

# JACoW Systems for Conference Organisation and Proceedings Production

The seminar is intended to give people an overall view of the capabilities of the system, to explain what has to be done by the administrators and to show what the users will see. In general the presentations should describe what should be happening, even if there are still some developments to come (e.g. the reports concerning feedback to the repository are not yet implemented, but there is some idea of what should be there).

I am expecting people to present all of the possible functionality for each subject and although the speaker may not have explored all possibilities personally, this has the advantage that a fresh view on a subject can make it clearer for everyone.

In the following pages I have tried to spell out what I think should be covered in each of the talks. However, I am not expert in many of these areas and speakers should feel free to add other issues which they feel are important for a general understanding of what the SPMS is today. The deep technical issues will be handled during the subsequent days when there will be much more time for discussion.

## 1 Overview (30 minutes)

- Brief history
- Objectives
- Basic functionality
- Basic architecture
  - Repository db
  - Conference db
  - File server
- Profiles and accounts
- The agreement to be signed by conference user
- The roles of the various administrators

## 2 Repository Structure and Basic Functionality (15 minutes)

- The basic structure of the database in general terms
- System requirements for repository and conference systems
- Oracle installations
- Javascripts, cookies, browsers etc.
- Email facility
  - Functionality for administrator
  - Possible recipients

## 3 Setting up a New Conference (15 minutes)

- What does the conference dba receive ?
- What does the dba have to do to set it up ?
- What are the hardware requirements ?
- What do 'Oracle jobs' do for you ?

## 4 Customisation through System Parameters (15 minutes)

- Show the parameter screens and explain the customisation process

## 5 Classifications, sub-classifications and Presentation Types and Options (20 minutes)

- What does the administrator see ?
- How do you set it up ?
- What are these parameters used for ?

## **6 Abstract submission and handling (15 minutes)**

- Setting up classifications
- Handling invited presentations
- Re-classification (why, how)
- What is abstract QA ?
- What does the administrator have to do ?

## **7 Building Programme Codes (15 minutes)**

- Explain cannot open abstract submission without programme codes
- What are the building blocks of the codes
- How do the different conferences handle it
- Automatic numbering – how to do it (and how to prevent it ...)

## **8 Invitation-Only Conferences (15 minutes)**

- What are these ?
- What does the administrator have to do ?
- What are the differences in the overall process ?

## **9 Functionality Seen by the Authors (15 minutes)**

- Abstract submission
- What should happen for co-authors
- How a new profile is created (repository first, then local – synchronisation issues)
- How papers are submitted
- Controls by the administrator (open and close submission, use of dots, invited flag ..)
- Dealing with re-submissions and late submissions (e.g. how can someone re-submit after final QA ?)

## **10 Data flow (10 minutes)**

- What data flows where during preparatory phases, abstract submission and paper submission

## **11 Registration Module (30 minutes)**

- General functionality
- Data flows
- How to set up the screens for users

## **12 Paper Submission (30 minutes)**

- Setting up the file and web servers
- Networking and hardware
- Upload/download scripts
- Security issues with scripts and web server

## **13 Refereeing (30 minutes)**

- How to set up refereeing
- How it works in practice
- Handling status of papers

## **14 Poster Police and QA (15 minutes)**

- What are poster police
- How poster police interact with the system
- What is QA all about
- What are the QA screens

### **15 Editing (30 minutes)**

- Work flow for editors
- What screens the editor sees
- What and editor can do
- Use of dots, and other status bits like poster police data

### **16 Pre-press Publication (10 minutes)**

- What is it
- What are the pre-requirements
- What the administrator has to do

### **17 Publication Scripts (30 minutes)**

- What they do
- What are the requirements and what data is needed
- How do they work (general terms)
- What is the final result

### **18 Publication on JACoW (10 minutes)**

- JACoW requirements
- The steps to publication
- What is the JACoW server
- Indexation on the server

### **19 Post Conference Feedback to the Repository (10 minutes)**

- What data goes back and why
- How do you do it and when
- Reports from the repository