

# Programme Committee Workplan

This document is meant to collect the main steps to be performed to prepare the LHCP Conference. In order to operate with a concrete example, here we consider the preparation of the 8<sup>th</sup> edition of LHCP, LHCP2020 (Paris).

- the PC Chairs will lead the completion of the PC membership. In addition to the PC members already on your list (from the LHC experiments), PC chairs need to identify:
  - a few more members from the local community of experimentalists and theorists
  - 3-5 active members from the international theoretical LHC community.
  - one member representing the smaller experiments at or related to LHC, typically Tevatron, BESIII, LHCf (+TOTEM), Moedal (+LHCf), HSF, ILC/CLIC, PBC, FCC, muon collider, Moedal, long-lived searches .

Early consultation with the Local Chairs is encouraged to ensure balanced coverage across all theory topics. The theorists in the Programme Committee (local and international) will nominate speakers for the theoretical plenary talks (attention should be paid to invite theorists from the local community). This is an important task since about 25% of all the plenary talks are theoretical.

The composition of the Programme Committee should be endorsed by the Steering Committee. Discussion among the PC co-chairs and the representatives of the LHCb and ALICE should meet early to discuss the overall sharing of plenary time from the high-level perspective. All effort should be made to accommodate reasonable requests from LHCb and ALICE, and to make sure they have full buy-in during the PC discussions.

Deadline: July 2019.

- The PC Chairs have to propose to the Steering group, after consultations with the PC members, the structure of the Scientific Programme (plenary and parallel sessions plan), similar to the one for Puebla (but with justified changes).

This plan must be done in cooperation with the Local Organisers, since this plan takes into account all local details like availability of rooms. This plan also has additional events, organised mostly by the local committee. This plan must be approved by the Steering group, then we will ask for the IAC approval of it, likely by the mid Summer 2019. After that, the PC can work on the implementation of the scientific programme, e.g. the list of talks and invitation of speakers (see some details below).

The programme of the opening and closing plenary sessions, including invitation of speakers, is the responsibility of the Steering Committee as a whole.

- After approval by the IAC of the conference sessions plan, the Programme Committee chairs, propose and discuss with the Programme Committee:

==> a detailed list of Plenary Talks, both theoretical and experimental.  
The speakers for the theory plenary talks are invited by the PC.

The speakers for the experimental talks are identified requesting them to the LHC Speaker Committees of the LHC Collaborations. PC members affiliated with the LHC Collaborations should proactively interact with the Speaker Committees to best inject the criteria to identify the speakers with the profile we want for LHCP.

==> a list of conveners for Parallel sessions; typically 3-4 conveners per session should be OK.

The list of the conveners should be approved by the Steering Committee.  
Once approved, the session conveners are invited by the PC chairs.  
Parallel Session conveners can be invited by PC members delegated by the PC chairs.  
The Opening and Closing Sessions are fully organised by the LHCP chairs.

The parallel session conveners are responsible for the programme of their session and should invite the speakers for the talks agreed. The process is expected to be monitored by the PC Chairs.

The parallel session conveners should stimulate the discussion in their session during the conference, and be involved possibly.

In Bologna and in Puebla, talks in the parallel sessions were grouped in groups of 2-3 talks each, and soon after each a discussion time-slot was arranged where the points opened by the previous talks are expanded. Of course, a few short questions, just for clarification on the presentation, can be taken soon after each talk. Session conveners should be prepared to initiate such a discussion identifying a couple of points.

Session conveners **MUST** plan on attending the conference, but should **NOT** give talks themselves in the Session they chair (unless of very exceptional reasons).  
Also, Session conveners should **NOT** give Plenary Talks (unless of very exceptional reasons).

The conveners from experiments are usually selected from mid-level conveners of related “physics” or “performance” groups. Review of relevant experimental results should be avoided in the parallel sessions as these are expected for the Plenary Sessions.

The parallel sessions do not have to be comprehensive: only the newest and most interesting results should be presented. We should remember that there is also a poster session, where essentially all the results, including details, can be presented.

A requirement for theory conveners of parallel sessions is that they know the related theory community and can help to identify potential theory speakers from authors of original contributions, which is of interest for LHCP. New ideas in theoretical talks at the parallel sessions are encouraged.

The list of parallel session conveners is expected to be complete, and conveners invited, and finalised, by mid October 2019.

- Posters

The PC chairs send out a call for poster abstracts.

The abstracts are reviewed and (if needed) selected by the session conveners and the PC.

# Programme Committee Timeline

- end-June 2019: completion of the Programme Committee composition by PC chairs  
And endorsement by the Steering Committee
- end of July 2019: Structure of the scientific programme, as well as talks proposed for the Plenary and Parallel Sessions finalised and approved by the Steering Committee  
And submitted to the IAC
- end of summer 2019: Structure of the scientific programme, as well as talks proposed for the Plenary and Parallel Sessions approved also by the IAC
- early October 2019: invite/finalise all Plenary Session speakers
- mid October 2019: identify, invite and finalise all Parallel Session conveners
- December 2019: invite speakers for the Parallel Session talks. For large Collaboration talks, ask speakers through Speaker Committees.  
Send call for Poster abstracts
- beginning of March 2020: stable Indico agenda of the conference available only for Steering and PC
- April 2020: stable Indico agenda of the conference ready and available publicly
- 25 May 2020: start of LHCP2020