

IPAC'18 Summary of Event

Jana Thomson, TRIUMF

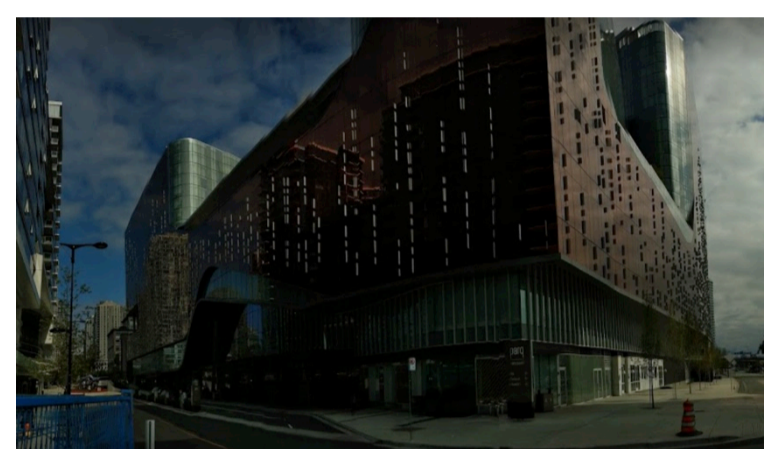


IPAC'18

Vancouver, Canada
April 29 – May 4, 2018



The Venue



In June 2012 site selection was started. Site locations that could accommodate an event the size of IPAC were limited in Vancouver. Initially we planned to be in the East Trade and Convention Centre on the waterfront in Vancouver.

- 2015-10: Vancouver Convention Centre releases & sells all satellite & JACoW rooms
- 2015-10-30: VCC contract expires without signatures
- 2015-11: no single hotel large enough for IPAC'18
- 2015-12-01: J.W. Marriott notifies intent to build new hotel
- 2016-01-06: J.W. Marriott announces room capacities
- 2017-10-30: J.W. Marriott Parq opens to the public
- 2018-03: Detailed room layouts received
- Advertised room capacities are aspirational, not actual

Event	Rooms	Advertised	Actual
Banquet	A,B,C,D,E,F	1200	1050
Conference	D,E,F	1300	1050

- Advertised capacities leave no room for screens or stage
- Would have to fill entire space with chairs to achieve them
- 2018-03: Formulate response plan
 - Limitation on registrations
 - Establish overflow room with capacity of 150; and video relay

Guest Rooms at Marriott

- Contract based on peak 200/night (lowest risk exposure)
- Actual: increased to peak 325/night to satisfy demand
- Contracted rooms at three close-by hotels. Rooms were released 30 days from conference start date. Hotels were advertised on the webpage. Some attendees took advantage of this.

Committees

International Organizing Committee

- Shane Koscielniak - TRIUMF (Canada) // Conference Chair
- Tor Raubenheimer - SLAC (USA) // Program Chair
- Todd Satogata - JLab (USA) // Scientific Secretariat
- Gianluigi Arduini - CERN (Switzerland)
- Ralph Assmann - DESY (Germany)
- Philip Bambade - LAL (France)
- William Barletta - MIT (USA)
- Giovani Bisoffi - INFN (Italy)
- Mark Boland - ALS (Australia)
- John Byrd - LBNL (USA)
- Marie-Emmanuelle Couprie - SOLEIL (France)
- Armando Antillón Díaz - UNAM (Mexico)
- Wolfram Fischer - BNL (USA)
- Andreas Jansson - ESS (Sweden)
- In-Soo Ko - PAL (Korea)
- Tadashi Koseki - KEK (Japan)
- Lin Liu - LNLS (Brazil)
- Gwo-Huei Luo - NSRRRC (Taiwan)
- Won Namkung - PAL (Korea)
- Fulvia Pilat - JLab (USA)
- Qing Qin - IHEP (China)
- Brian Richter - GMWA (USA)
- Mike Seidel - PSI (Switzerland)
- Vladimir Shiltsev - FNAL (USA)
- Pavel Snopok - IIT (USA)
- Hitoshi Tanaka - SP-8 (Japan)
- Marion White - ANL (USA)
- Yoshishige Yamazaki - MSU (USA)
- Hongwei Zhao - IMP (China)
- Frank Zimmermann - CERN (Switzerland)

Local Organizing Committee

- Shane Koscielniak - TRIUMF (Canada) // Conference Chair
 - Cornelia Hoehr & Marco Marchetto - TRIUMF (Canada) // LOC Co-chairs
 - Cynthia Reis - TRIUMF (Canada) // Conference manager
 - Francis Pau - TRIUMF (Canada) // Treasurer
 - Silke Bergelt-Bruckner - TRIUMF (Canada) // Conference Secretary
 - Dana Giasson - TRIUMF (Canada) // Website Content Support
 - Kathryn Hayashi - TRIUMF (Canada) // Industry Session
 - Geoff Hodgson - TRIUMF (Canada) // Audio-Visual Logistics
 - Yetivart Hosespyan - TRIUMF (Canada) // Exhibits Logistics Liaison
 - Oliver Kester - TRIUMF (Canada) // Student Program Coordinator
 - Geoff Krafft - JLab (USA) // US Student Grants Officer
 - Ania Kwiatkowski - TRIUMF (Canada) // WISE Co-chair
 - Aurelia Laxdal - TRIUMF (Canada) // Exhibits & Sponsorships
 - Davis Swan - TRIUMF (Canada) // Information Technology Support
 - Jana Thomson - TRIUMF (Canada) // Proceedings Editor
 - Isabel Trigger - TRIUMF (Canada) // WISE Co-chair
- ### IPAC'18 Working Group on Partial, Light Review
- Alex Bogacz (chair)
 - Tor Raubenheimer (APS-DPB rep)
 - Steven Gourlay (IEEE-PAST rep)
 - Shane Koscielniak (IPAC'18 chair)
 - Todd Satogata (JACoW rep)
 - John Erickson (IPAC'18 OC)
 - Kevin Jones (IPAC'18 OC)
 - Yong Ho Chin (Asia rep)
 - Mark Boland (ex-officio IPAC'19)
 - Frank Zimmermann (PRAB & Europe rep)
 - Mike Seidel (ex-officio IPAC'17)

All things IT

Equipment:

- 26 Windows workstations rented for JACoW Editors, rented monitors desired resolution was 3840 x 2160 or 4K quality.
- 2 rental iMacs with Windows 10
- 4 rented workstations went to the Cyber Café.
- 10 TRIUMF purchased Dell All-In-One computers: 4 in the Cyber Café, 2 in Registration/Finance, 2 in Author's Reception, one in Speaker Ready, and one spare.
- Four HP Colour laser printers were rented; three for the Editorial Room and one for Registration, Finance, and the Internet Café.
- Personal smart phones and iPads were used by the Poster Police. The purchased iPads worked the best.
- Microphones:** Three handheld, two lapel mics per parallel room. Insufficient mics for runners during plenary, not all could be used from the central tech table, we were limited to 5 audio channels.
- Laptops** (Three for presentations, one for speaker prep, this was adequate).
- AV** – pushback with the company. Initial proposal was >\$100,000, in the end it was ~\$79,000 total cost)

WiFi

- Two WiFi Networks (Guests/Delegates and JACoW Editors)
- Three Wired Networks (1. Proceedings Office 2. Speaker & Presentation (Speaker Ready and presentation laptops must be on the same subnet) 3. Registration/Café)
- Typical Utilization (A total of 500 Mbps was available for Internet allocation)
- WiFi: Editors 10-30 Mbps (Allocated 50 Mbps)
- Guests/Delegates 80-120 Mbps (Allocated 200 Mbps)
- Wired: Proceedings Office ~ 20-50 Mbps (Allocated 150 Mbps)
- Speaker/Presentation ~ 10-20 Mbps (Allocated 50 Mbps)
- Café/Registration (Allocated 50 Mbps)
- Make sure Conference network admin staff are aware of the number of delegates to ensure sufficient IP/DHCP leases for the guest WiFi network Requested Minimum (4096 addresses /20 subnet)

Registration

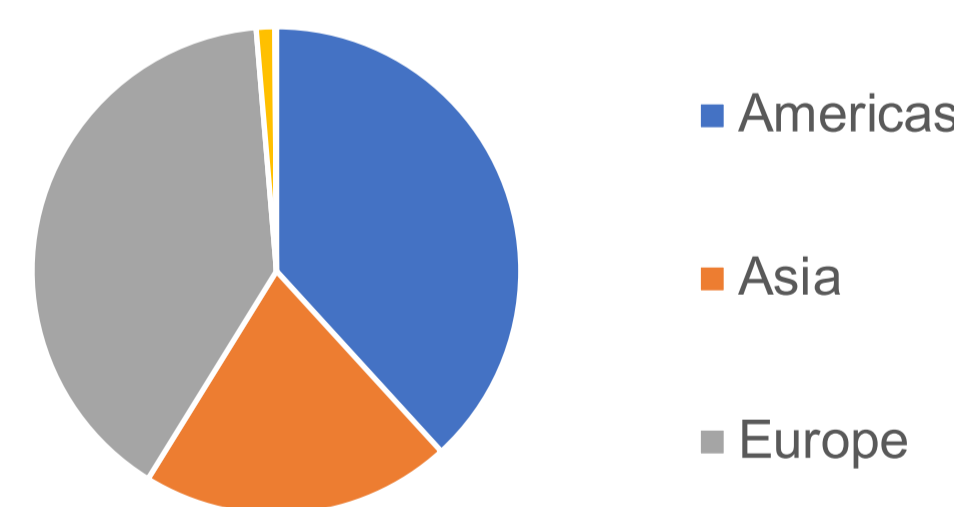
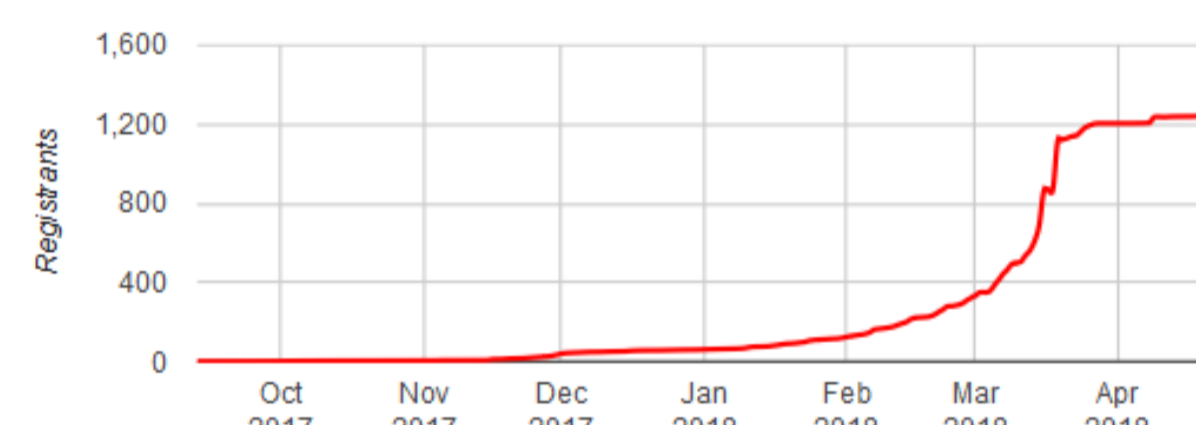
1-day Registration	28
Companion	37
Full Delegate (IEEE/APS Member)	197
Full Delegate (non-IEEE/APS)	572
Late Delegate Registration	12
Industry Delegates	126
Exhibitor Passes	87
Retiree or unemployed	13
Student (no bursary)	114
Student (with bursary)	100

Late Delegate Registrations

- U.S. DOE Laboratories asked for 9-day extension to Early Bird deadline – for their staff "travel training"
- All registrations world-wide were treated as "early bird" reduced rate until March 24; and then registration closed due to "over capacity".

SPMS was used as a 'gateway' to the TRIUMF in-house registration system. SPMS was using the External Registration settings. Delegates logged into SPMS, they were then re-directed over to the in-house system. Identified fields in SPMS pre-filled the TRIUMF system. Payment was made and processed by a merchant account used by TRIUMF (Moneris). When a registration was paid-in-full the information was transferred to SPMS.

Total Registrations in SPMS: 1508



Fees

- Delegate fees "down", compared with budget prepared 2016, Exhibits and Corporate support "up"
 - Tax on liquor rose from 5% to 10% on April 1st 2018.
 - Banquet cost/person rose from \$120 to \$169 in March 2018

- 1333 delegates arrived from 36 countries
- 84 cancellations
- 335 visa requests
- Request for registration on site

Student Grants

Applications: We received 265 applications. 106 from Asia region, 95 from Europe region and 64 from America region. Not all applications had a (Letter of Recommendation) LOR from the supervisor.

Letters need to be provided to the evaluation committees as soon as possible in case of so many applications.

Awards: 107 students have been awarded, 98 of them participate (personal and visa issues)

The visa letter should be sent out as early as possible.

Student poster session: Sunday, April 29, 2018, between 14:00 and 18:00.

We had 144 student posters and 28 poster judges (from OC, SPC and SAB), which were identified by a Doodle poll.

Mobile App

- IPAC'18 Mobile App was launched with improvements to IPAC'17 App
- 1 Push notification was sent to report a lost Mobile phone
- 782 devices installed the App
 - iOS: 369
 - Android: 413



Conference Bag

- Ordered 2,500 (was minimum)
- Order had to be in mid December 2017 (Chinese New Year competition)
- Cost \$1.62 per bag
- Stuffed 1,510 bags with 17 items Thursday before IPAC'18 by Starworks (works with disabled people), total cost \$1,077



Quick Facts:

- JACoW Team: 26
- 2 Silver Sponsorships (3 companies) – Total \$30,000; 22 A la Carte & Special Sponsorships (22 companies) – Total \$40,650; 2 Quad-Booths Premium: 1 Delegation & 4 Companies – Total \$20,400: **TOTAL SPONSORSHIPS & QUAD-BOOTHS Revenue CAD\$91,050**
- Exhibitor booths: 71 single; 4 double; 4 quad
- Attendance at Welcome Reception:
- Attendance at Banquet:
- Attendance at Technical Tour: 225
- IPAC'18 App: iOS: 369 devices | Android: 413 devices
- 26 satellite meetings in total
- Only 30 - 45 people attended student events (expected 100) - therefore those student events should be advertised better, and maybe hosted at a later time in the day.
- Room reserved for Companions to socialize were completely unused for all 4 days.
- Presenters are not early adopters of new technology, Some speakers unable to use **Logitech Spotlight** controllers
- If using external registration system, **Test registration software at least a year in advance!**

Promotion Timeline:

Save the Date Postcards: May 2017
SPMS email to Orals: Feb 2017
Poster finalized: March 2017
Website launch: April 2017
Poster mailed: July 2017
Abstract open: Sep 2017
Registration open: Sep 2017