Team Meeting
Santos, Brazil

RAPPORTEUR

SUMMARY
JACoW Team Meeting | Santos, Brazil

43 plenary talks

6 tutorials & 3 working group

1 poster session

100 beers

200 caipirinhas

GOALS OF JACoW

Publish high quality conference proceedings

Share experience

Educate newcomers

Improve tools and solve issues

Enhance quality and efficiency

HISTORY ABOUT JACoW

LIFE CYCLE OF JACoW TOOLS

Tools are on CERN, KEK, FNAL and ELETTRA servers with support from each facility

Conferences have now a DOI associated, except COOL, ICALEPCS, and who LINAC have ISSNs

REFERENCES, CITATIONS, RULES & STYLES

To acknowledge work of others in the field, give due credit and avoid plagiarism

To provide evidence to support the assertions and claims being made
(paper itself becomes more persuasive)

To allow readers to trace sources of information used

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A. Author, "Title of paper", in *Proc. 9th Int. Particle Accelerator Conf. (IPAC'18)*, Vancouver, BC, Canada,
B. Apr.-May 2018, pp. 123-126. doi:10.18429/JACoW-IPAC2018-PAPERID

CAT SCAN TOOL & REFERENCE SEARCH

Feature requests
Determinate process and limitation of the tools
Education – ANSTO is happy to collaborate and teach
Future, sustainability and evolution – strategy needed further development

Action Items

Josh to discuss with Charlie if the feature list should exist on the wiki or on github

Josh to find out if it is feasible for ANSTO to receive external funds, to fund further development

Ivan to provide a suggestion of 2 subdomains for catscan and reference search to Josh

SCRIPT OVERVIEW

JPSP before, during and after the conference

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TUTORIALS

Basic Editing, Word and Pitstop – Teaching about how to use Pitstop | Find JavaScript for dots
Wiki Editing, Reviewing and Content

GENERAL OVERVIEW

Committees constitutions **|** Link between each committees **|** SPMS role for committees
Scientific Secretary role

Deadlines should not be extended

Organizing a Conference : Student Tutorial **|** Industrial Exhibition **|** Social Program

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Presentation of the Timeline : Set up Instance **|** Invited oral **|** Announcement **|** Deadlines …

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Central Repository : Need to be always updating with good information

SMALL VS LARGE CONFERENCE

Conference	Sci Program	LOC	JACoW Team	Author Recep	Student Program
Small	Informal	2-4	1-2	No (email)	No
Smallish	Informal to SPMS	3-5	2-4	Kinda (support staff)	Minimal
Medium	SPMS	5-10	10-15	Yes	Yes
Large	SPMS	10-15	20-35	Yes	Yes

Not all teams are built equal, but are built to the size of the task ahead of them

EDITING CRITERIA

Hold an Editorial room for a conference need to be manage as a project
Team | Roles | Goals | Communication | Follow up

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TRENDS IN PAPER

Although TeX contributions are rising across the board, the proportion between
DOC and TeX are very conference-dependent. The Editorial Office members should be thought
according to each conference trend

SPEAKER READY ROOM /
Tutorial : Processing Transparencies & Embedding Animations

IT should ensure that all software (and additional fonts) required to facilitate the processing of transparencies be pre-installed on all computers to prevent problems.

This includes : Powerpoint Plugins: PPSplit and video encoding software: Handbrake, Virtual Dub Mac Fonts should also be installed into the regular Windows PC Font folder.

CONFERENCE WEBSITE AND TOOLS

Diagram | Script | Program Code | App

TUTORIALS

SPMS
Strategies for software development

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Where to get help from the Wiki: Structure of the Wiki

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SPMS: To forward information from Web Site and SPMS regarding for example Registration
Registration form from SPMS

INDICO

Still in development

Not yet available for conference because no module for edition

Would be available for IPAC23 in Venice with Ivan as Scientific Secretary

VOTES

Deputy Chair : David Button

JACoW Directors : Regis & Johan

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REPORT AND ADVISE FROM IPAC19

Scientific Secretary | Editorial Office | IT

TUTORIALS

Beginners + Advanced LaTex

JACoW Template

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IPAC20 PREPARATION

Overall Preparation | Proceedings Office Preparation | IT

SUMMARY

SUMMARY

FOR THE FUTUR

Work on the commitment from Laboratories

Work on the information transfer

Keep updated tools: Cat Scan and Reference Research Tools

Develop Indico

THANK YOU !