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JACoW

JACoW 2008 Team Meeting  
17-20 November, 2008  
KEK, Tsukuba

17-20 November, 2008

2008 JACoW Team Meeting



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# EPAC'08 Proceedings Office and Author Reception Organization

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EPAC Conferences Coordinator  
JACoW Secretary

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## ■ JACoW Terms of Reference

- To publish member conferences' proceedings at JACoW.org
- To provide support to member conferences by means of tools for conference organization, proceedings production and shared software licenses

and in particular, falling on the shoulders of the larger conferences:

- *To train editors in the techniques and technologies involved - hands on at PAC/EPAC/LINAC/DIPAC .... And via Team Meetings ...*



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# EPAC'08 Editorial (Saltmines) Team

- Jan Chrin, DIPAC'09, (Switzerland)
- Martin Comyn, Jana Thomson (Linac'08, PAC'09)
- Maria Rita Ferrazza/Manuela Giabbai (Transparencies)
- Charlie Horak, ICALEPCS'07 (US)
- Hiroaki Katagiri, IPAC'10 (Japan)
- Tilen Kusterle and Miha Pelko, PCaPAC'08 (Slovenia)
- Leif Liljeby, FEL'10 (Sweden)
- Michaela Marx, ICFA ABDW (Germany)
- Leandro Piazza, Cyclotrons'07 (Italy)
- Choji Saji, ICALEPCS'09 (Japan)
- Aki Yamashita, ICALEPCS'09 (Japan)
- Youjin Yuan, CYCLOTRONS'10 and COOL'09 (China)
- Experts: John Poole, Volker Schaa (numerous events)
- Ivan, Stefano, Massimo, ... yours truly
- Sheila Poole, Pam Kite, Marlen Bugmann, Sam Vanecek, Sandi Miller .....

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## EPAC'08

- Fully SPMS Conference (Programme, Registration (delegate/exhibition - new modules))
- 26 Total Proceedings Office Staff (not all paid from conference budget, incl. part-time, students, etc.)
  - Editors (incl. transparencies): 18 (10 pre-conf)
  - IT (Database, plus Computers, etc.): 3
  - Paper Reception: 5
- 99 (wo)man processing days
- 150 Per diems: ~ 26kEuros
- Plus computer rental, catering, invitations to social events, etc.
- ***Yes, it has a cost - wise to include in budget at planning stage***



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## Some figures

- *>1100 contributions were processed, QA'd and went on-line "pre-press" end of morning on last day of conference*
- *1218 papers and 90 sets of transparencies published on JACoW 3 weeks later ...*



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## How was it managed?

- Upload of files more efficient
  - Auto-distill lead to
    - More efficient submission and control by authors
    - More complete upload (missing .ps files triggered reminder)
- IT setup, computers, network and printers all prepared and functioning perfectly on time
- Abandoned hard copy requirement
  - simplified the work of Author Reception
  - freed up time for Author Reception to cross-check titles and authors on papers against those in the SPMS (3 weeks post-conference work reduced to 1)
  - QA began earlier, so all papers received were processed by last day of conference



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## Reasons for such success

- Careful planning between all "actors"
  - Including Speaker Interface and Poster Session Managers
- Repeated messages to authors (thanks to the SPMS e-mail utility)
- Right balance of editorial staff
  - "core"
  - "novices"
  - transparency processing
  - author reception
- "Saltmine" refreshments and social events kept spirits high
- Leadership: Volker and John balance quality criteria with pragmatic approach!
- Absolutely first class IT setup and support
  - Ivan, Massimo and Stefano





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In future?

- Adopt Ivan's specification and approach as THE approach to setting up the Proceedings Office hard- and software
- Maintain a similar ratio of editors to papers, which allowed for the "core" team to take a breather mid-way
- Consider reducing the number of author reception staff, or
- Assigning author reception staff to assist part time (outside of rush hours) with poster session management, speaker interface ....