



Setting up an SPMS Conference Instance

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Outline

- Reminder : JACoW Terms and Conditions
- Phase 1 : Actions JACoW RSC-Europe
- Phase 2 : Actions at the SPMS hosting site
- Phase 3 : Initial Configuration

JACoW Terms and Conditions

JACoW collaboration conferences can benefit from the software licenses owned by the collaboration and can use the SPMS with access to the central repository. Each conference wishing to benefit from these has to send a copy of the text below, signed by the conference chair, to the JACoW Collaboration Chairman and Secretary.

As Organizers of the *xxx* Conference we undertake that

1. The data supplied and collected with the SPMS system will under no circumstances be used for any other purpose than in connection with the organization of the conference in question (non-conference announcements to the whole repository are strictly forbidden).
2. The data will not be provided to any external body for any purpose
3. Following the publication of the conference proceedings and repatriation of the data to the central repository, the link to the central repository will be cut and there will be no further maintenance of the system by central support
4. The email facility will not be used after the publication of the conference proceedings
5. The profiles and account information generated by the conference will be of the same quality as the data already in the repository (no dummy emails etc.)
6. Software installed using JACoW licenses will be un-installed immediately after the conference

Phase 1 : Actions JACoW RSC-Europe

- Receive request from Conference Chair to JACoW Chairman
 - ❖ Abide to JACoW Terms and Conditions of SPMS usage
 - ❖ Copy to JACoW Secretary (further copied to RSC-Europe)
- Agree on hosting – preferably by a RSC
- Create database account for the conference
- Download SPMS production version
- In case of remote hosting: Generate SPMS “bridge” instance
 - ❖ Links the central repository to the remote repository
 - ❖ Allows periodic data synchronization between the repositories
 - ❖ Contains only synonyms for central repository objects
 - ❖ Does not contain any data
- Communicate SPMS instance credentials to Matt Arena
 - ❖ SPMS upgrades can be executed

Phase 2: Actions at the SPMS hosting site

- Download latest SPMS production version
- Download JACoW SPMS Conference Database Installation Instructions
- Execute the Installation Instructions step-by-step, in order to:
 - ❖ Set up the initial Oracle environment
 - ❖ Create the database user for the conference
 - ❖ Enable the web access to the database
 - ❖ Create the database schema with the conference repository
 - ❖ Verify the SPMS web-interface
 - ❖ Configure the conference by means of the system parameters
 - ❖ Communicate the server host name to JACoW Administrators
 - ❖ Communicate the database user credentials to Matt Arena
- The procedure also contains the instructions to set up the file upload/download procedures

Phase 3 : Initial Configuration

- Following system parameters have to be set up immediately
 - ❖ Conference
 - Title, Location, Start date, Duration, Time zone offset
 - ❖ Email
 - SMTP Host, Editor's Email Address
 - ❖ Image URLs
 - Conference Logo GIF/JPEG URL
- Inform Conference Chair
 - ❖ Initial setup of Conference SPMS completed (synchronization active)
 - ❖ URLs of the Conference SPMS
 - ❖ Full configuration can be started
 - ❖ Technical support and guidance available
- Now you're ready to complete parameterization...
- ...And prepare to go live with your conference!

