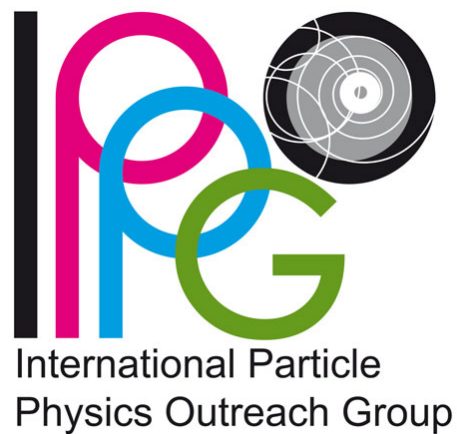


# IPPOG speakers & publication committee

Farid Ould-Saada – for the IPPOG@conferences WG



CERN, Geneva, November 11th, 2016

During the past IPPOG meetings, the extension of the working group IPPOG@conferences+publications into a committee was discussed. This document sets up the ISPC – IPPOG Speakers and Publications Committee. Our focus is to strongly encourage people to contribute and get involved in this work.

In the IPPOG Autumn meeting of 2017 at CERN, Geneva, this document stating the ISPC mandate and membership was voted unanimously, and the committee is in function as of November 11<sup>th</sup>, 2016.

The duties of the ISPC include:

1. Overview on and collection of relevant events (conferences, workshops, schools, exhibitions).
2. Collection of event and publication material
3. Follow-up of the whole process and quality assurance
  - a. Submission of material: abstracts, conference write-ups, posters, brochures, flyers, publications, ...
  - b. Circulation of material within IPPOG
  - c. Organization of talk rehearsal and circulation of draft talk
  - d. Ensure that deadlines are respected
  - e. Assignment of speakers
    - i. Make sure that all partners are well represented
    - ii. Take into account possible lack of funding
    - iii. Encourage and prioritize active people
    - iv. Ensure quality assurance
4. Collection of possible publication journals
5. Together with the IPPOG chairs, define rules for authorship
  - a. Talks are given on behalf of IPPOG
  - b. General publications
  - c. Working group publications
6. Assignment of editorial bodies.

The members of this new ISPC committee are initially Farid Ould-Saada, Pedro Abreu, Marge Bardeen and Despina Hatzifotiadou. In a period of one year, one of the persons shall be substituted, to allow a yearly rotation of one person and renew the committee.