
SPMS and Project Management

Move further with respect for proposals made at the 2008 TM

JACoW Team Meeting 09

Leandro AC Piazza
INFN - LNS

JTMO8: Cyc 07 experience...

CYCLOTRONS'07 was 18th in the series

- conference type: every 3 years, “little size”:
 - number of participants: about 250
 - single (no parallel) session
 - Invited & contributed orals (60), contributed posters (80)
- duration: one week (5 days),
- editorial load: about 140 papers (2 1/2 editors)
- Exhibitors and Sponsors: about 20

JTMO8: Thoughts on the SPMS, with a view to the future

...it's time to add a support also for the “conference organization”(i.e. pre conference activities)?

JTMO8: a consideration...

A conference could be considered as a project,

*a collection of correlated activities,
organized to reach the same goal
with part time man-effort*

so the project management approach works.

Cyclotrons 2007: PM approach

This is the approach that we've used for cyc07 (little serie).

- Make a list of the activities grouped by functions.
- Every activity must have a cost, a responsible and a deadline
- The project deadlines (of point 2) coincide with the official communications to the external environment

LOC(12 lns staff + 4 students), and Shougun (Travel Agency)

Cyclotrons 2007: functions

SCIENTIFIC
PROGRAM

LOC

PROMOTION

EXHIBITORS
SPONSORS

CONFERENCE

BUDGET

REGISTRATION

SOCIAL EVENTS

ACCOMODATION

CONFERENCE
LOCATION

Cyclotrons 2007: functions

- 1. budget**
- 2. LOC organizing**
- 3. scientific program**
- 4. promotion**
- 5. industrial exhibition and sponsorship**
- 6. registration**
- 7. accommodation**
- 8. conference location**
- 9. social events**

Activities by functions

1 budget

- set and communicate fees (DL)
 - delegates Fees
 - exhibitors fees
 - sponsors fees
 - others
- manage budget software

2 LOC organizing

- organize manpower (function/area responsible)

Activities by functions

3 scientific program

- Define the program (PC)
 - Classifications
 - Invited, Oral contribution and poster
 - Session chairs
 - award
- Abstract processing
- Conference guide
 - Web version
 - Printed version
- Proceedings editing
- Proceedings on line
- Proceedings book and CD print and mail

Activities by functions

4 promotion

- conference poster/post card
 - do it
 - send it
- web page
 - create the domain and the web page
 - manage web page (upload info from other areas, usually at a deadline)
- conference bag and stuff
 - choose the bag and contract the supplier
 - collect stuff for the bags (sponsor stuff and others (city map..))
 - insert stuff into the bags
 - bags to registration desk

Activities by functions

5 industrial exhibition and sponsorship

- manage the sponsor
 - find them or invite them (mayor) (DL)
 - manage payment
 - receive sponsor stuff (for bags and for coffee breaks)
 - organize coffee breaks (catering)
 - manage coffee breaks (sponsor list and coffee breaks)
- manage the exhibitors
 - find them or invite them (mayor) (DL)
 - manage payment
 - organize booths
 - manage exhibition (exhibitors list)

Activities by functions

6 registration

- Manage the registration (decide payments and deadlines) (DL)
- Manage the registration (registrant list) at the desk

7 accommodation

- find accommodations (DL)
- manage the bookings (decide payments, receive payments and delegates info/requirements)
- organize transport airport-hotel or hotel-CC

Activities by functions

8 conference location

- logistics at the CC
 - find Conference Centre (# of rooms needed)
 - registration desk
 - list needed stuff (electronic and not)
 - purchase needed stuff
 - install stuff
 - main conference room
 - list needed stuff (electronic and not)
 - purchase needed stuff
 - install stuff
 - poster room
 - list needed stuff
 - purchase needed stuff
 - install stuff
 - exhibition room
 - list needed stuff (electronic and not)
 - purchase needed stuff
 - install stuff
 - editor room
 - list needed stuff (electronic and not)
 - *cd with all the required sw*
 - purchase needed stuff
 - install stuff
 - coffee breaks room
 - list needed stuff (electronic and not)
 - purchase needed stuff
 - install stuff
 - internet café
 - list needed stuff (electronic and not)
 - purchase needed stuff
 - install stuff
 - sub-meeting rooms
- services at the CC
 - IT
 - network design (hw and sw)
 - purchase hw
 - install hw
 -
 - purchase sw (editorial and not)
 - install sw
 -
 - test the IT service
 - photography
 - find a photographer and contract the service
 - web site pics upload

Activities by functions

9 social events

- dinners
 - find location (menu and entertainment)(DL)
 - book with # of participants (deadline)
 - organize transport
- coffee breaks
 - find catering service
 - book with # of sponsor and participants (DL)
 - organize CB at CC (rooms)
- companion program and excursions
 - decide lady program/excursions (DL)
 - organize the tours or leave at a travel agency or use existing tours and link
- entertainment
 - decide, organize other entertainment (happy hour...)

Project Management Tool

- For cyc 07 we've just listed the activities but we've not linked them together: a tool as [Microsoft office project](#) could be simply used to link the activities, add the deadlines, add the responsible, add the priority and manage the conference preparation: it gives a clear view of the conference.
- All the activities will be taken into account in correlation with the conference deadline
- P&C: allows to optimize, to save time & money, to deal with unattended problems and relax

JTMo8: Budget Tool

In our case the cost control was done simply dividing the costs in fixed and variable ones. A break even point was simply calculated.

Income					XXXXX
Expenses					XXXXX
Balance					XXXXX
Average Fee/Participant					XXXXX
Total number of Participants					XXXXX
Actual Conference					
Conference Income					
Codes					
100	Conference Fees				63%
200	Industrial Exhibition				26%
300	Sponsoring				2%
400	EPS-IGA Student Support Programme				9%
Conference Expenses					
Codes		Cost/Unit	Units	Subunits	
100	Conference organisation				16%
200	Conference venue				25%
300	Industrial exhibition				5%
400	Poster sessions				2%
500	Printing, office expenses				6%
600	Social events, Food & Beverages				27%
700	Proceedings				4%
800	EPS-IGA Student Support Programme				10%
900	VAT and other taxes				4%

JTMo8 consideration...

I know that today the organization of a conference is not under the JACoW responsibility, but it will/could be in the future?

Start with a simple conference structure with modules, then implemented in SPMS

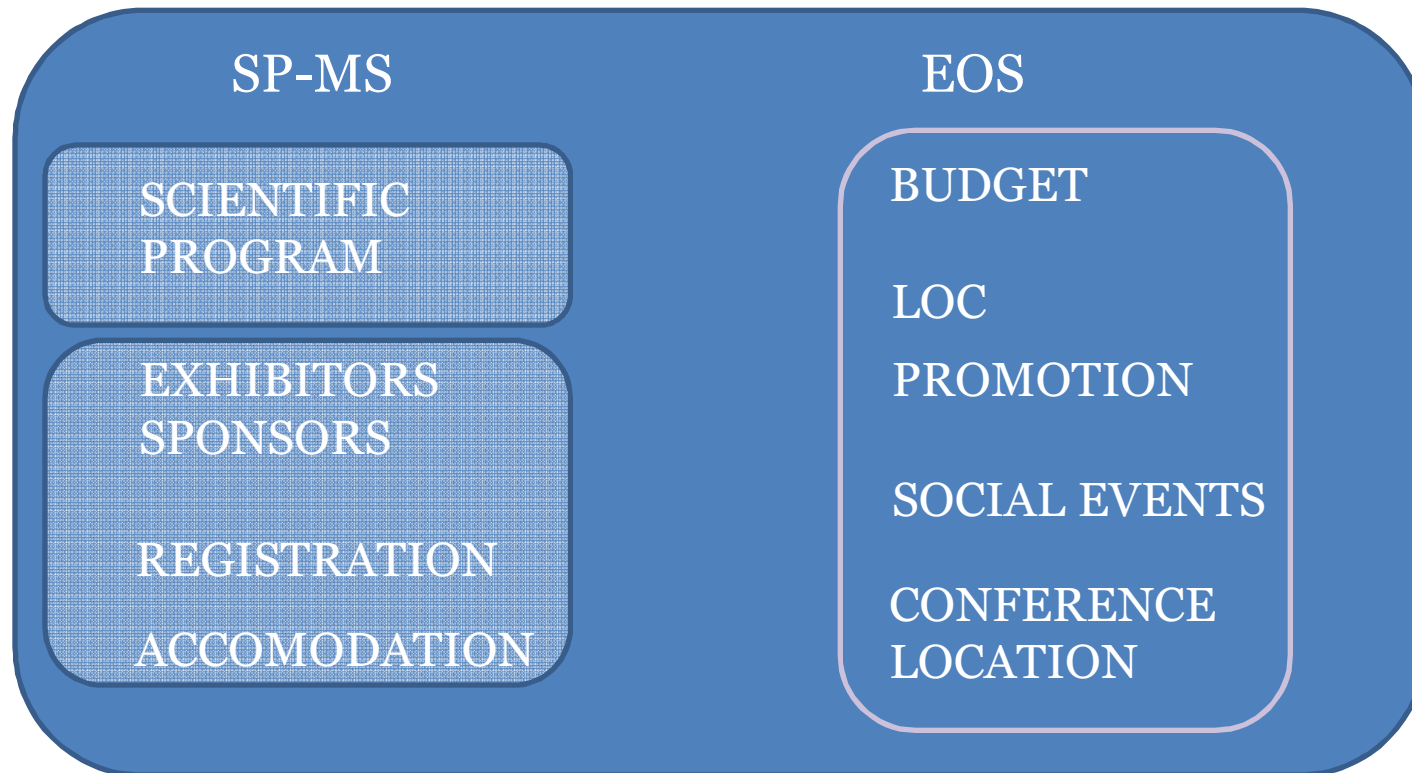
Collect and share the conference knowledge.

Event Organization System

EOS as a tool that must do 2 things

- financial control
- logistics organization

With the cost as a link, a key point for the activities



How to proceed

- Develop a Schedule with MS Project for the main two series
 - Small conferences
 - Big conferences
- Share the Schedule with the Team for checks and suggestions.
- Upload the Schedule to the JACoW web page.