

Invitation Only Conference

- ▶ Superb tools provided.
- ▶ Used for LINAC08.
- ▶ Advantages:
 - Total control of abstract submission and registration.
 - No crank abstracts.
 - No bogus profiles created by asylum seekers.
 - Can totally lock down access.
 - No need to advertise SPMS URL on conference Web site.
 - No need to advertise e-mail address on WWW.
Result: no spam e-mail in 2 years!
 - But this relies on people reading their e-mails and bookmarking the URL.

Disadvantages

- ▶ Reliant on assigned nominators to submit list of invitees.
- ▶ Late, partial or non submission can create acute embarrassment.
- ▶ Potential problem if list has incorrect spelling of invitee's name.
- ▶ E-mail address provided does not match that in JACoW profile.
- ▶ Bad or outdated JACoW profiles result in the invitees not receiving their invitation and SPMS e-mails.
- ▶ Extremely disturbing how many senior people (IOC, PC, Invited Speaker) have JACoW profiles with the wrong affiliation or, most importantly, the wrong e-mail address. This is also a problem during PC mode.
- ▶ If an invitee does not have a JACoW profile and account, one has to be created for them and an ID and password assigned.

Entering Invitees into SPMS

LINAC08 Invitee List

LINAC08 Proceedings



[Logout](#) [Search](#) [My Schedule](#) [Home](#) [Find Profiles](#)

[List All Invitees](#)

Option 1 - Search the JACoW Database for existing persons.

Last (Family) Name

Email Address

Affiliation Search String

Option 2 - Bulk Load Invitees via Email Addresses

Enter each invitees' email address; one per line.

Please contact the [LINAC08 Database Administrator](#) with questions, problems, and/or suggestions.

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27-OCT-09 10:35:54 (UTC - 07:00)

JACoW SPMS Version 8.3.6

[JACoW Legal and Privacy Statements](#)

Problems

- ▶ Extreme caution required when using Invitee List page and Option 2 - Bulk Load Invitees via Email Addresses
 - Watch for invalid e-mail addresses and hence failure to add an invitee.
 - Watch for single e-mail address used in multiple profiles.
 - Especially prevalent for Ukrainian and Chinese profiles.
 - Worst case encountered: one Ukrainian e-mail address resulted in 15 people being loaded.
 - Solution: search in Profiles by e-mail address, get list of associated names, and then scan down invitees list and use pulldown to remove. Can do as a batch – quick.
 - ★ Be careful of cases where supervisor and students share the same e-mail address.

Invitation Only Conference – Summary

- ▶ Extremely powerful utility.
- ▶ Vital for the LINAC08 conference.
- ▶ Time consuming. 5–7 days total to enter 750 invitees.
- ▶ If you lock down the system and do not advertise the SPMS URL on the conference Web site, you are relying on invitees reading their e-mails carefully, not deleting them, and bookmarking the SPMS URL.
Disturbing how many people fail to do this – including OC, PC and LOC members!