PIC Guidelines Document

September 19, 2011

I. Goals and Purpose of the Physics in Collision (PIC) Symposia

The International Symposium on Physics in Collision is a conference series that began in 1981 in Blacksburg, Virginia, USA. The program of the symposium is composed of invited talks and contributions in poster session.

Oral presentations at PIC symposia are made in plenary sessions. In these presentations, invited speakers review and update key topics in elementary-particle physics in which new results have been published in the last year or are reasonably expected to be so before the next symposium. The aim of presentations is to encourage informal discussions of new experimental results and their implications. A small number of presentations may be reserved for "hot topics" which become available near the time of a symposium. The topics at symposia cover a wide range of physics subjects from experimental and theoretical accelerator-based particle physics to astroparticle physics. Specifically, the meeting topics include ElectroWeak phenomena, QCD, neutrino physics, heavy flavour physics, and beyond-standard-model physics.

See the attached Guidelines for Speakers for additional information on the nature of the series of Physics in Collision symposia.

A poster session is open to contributions from all participants. Short talks in plenary session may be allocated to selected posters. All abstracts for posters having potential interest to the particle-physics community are welcome. This includes topics such as current experimental measurements, detectors, future experiments and facilities, theoretical ideas, etc., a broader range of topics than that of the plenary invited talks. Accepted posters will be displayed during the conference, even though only a fraction will also have a short oral advertisement in plenary session. Poster acceptance will be based on abstracts submitted to the organizers.

The goal for the all talks and posters is to have concise, well prepared presentations by knowledgeable, effective communicators. Typically, the oral presentations are a mixture of talks on hot topics and more extended reviews.

The symposium site is rotated among regions with active particle-physics efforts, typically annually. Among the criteria for selection of a host for symposia is the extent to which hosting the symposium will encourage the growth of particle-physics research in the locale of the host, and any proposed efforts by the organizers to encourage such growth.

The symposium is open to all experimental and theoretical physicists interested in the field.

Technological opportunities have been embraced to allow the widest availability of presentations; e.g., using digital availability of presentations and electronic publication of write-ups of presented materials.

II. Structure of Physics in Collision (PIC) Symposia Organization

A. International Advisory Committee (IAC)

1. The IAC serves as the primary source of input for the program on each year's symposium, both in terms of the specific topics included and the speakers selected to make the presentations

2. The IAC operates on the basis of collegiality and consensus, normally without the need for formal voting.

3. IAC members assist the local organizers with publicity for upcoming symposia (e.g., by personally encouraging attendance and poster distribution).

4. Membership on the IAC is dominantly by former chairs of Local Organizing Committees for PIC symposia and other continuing members, with any additional members appointed by the current chair with consensus of the existing IAC membership. Membership is intended to have expertise across the full range of topics covered in symposia; and appropriate, but approximate distribution of members across fields, regions, and other appropriate diversities.

5. Members of the IAC are expected to be active in the work of the IAC and to attend symposia on a regular basis.

6. The chair of the IAC changes annually, with the chair of the Local Organizing Committee of the coming year's symposium also serving as the IAC chair. Once a future site (beyond the next year) is selected, the chair of the relevant Local Organizing Committee is asked to be a full, regular member of the IAC.

7. Members are polled annually by the new chair to determine if they can and would like to commit to contributing to the IAC as active members.

8. IAC Roles and Responsibilities

   a. Ensuring attractiveness, continuity, and appropriateness of symposia
   b. Selecting symposium sites (with appropriate regional rotation) and approving organization proposals. When needed, encouraging potential hosts to propose to host a future symposium.
   e. Advising the Local Organizing Committee on program and arrangements.
   f. Amending this document as deemed necessary/appropriate.
   g. Approval of new members of IAC.

9. Regular meetings of the IAC

The IAC shall meet at least once at each PIC symposium, at a time not to conflict with the plenary sessions. Those present shall act on behalf of the full IAC, but not without soliciting input from those not present - either before or following the PIC meeting. A summary of the meeting shall be prepared by the chair; or by another member of the IAC in the absence of the chair.

Additionally, two meetings are held in advance of each symposium, approximately 7 and 5 months before the date of the next symposium. The focus of these meetings is to lay out the program of the upcoming conference. These two meetings are normally held via international videoconference, at hours best suited for maximal participation of the IAC members.

B. Local Organizing Committees (LOC)

1. Roles and Responsibilities:

   a. Organization of their specific symposium.
   b. Publicity for their specific symposium.
   c. Assuring financial resources and responsibility for their symposium. Arranging for free electronic access to, and long term archiving of the presentations and proceedings of the symposium.
   d. The method and timing of final speaker and poster presenter selection is up to the LOC, but the method should include input from the IAC to the fullest extent practicable.
   e. Encouragement of (local and non-local) young participants at PIC events, and outreach to the local community in association with the symposium.
   f. Ensuring that proceedings of the symposium are as complete as possible with the target that they be publically available within six months of the end of the symposium.

2. Membership and structure of the LOC

   The membership and structure of the LOC should be part of the proposal to host the symposium, with necessary changes after selection with the approval of the IAC.

III. Selection of Organizers and Venues for Future Symposia

A. Parties interested in hosting a future symposium are encouraged to submit proposals to the IAC at the IAC meeting held in conjunction with a PIC symposium.

B. In general, it is anticipated that future symposium locations will be selected at least two years in advance of the actual event, in order for LOC chairs to become familiar with PIC processes and for adequate advance notice to be given to the community.

C. Sites for PIC symposia should rotate regularly among the geographical regions active in the field.

Attachment – Guidelines for Speakers at Physics in Collision Symposia

1. The PIC conference consists of a series of review talks covering the most important current research in all fields of experimental high-energy physics. Speakers are expected to present a complete review of a particular research topic rather than concentrating exclusively on results from their own experiment or research project.

2. When closely related topics are presented by different speakers. Speakers are expected to coordinate presentations so as to maximize coverage and minimize duplication. If needed, the Local Organizing Committee will assist as needed to help assure this goal.

3. This is not a topical conference and speakers should address physicists working in other HEP research areas. Therefore specialized jargon should be avoided and terminology clearly defined. Also, it is expected that speakers do not neglect the pedagogical aspect of a presentation -- they are chosen both for their expertise in the field and their ability to give high quality talks.

4. Since these are review talks, it is impossible to present all research details. It is more important to clearly transmit the "big picture" than to rush through many technical details.

5. It is appropriate and desirable to present a brief introduction to the research topic, mentioning past work and showing the importance of new results.

6. Good clear summaries are useful at the end of the talk, with a discussion of the significance of the research for the broad field of high-energy physics.

7. The speakers are expected to submit a write-up of their presentation, to be published in the proceedings. When accepting the invitation to give a talk, the speakers should be aware that this includes the commitment to submit their manuscripts within the deadline to ensure timely publication. [Specific date for manuscript submission should be given here.]