

Setting up the Computers, Software, Licences

- ▶ As soon as the conference venue is confirmed, and indeed as part of the selection process, investigate and test the network. Important considerations are:
 - Number of independent links to the Internet for redundancy.
 - Direct link to the national academic network.
 - Special permission to access all domains at full bandwidth.
 - Maximum download/upload speeds (1 Gbps preferred).
 - Sustained download/upload speeds.
 - Test by transmitting a 100 MB file from/to several locations concurrently using several laptops that are connected by both hardwire and wireless.
 - Perform normal network diagnostics (flood pings, number of hops, wireless coverage, # consecutive users, etc.).

Network Hardware

- ▶ Never underestimate the number of ports required.
- ▶ Use 16-port hubs minimum.
- ▶ Provide spare ports for delegates' laptops in case the wireless circuits are slow/overloaded.
- ▶ You can never have too many power bars!
- ▶ Demand access to multiple high power circuits (30–50 A) in the Proceedings Office and Internet Café. Beware of laser printers.
- ▶ In the Proceedings Office, budget on:
 - >2.5 ports/editor.
 - 6 power outlets/editor using power bars with wide spacing to accommodate international adapters.

Proceedings Office Spaghetti



- ▶ Use either:
 - Distributed power bars on multiple circuits.
 - 20+ output bars on a high power circuit.
- ▶ Always install laser printers on a separate high power circuit.
- ▶ The same comments apply for SPC meetings.

Computers

- ▶ Internet Café and Registration rooms are normally not available until the day before the conference begins. Therefore computers can be acquired, installed and configured after the Proceedings Office is in operation.
- ▶ Proceedings Office computers ideally acquired a week before the processing begins and pre-configured before installing.
- ▶ Provide as much desk space per editor as the facilities allow.
- ▶ U-layout makes cabling simpler, but a tripping hazard.
- ▶ Try to configure the salt mines such that people will be comfortable for >10 hours per day for >8 days.
- ▶ Spend extra money to provide ergonomic chairs.

Computing Hardware

- ▶ Using Macs with dual boot via Boot Camp, Parallels, Fusion?
- ▶ Use Windows XP Professional, not Vista! Windows 7?
- ▶ Get the fastest CPUs possible.
- ▶ Get the largest, highest resolution LCD displays possible.
- ▶ If using laptops, supply discrete keyboards and wireless mice.
- ▶ Get the fastest, duplex colour laser printers that you can.
 - Do not buy a laser printer that has only just been introduced, unless you can also obtain the toner cartridges.
 - Toner cartridges and paper. PAC09 used >20,000 sheets of paper!
 - Ensure that the printer firmware is at the latest revision level.
 - Ensure that the latest printer drivers are installed.
 - Do not rely on those available under Windows XP.
 - Trivial on a Mac if updates have been applied.

Software

- ▶ Development of JACoW disk images would greatly aid the correct set-up of computers under always tight deadlines. How do we maintain such an object with the latest updates?
- ▶ A software repository of the required packages would be a start, with most already available at TRIUMF via a publicly accessible Web site.
- ▶ Installing software updates takes far longer than installing the packages themselves – especially for MS Windows XP.
- ▶ Try to use/rent MS Windows XP computers that are already at the latest update level.

Software Packages Required – Core

▶ For guidance see:

<http://accelconf.web.cern.ch/AccelConf/JACoW/Documents/jacow-training.html>

▶ MS Office with JACoW templates installed

- PC: 2003, 2007 (2010?)
- Mac: 2008 (2010/2011?)

▶ Adobe Acrobat Professional 7.1.0

- Install the Distiller JACoW-09.joboptions file
- Set up Acrobat parameters per JACoW Editor instructions
- Install the Enfocus PitStop Professional 7.5.2 plug-in
- Install the JACoW Media Box.eal file

Software Packages Required – Other

- ▶ Firefox Web browser, pre-configured to download files to Editor's folder on the desktop. The home page should be the conference SPMS site. Install in the bookmark menu bar, along with the conference Web site. (PC and Mac)
- ▶ LaTeX with .cls file installed (PC: MiKTeX/WinEdt, Mac: TeXShop)
- ▶ OpenOffice (PC and Mac)
- ▶ GhostScript and GhostView (PC)
- ▶ File transfer program (PC and Mac)
- ▶ WinZip or equivalent for PC
- ▶ Antivirus software for PC
- ▶ JACoW templates in a folder on the desktop
- ▶ Generic PostScript printers, A4 and US Letter versions (PC)

Software Licences

- ▶ Contact Ronny Billen for the three licence keys:
 - Adobe Acrobat Professional PC
 - Adobe Acrobat Professional Mac
 - Enfocus PitStop Professional PC+Mac

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