers & Presentations**<br>**Session Chair: Akihiro Shirakawa** | | | **Working Group** |
| 4:30pm | 16:30 – 17:00 | **Running the Editing Office and Processing of Papers**<br>Volker Schaa, Auditorium | **Spare Slot One-on-ones**<br>Board Room |
| | 17:00 – 17:30 | **Processing Transparencies & Embedding Animations**<br>David Button, Auditorium | |
| 18:00pm | | **Transfer to Georgian Court Hotel**<br>Pickup from: **TRIUMF** | |

# Wednesday Programme

| Wednesday 9th November | | | |
|---|---|---|---|
| 8:15 am | 8:15am | **Transfer to TRIUMF**<br>Pickup from: **Georgian Court Hotel** | |
| **IPAC Debrief, Roles, IT Requirements, Software Specifications**<br>**Session Chair: Ghyung-Hwa Kim** | | | |
| 9:00am | 9:00 – 9:20 | **IPAC Operations Review**<br>*Kyung Sook Kim*, Auditorium | |
| | 9:20 – 9:35 | **Debrief, Running of Author Reception**<br>Sue Waller, Auditorium | |
| | 9:35 – 9:50 | **Debrief, Running of Speaker Preparation & Presentation Management**<br>*Vincent Mitts*, Auditorium | |
| | 9:50 – 10:05 | **IPAC2016 IT Infrastructure Review**<br>Dong Eon Kim, Auditorium | |
| | 10:05 – 10:20 | **Review Discussion Feedback from IT Setup Staff**<br>Raphael, Volker, Ivan, Stefano, Johan, Auditorium | |
| | 10:20 – 10:40 | **Software Tools and Requirements, Setup / Installation Options**<br>*Raphael Mueller*, Auditorium | |
| | 10:40 – 11:00 | **IT Preparations for IPAC'17**<br>Johan Olander, Auditorium | |
| 11:00 am | 11:00 – 11:30 | **Morning Tea** | |
| **JACoW Template, Open Questions, & InDiCo Tutorial**<br>**Session Chair: Takashi Kosuge** | | | |
| 11:30 am | 11:30 – 11:50 | **JACoW Template & Citation Review**<br>Jan Chrin, Auditorium | |
| | 11:50 – 12:20 | **Open Questions and Discussion?**<br>Todd Satogata, Auditorium | |
| | 12:20 – 13:30 | **Introduction to InDiCo Usage Tutorial**<br>Pedro Ferreira, Auditorium | |
| 1:30 pm | 13:30 – 14:30 | **Lunch** | |
| **Tutorial Sessions 1** | | | |
| 2:30 pm | 14:30 – 15:30 | **Editing Team Meeting Submitted Papers**<br>Raphael Mueller, Auditorium | **LaTeX Boot Camp for Beginners**<br>Jan Chrin, Board Room<br>14:30 – 16:15 |
| | 15:30 – 16:15 | **Processing Slides Tutorial**<br>David Button, Auditorium | |
| 4:15 pm | 16:15 – 16:45 | **Afternoon Tea** | |
| **Tutorial Sessions 2** | | | |
| 4:45 pm | 16:45 – 17:00 | **Poster Session Management & Usage of the Poster Police App**<br>Stefano Deiuri, Auditorium | **Scrips and How to Run them Produce Proceedings & Other Handy Reports**<br>Volker RW Schaa, Board Room<br>16:45 – 17:30 |
| | 17:00 – 17:30 | **One-on-one Meetings, Organized Between Team Members,** Auditorium | |
| 6:00 pm | 18:00 | **Transfer to Georgian Court Hotel**<br>Pickup from: **TRIUMF** | |

**The Floata Seafood Restaurant in Vancouver's Chinatown,**

*180 Keefer St, Vancouver, BC V6A 1X4* **Georgian Court Hotel**

*Phone:(604) 602-0368*

# Thursday Programme

| Thursday 10th November | | | |
|---|---|---|---|
| 8:15am | 8:15am | **Transfer to TRIUMF**<br>Pickup from: **Georgian Court Hotel** | |
| **IPAC Debrief, Roles, IT Requirements, Software Specifications**<br>**Session Chair: Ronny Billen** | | | |
| 9:00am | 9:00 – 9:30 | **Round Table, Proposals for Proposals for Working Groups**<br>Ivan Andrian, Auditorium | |
| | 9:30 – 10:00 | **Lessons learned for next Team Meeting Feedback**<br>David Button, Auditorium | |
| | 10:00 – 11:00 | **Conclusions from the Rapporteur with Overview of JACoW Developments in 2016**<br>Garry Trahern, Auditorium | |
| 11:00am | 11:00 – 11:30 | **Morning Tea** | |
| **JACoW Template, Open Questions, & InDiCo Tutorial** | | | |
| 11:30am | 11:30 – 12:00 | **Summing up by Chair**<br>Ivan Andrian, Auditorium | |
| **Transfer to Georgian Court Hotel**<br>Pickup from: **TRIUMF** | | | |