Invitation Only Conferences

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JACoW Team Meeting

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Overview

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► LINAC04: Full service for the invitees

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Invitation Only Conference: What's that?

LINAC conference was the first invitation-only-conference following the JACoW standard.

► Nominees, suggested by the program committee, propose the participants for the conference

► After that procedure all suggested attendees will receive an invitation to join the conference

► Invitees need to be labeled in the SPMS*

► Only invitees can submit conference contributions

* Scientific Program Management System

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Service for the invitees

For the LINAC conference in 2004 the SPMS has been installed in stand-alone mode with a local copy of the JACoW repository in combination with a separate registration tool (ZOPE/ZMS).

Starting from the conference web site the participants were able to register and to login to the SPMS for abstract submission and paper upload with personal access data supplied by the conference admins.

► It was necessary to reset the access data for each invitee to a username and password different from the JACoW profile data
► We had full control over author's profile data and data submission
► It was not possible to get surprising registrations from unknown persons ☺

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Service for the invitees

For participants without a former JACoW account new accounts were created in the local database. Affiliations and email addresses have been updated by the local administrators.

A lot of handwork for
► resetting the access data for each attendee
► specifying all conference invitees
► updating affiliations and email addresses in the local database

What the Administrator has to do

► Hardware and software setup

We used for LINAC04: Main DESY Oracle database server, main DESY Apache web server, two SUN file server, 10 Mbit connection for the editors

► Set the "Invitation Only Conference flag"

System Parameters ➔ Invitation Only Conference: Yes

► Decide whether you want to run the SPMS in stand-alone mode

System Parameters ➔ SPMS Configuration ➔ Standalone database: Yes

► Select the session/classification style

System Parameters ➔ Conference
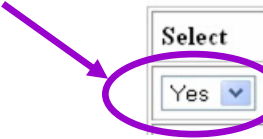   ➔ Session/Classification Assignment Style: EPAC

What the Administrator has to do

► Specify the conference invitees

Not all authors in the repository will be invited to the conference. Therefore it is necessary to specify the conference invitees.

Starting from the SPMS administrator pages follow the link Specify Conference Invitees. Search for the invitee by name, affiliation or institute and set the appropriate flag to 'yes'.

The following profiles match your search criteria.

Select	Full Name	Affiliation	Email Address
Yes	Hans Weise	Deutsches Elektronen-Synchrotron (DESY)	hans.weise@desy.de

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What the Administrator has to do

Traditonal naming convention for paper IDs

LINAC conferences follow a time-honoured tradition for the program format:

► invited talks in the morning and in the early afternoon
► poster session in the late afternoon
► no parallel sessions

The outcome of this is a traditional naming convention for the paper IDs.
Oral presentations, e.g. on Monday should look like:

MO1.., MO2.., MO3.., where ".." is a placeholder for a two-digit paper-ID and

    1 = early morning session
    2 = late morning session
    3 = early afternoon session
    P = Poster

Poster presentations, e.g. on Monday ► MOP01 … MOP99

What the Administrator has to do

► Set the exact number of digits for the paper ID

Follow the link <u>System Parameters</u> ➔ <u>Conference</u>

from the administrator pages and set

➔   Paper ID Oral Sequence Length: <u>2</u>

➔   Paper ID Poster Sequence Length: <u>2</u>

What the Administrator has to do

► Define presentation codes

From the administrator pages follow the link <u>Presentation Codes</u> to enter presentation codes like:

Code	Description	Type
1	Morning Session	Oral
2	Late Morning Session	Oral
3	Early Afternoon Session	Oral
P	Poster	Poster

► Uncouple the location code from the paper ID if necessary:

<u>System Parameters</u> ➔ <u>Conference</u>

➔ Location Code in Program Code: <u>No</u>

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What the Administrator has to do

► Assign the paper IDs (edit abstract panel)

select the presentation type first

choose date and time which has already been defined in <u>Session Maintenance</u>

enter two-digit paper number here

Closing remarks

Full service for the invitees was very time consuming:

► resetting the access data for each attendee
► specifying all conference invitees
► updating affiliations and email addresses in the local
   database

Very appreciated:
► a registration tool integrated in the JACoW software package

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