



IPAC'19 Proceedings Office Report

Presented by: Laurent Serani (IPAC'20)
on behalf: David Button (IPAC'19)
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Science. Ingenuity. Sustainability.



Hosted by: ANSTO, MCEC, Melbourne, Australia



The IPAC'19 JACoW Team of 35 Represented by 24 International Accelerator Organisations and Facilities

- David Button
- Alan Cowie
- Mark Caetano
- Kathleen Riches
- Paul Bennetto
- Volker Schaa
- Johan Olander
- Anthony Cuffe
- Laurent Serani
- Guillaume Lalaire
- Adeline Jeanne
- Gustavo Bruno
- Todd Satogata
- Chrintine Petit-Jean-Genaz
- Ivan Andrian
- Stefano Deiuri
- Charlie Horak
- Jan Chrin
- Ning Zhao
- Toshinari Tanaka
- Dong-Eon Kim
- Akihiro Shirakawa
- Jana Thomson
- Kip Bishofberger
- Maxin Kuzin
- Vincent Mitts
- Takashi Kosuge
- Cynthia Reis
- Sue Waller
- Evelyn Akers
- Philip Dyer
- Maggie Loera
- Joele Mira
- Fhumulani Nemulodi
- Thakonwat Chanwattana

30 International Staff, “Convicts”

30 International Flights, and 247 Person Days

[49.4 Person Weeks Gifted Int. Support to ANSTO]

The IPAC'19 JACoW Team – 35, Represented by 24 International Accelerator Organisations and Facilities



BROOKHAVEN
NATIONAL LABORATORY



Elettra Sincrotrone Trieste



EUROPEAN
SPALLATION
SOURCE



Laboratório Nacional
de Luz Síncrotron



Institute of High Energy Physics
Chinese Academy of Sciences



NATIONAL
ACCELERATOR
LABORATORY



Institute of Nuclear Physics
named after GI Budker SB PAH



GSI Helmholtzzentrum für Schwerionenforschung

LEBRA Laboratory for Electron Beam Research and Application
Institute of Quantum Science, Nihon University

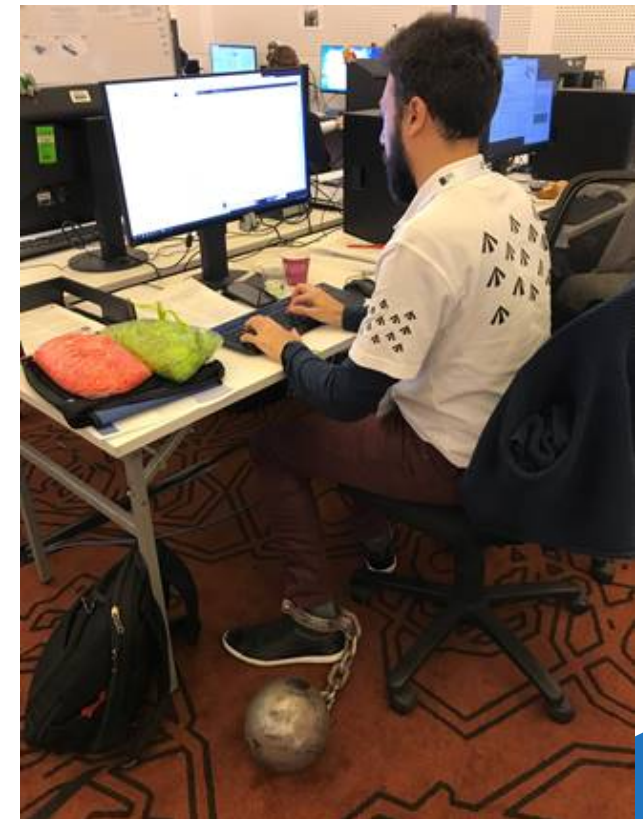
日本大学量子科学研究所 電子線利用研究施設



The Fine Convict Crew



Proceedings **Convict Crew**



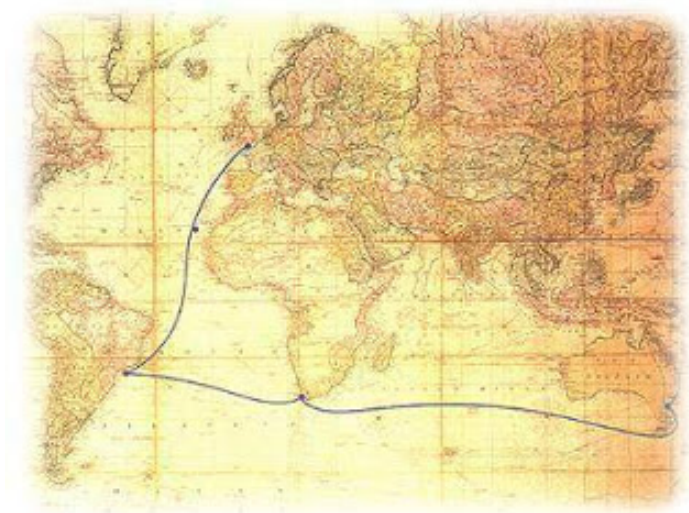
Team Formation



- It is in my humble opinion, that sitting in a room for over a week working long hours living out of suitcases can be really “crappie” if done in a clinical manner. I hope the team enjoyed the atmosphere that we engineered within the restraints we had.
- The JACoW team was formed under the persona of “**convicts**” to tap into a bit of Australian history and to have a little fun. Not a good letter it turns out to submit to immigration for visa’s though.....
- All convicts were serving out their time in the proceedings office to rehabilitate them for their trivial crimes.

Register of Convicts Crimes

Nicole White	Putting "Baby" in the corner
Rohan Dowd	Framing Roger Rabbit for real!
Eugene Tan	Being that person walking out of the cinema informing everyone how much better the book was better than the movie
David Button	Making guests coffee with milk that had gone out of date
Alan Cowie	Not eating your greens
Mark Caetano	Not liking the taste of vegemite
Kathleen Riches	Spoiled a movie for a friend
Paul Bennetto	Incorrect use of "your" and "you're"
Volker Schaa	Uploading the very first Cat video to the internet starting the viral trend
Johan Olander	Making an onion cry once
Anthony Cuffe	Rolling doubles 3 times in a row playing Monopoly to be sent directly to Australia
Laurent Serani	Your soufflé flopping while cooking for guests
Guillaume Lalaire	Your mobile phone ringing during a movie in a cinema
Adeline Jeanne	Continuously using the hot water while someone else is in the shower
Gustavo Bruno	Patting a cats from tail the head, instead of head to tail
Todd Satogata	Breaking the speed of light, and tried to glue it back together
Chrintine Petit-Jean-Genaz	Typing at 100 words per a minute in a clearly marked 60 words per minute zone
Ivan Andrian	Turning cats and dogs against each other
Stefano Deiuri	Secretly enjoys Apple devices so much more than Android devices
Charlie Horak	Tampering with the global climate to indulge in a warmer comfortable temperature
Jan Chrin	Aiding in the shoving of Humpty Dumpty off the wall
Ning Zhao	Giving up on your dream of becoming the most incredible K-Pop Singer and Dancer of all time
Toshinari Tanaka	Staring at the sun during a solar eclipse without eye protection
Dong-Eon Kim	Becoming a vegetarian for a day
Akihiro Shirakawa	Once purchasing a vending machine from a vending machine
Jana Thomson	Saying in 2008 "Hey Justin you should make a YouTube video! What a nice boy young Mr Bieber is.....".
Kip Bishofberger	Disobeyed the laws of thermodynamics
Maxin Kuzin	Failing to smile at colleague when they passed in the corridor
Vincent Mitts	Forgetting to wash your hands after visiting Bourbon Street
Takashi Kosuge	Not recognise the difference between Pepsi and Coca-Cola
Cynthia Reis	Owning every Ryan Reynolds movie
Sue Waller	Going fishing, catching a cold and tried to throw it back
Evelyn Akers	Not making America Great Again
Philip Dyer	Striking a pose on a photo shoot which is now illegal in all 50 states
Maggie Loera	Eating cake for breakfast...without sharing
Joele Mira	Making guests coffee with milk that had gone out of date
Fhumulani Nemulodi	Being the real Batman
Thakonwat Chanwattana	Failing to dot your i's and/or cross your t's



Journey of the First Fleet which Sailed to Australia in 1788

		Embarked at Portsmouth	Landed at Sydney Cove
Free People	Officials and passengers	15	14
	Ships' crews	323	306
	Marines	247	245
	Marines' wives and children	46	45 + 9 born
Convicts	Convicts (men)	582	543
	Convicts (women)	193	189
	Convicts' children	14	11 + 11 born
		1,420	1,373

The people and lives that made up the First Fleet.

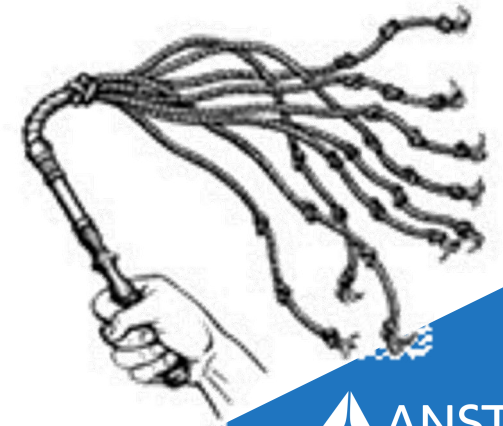
Staffing Organisation

- **≈20th Dec 18** potential editors were sent invitation, replies arrived largely over January
- **13th Feb 19** IPAC'19 Proceedings Team Information #1 Sent
- **20th Mar 19** Bank details were request from staff fro per-diem, likewise evidence of flights and travel visa requested
- **11th Apr 19** IPAC'19 Proceedings Team Information #2 Sent
- **7th May 19** IPAC'19 JACoW Team Information #3 Sent
- **1 week out**, per-diems were paid directly to staff bank accounts (the only legal method available to us, \$100AUD per.day)



Staffing Compliance to Deadlines

- JACoW team members are awesome humans, but are also busy in their regular jobs, likewise typically require decisions to be made by managers.
- These team members received regular follow up emails from the **Chief Whip Cracker**, with each repeated request earning and additional Whip in the header of the emails.
- This did form a logistical issue, but largely was resolved with **multiple whippings!**



Staff Events and Inclusions

Breakfast	Breakfast is available at the hotel at daily rate, but if you wish to maximise your per-diem you can visit some of the surrounding Cafes
Lunch Snacks & Refreshments	Included Daily
JACoW Appreciation Dinner	Saturday 18th Evening 19:00 – 21:00 Melbourne Public
Facility Tour	Sunday 19 th Morning (Time & Location to be Advised)
Conference Welcome Function	Sunday 19 th 18:00 – 19:30 Main Plenary Foyer 2 & 3
Chairman's Reception	Monday 20 th May 19:00 – 22:00 Metropolis
Convict Crew Photo	Thursday 23 rd May (Time & Location to be Advised)
JACoW Stakeholders Meeting	Thursday 23 rd May 12:00 – 14:00 Hospitality Suites 4.1-4.4
Conference Banquet	Thursday 23 rd May 18:00 – 23:00 Goldfields, MCEC
Stage Call IPAC'19 Close	Friday 24 th Midday
Convict Release	Friday 24 th Midday

Staff Motivation

- Staff were motivated bribes of food, chocolates, drinks, words of affirmation, and positive possum plastered around the office
- The LOC were generous enough to put an additional food and drinks event on for the JACoW team on the Wednesday evening. **Big Thank You!**

Positive Possum believes you can do the thing



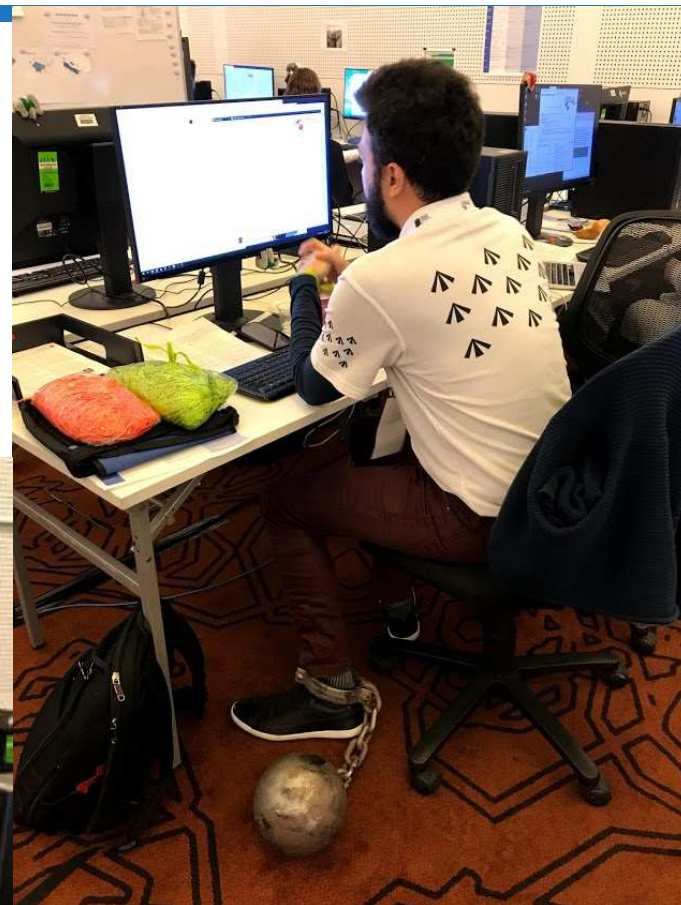
Staff Half Day Off – Parole

- All core staff were offered a half day Parole to rest up or take in sun, sites, or shopping
- Staff were requested to organise this in advance
- You need to make allowances for fatigue of long stay staff

Parole List		
Half Day Break	Morning	Afternoon
Sunday 19th	1	Maggie Jan
	2	Evelyn
Monday 20th	Ivan	Volker
	Laurent	Charlie
Tuesday 21st	Gustavo Bruno	Johan/Anthony
	10 Chris	Ning/Jana
Wednesday 22nd	Maxim	Stefano
	14	Jan-Chrin
Thursday 23rd	Toshinari Tanaka	Dong-Eon Kim
	18	20

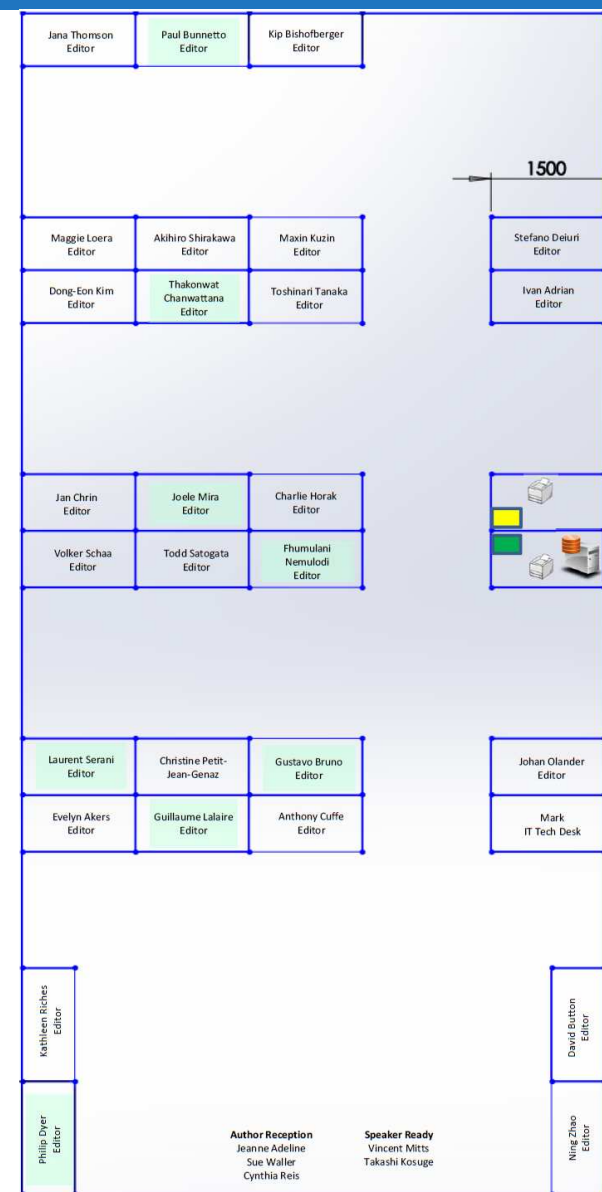
Staff Shirts

- IPAC'19 brought out a limited addition IPAC shirt for all convicts.

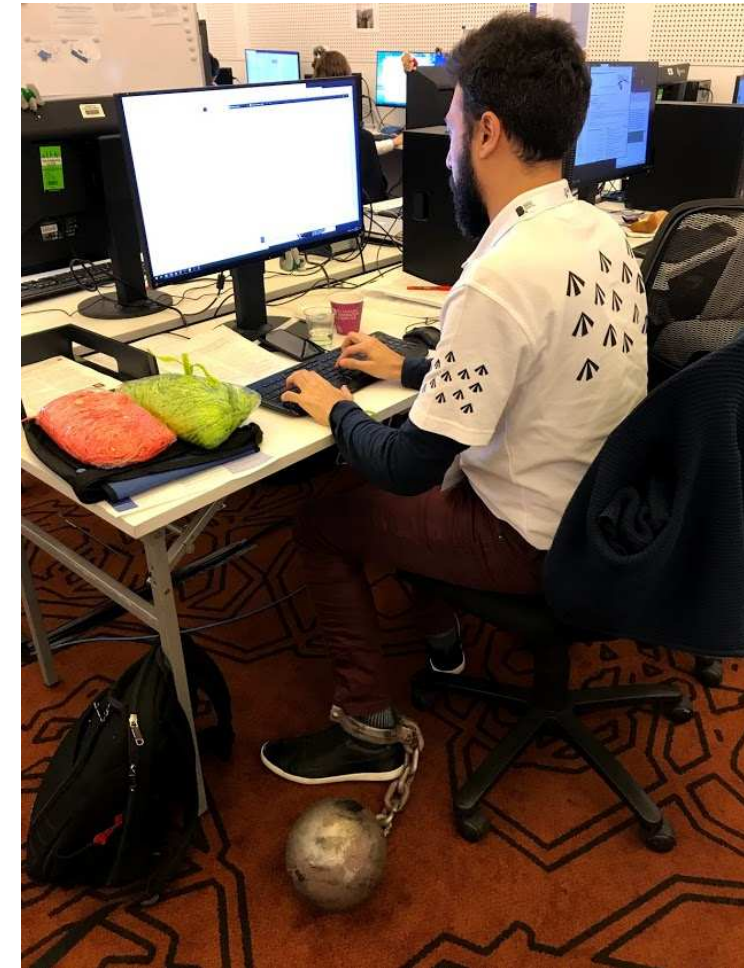
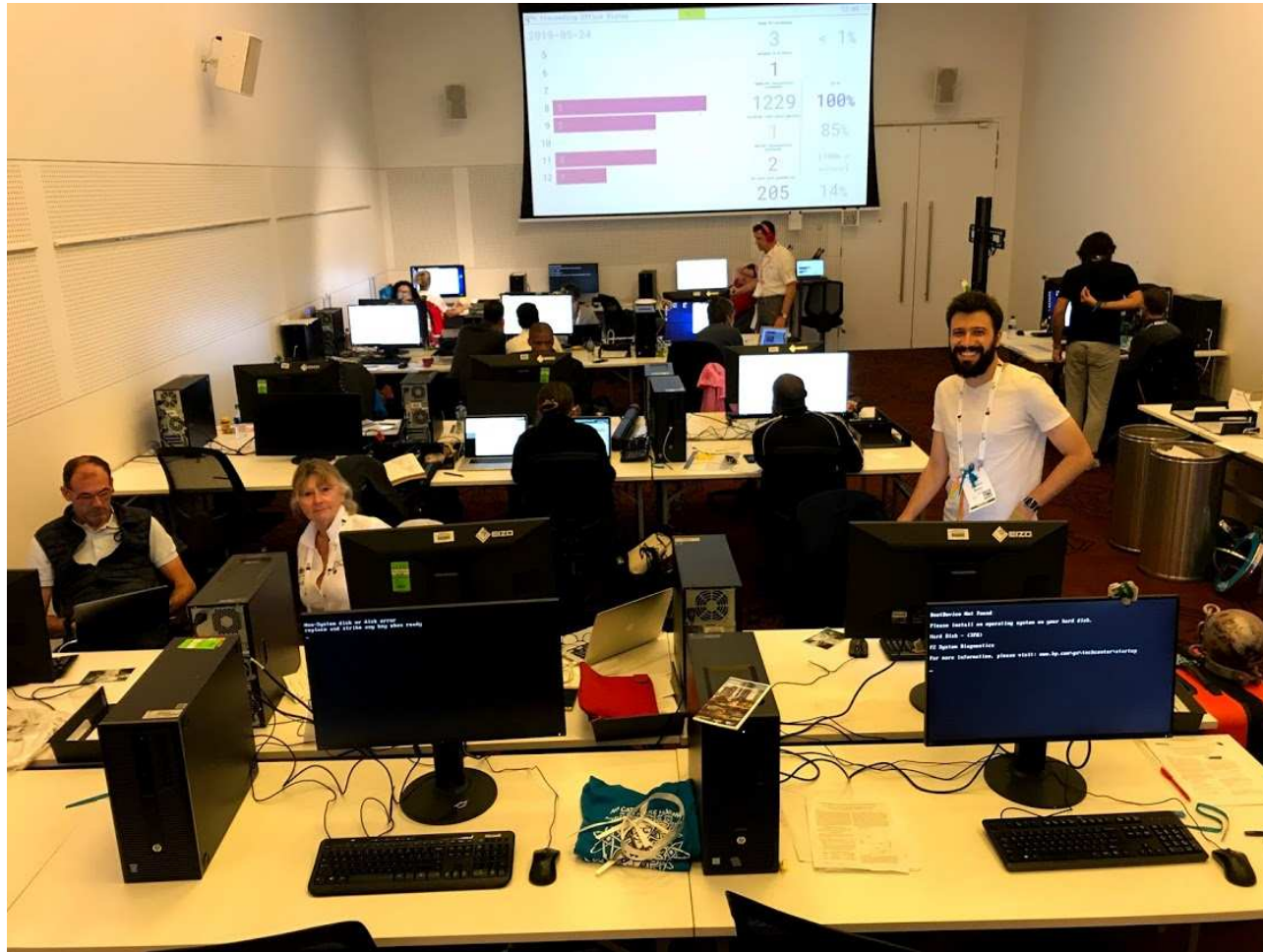


Office Organisation

- The final office arrangement of the room was engineered to meet the facility “***strict non-specified qualitative restrictions***”, and to allow good flow of people to and from the printers and trays.
- Editors had allocated seating to engage trainee editors with trainers (green), conference series and future support staff together, language groups, and to separate trouble makers ;)
- Each workstation had and introduction sheet attached with a reminder of the processes to produce PDF’s, and a few key shortcut reminders/hints for Acrobat, and Pitstop.
- Trainee editors were briefed separately and then introduced to the office.



Office Organisation



Small Change to Work Flow

- Editors were requested to hold onto their **Red Dot** papers in a tray at their desk. This was to try and reduce the incidence of duplicate papers being printed, and creating confusion during QA.
- Though I believe this worked to an extent to reduce duplications, we did have another issue with some editor/s not printing all of their edited papers. This creates confusion during QA as the papers aren't available for collection, and only within the SPMS list, specifically creating concurrency issues during QA. *(You know who you are trouble maker/s!!!)*

Editing Criteria – Edit Quality Matrix

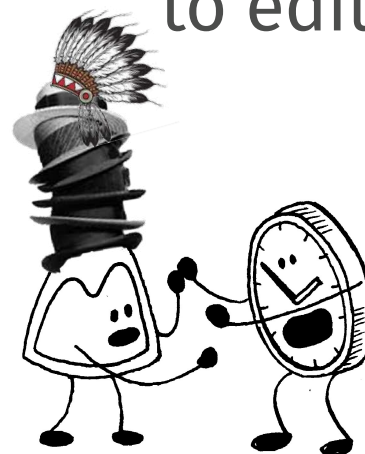
PDF Version

Quality Matrix			
	Non-Negotiable Level 0	Pragmatic Level 1	Pedantic Level 2
Title	All CAPS except for verbs, symbols, and formulas First line: Times New Roman, Bold Caption: Times New Roman		
Author List	First 12 PT, Times New Roman, Upper and Lower case Each Author has Affiliation and location		
Footnote 14"	Foot 8 PT, Times New Roman, not bold Located within Bottom Left Margin Corresponding Markings/Equations found in title or author list? No links	Must have horizontal line above footnote	
Section Heading	All CAPS CENTERED No period " " On the end of a Section Heading		
Subsection Headings	Section Heading Level 2 Foot 12 PT, Bold No period " " On the end of a Subsection Heading Casing consistent throughout paper	Format: Must be initial caps/Title Case	Highlighted following word early with a lowercase character Example: Mother-in-law
Third Level Heading	Title Case Foot 10 pt bold No period " " On the end of a Section Heading		
Main Text	First Times New Roman, Size, justified No links No section or sub-section heading numbering	Paragraphs 1.0 line indent on 1st pt	No other spelling errors Quantities and their units should be together on one line (e.g. in 9 sec) Line 100 = Space
Margins	Must be as specified in the template Top: 1.0 in Bottom: 1.0 in Left: 1.0 in Right: 1.0 in		
Page	2 Column Bottom Section heading 1.0 in General layout must match 1st column template Page Size 100% (Designed to fit A4 Page Size 210 x 297 pt) No links and no page numbers Page Count: 1. Page Count 2. Page Count 3. Page Count 4. Page Count		
Figures	Figures numbered with no missing numbers Caption on with "Figure" or "Figure 1" All figures should be numbered in the paragraph above, or "This can be seen in the figure below"	Figures must be numbered in the paragraph above, or "This can be seen in the figure below"	Figures referred to in the same way throughout the text Fig or Figure, sign should not alternate
Tables	Tables numbered with no missing numbers Caption: Table 1 All tables should be numbered in the paragraph above, or "This can be seen in the table below"	Table Title Centered if 1 line, justified if more than 1 line, Underline Caption: Table 1 All tables should be numbered in the paragraph above, or "This can be seen in the table below"	
Equations	Equations numbered with no missing numbers		
References	Equations numbered with no missing numbers All references listed in text No links	Sequence/Order Reference must be in order they are referred to in the text Alignment, every aligned, using greater than 1, and less than 1 style Public Journal Proceedings in Index	References completely in per JACOB format 1 of 10 Missing Period " " at end of URL at end of URL Public Journal Proceedings in Index

PPTX Version

Quality Matrix			
	Non-Negotiable Level 0	Pragmatic Level 1	Pedantic Level 2
Title	All CAPS except for verbs, symbols, and formulas First line: Times New Roman, Bold Caption: Times New Roman		
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- Posters were placed around the office to show the different levels of editing “pickieness”, and editors advised what level to edit and QA to.



New Tools! (work smarter not harder!)

- IPAC'19 under Greg LeBlanc and Rohan agreed to back the development of two new tools.
 1. The Reference Search and Generation Tool
 2. Cat Scan Online Editor Tool for DOCX documents
- Both these tools were very successful!
- Remember the first editor is the **Author**, the more you can encourage them to get correct the less resourcing required in the editorial office adding to efficiency.
- All Chief Editors should be pushing these tools on authors as soon as possible, and requesting that they run their document through the Cat Scan Editor prior to upload.



References Search & Generation Tool

Ronny Billen



Volker Schaa



Todd Satogata
Jefferson Lab



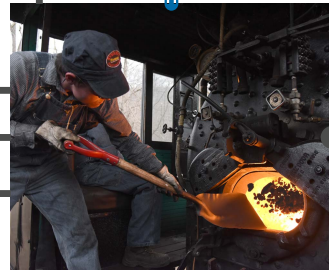
Jan Chrin



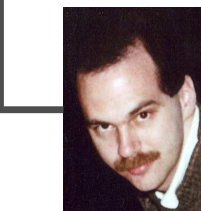
Ivan Andrian



David Button(CAS)



Josh Peters (IDS)



Matt Arena



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Clear Filters

Results

- ★ R. T. Dowd and Y. E. Tan, "Beam Based Sextupole Alignment Studies for Coupling Control at the ASLS", in *Proc. 2nd Int. Particle Accelerator Conf. (IPAC'11)*, San Sebastian, Spain, Sep. 2011, paper WEPC001, pp. 1995-1997, this conference.
- ★ R. T. Dowd, G. LeBlanc, and K. Zingra, "Linac Waveguide Upgrade at the Australian Synchrotron Light Source", in *Proc. 2nd Int. Particle Accelerator Conf. (IPAC'11)*, San Sebastian, Spain, Sep. 2011, paper MOPC001, pp. 62-64, this conference.
- ★ K. P. Wootton et al., "Alignment Tolerances for Vertical Emittance", in *Proc. 2nd Int. Particle Accelerator Conf. (IPAC'11)*, San Sebastian, Spain, Sep. 2011, paper TUPC046, pp. 1102-1104, this conference.
- ★ G. LeBlanc et al., "Progress Towards Implementation of Top-up at the Australian Synchrotron", in *Proc. 2nd Int. Particle Accelerator Conf. (IPAC'11)*, San Sebastian, Spain, Sep. 2011, paper THPC001, pp. 2904-2906, this conference.
- ★ M. J. Boland et al., "Status of the Australian Synchrotron Top-Up Operations", in *Proc. 4th Int. Particle Accelerator Conf. (IPAC'13)*, Shanghai, China, May 2013, paper MOPEA001, pp. 58-60, this conference.

Showing 5 results of total 53

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Reference Search

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☆ Reference

[Fix a problem](#)

For Word

[1] R. T. Dowd and Y. E. Tan, "Beam Based Sextupole Alignment Studies for Coupling Control at the ASLS", in *Proc. 2nd Int. Particle Accelerator Conf. (IPAC'11)*, San Sebastian, Spain, Sep. 2011, paper WEPC001, pp. 1995-1997.

For LaTeX

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%\cite{Dowd:IPAC11-WEPC001}
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R. T. Dowd and Y. E. Tan,
\textquotedblleft{Beam Based Sextupole Alignment Studies for Coupling Control at the ASLS}\textquotedblright,
in \emph{Proc. 2nd Int. Particle Accelerator Conf. (IPAC'11)}, San Sebastian, Spain, Sep. 2011, paper WEPC001, pp. 1995--1997.
```

[Use Abbreviated Form](#)

Metadata

Paper Title: Beam Based Sextupole Alignment Studies for Coupling Control at the ASLS
Conference: 2nd Int. Particle Accelerator Conf. (IPAC'11)
Paper ID: WEPC001
Location in proceedings: 1995-1997
Original Author String: R.T. Dowd, Y.E. Tan [ASCo, Clayton, Victoria, Australia]

Associated Authors

- R. T. Dowd
- Y. E. Tan

[Back to the list](#)

Online Help: <http://www.jacow.org/Authors/RefSearchToolHelp>

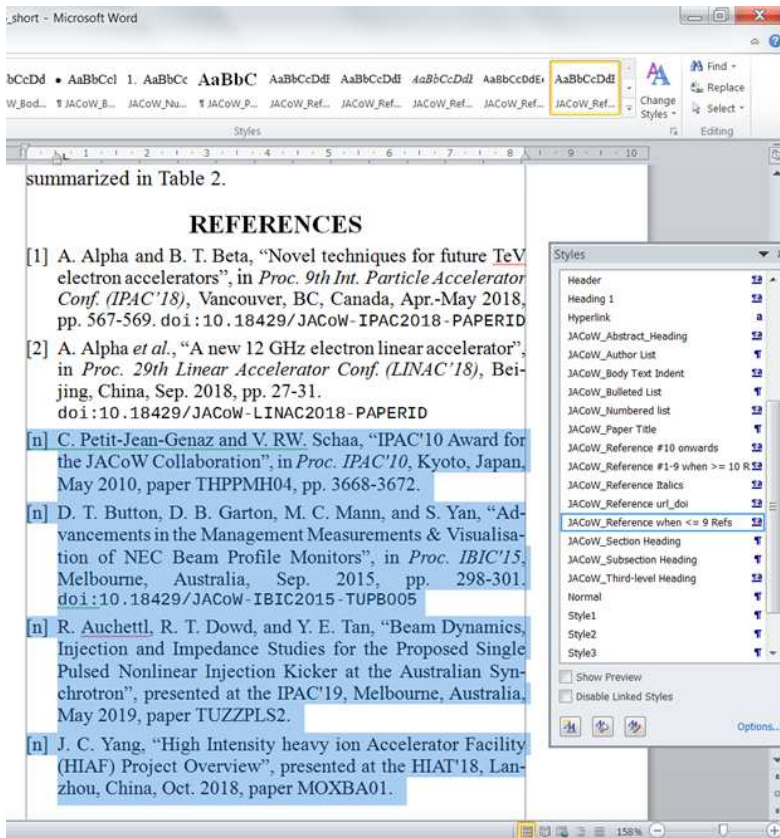
ref.ipac19.org

For Word

[n] R. T. Dowd and Y. E. Tan, "Beam Based Sextupole Alignment Studies for Coupling Control at the ASLS", in *Proc. 2nd Int. Particle Accelerator Conf. (IPAC'11)*, San Sebastian, Spain, Sep. 2011, paper WEPC001, pp. 1995-1997.

For LaTeX

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%\cite{Dowd:IPAC11-WEPC001}
\bibitem{Dowd:IPAC11-WEPC001}
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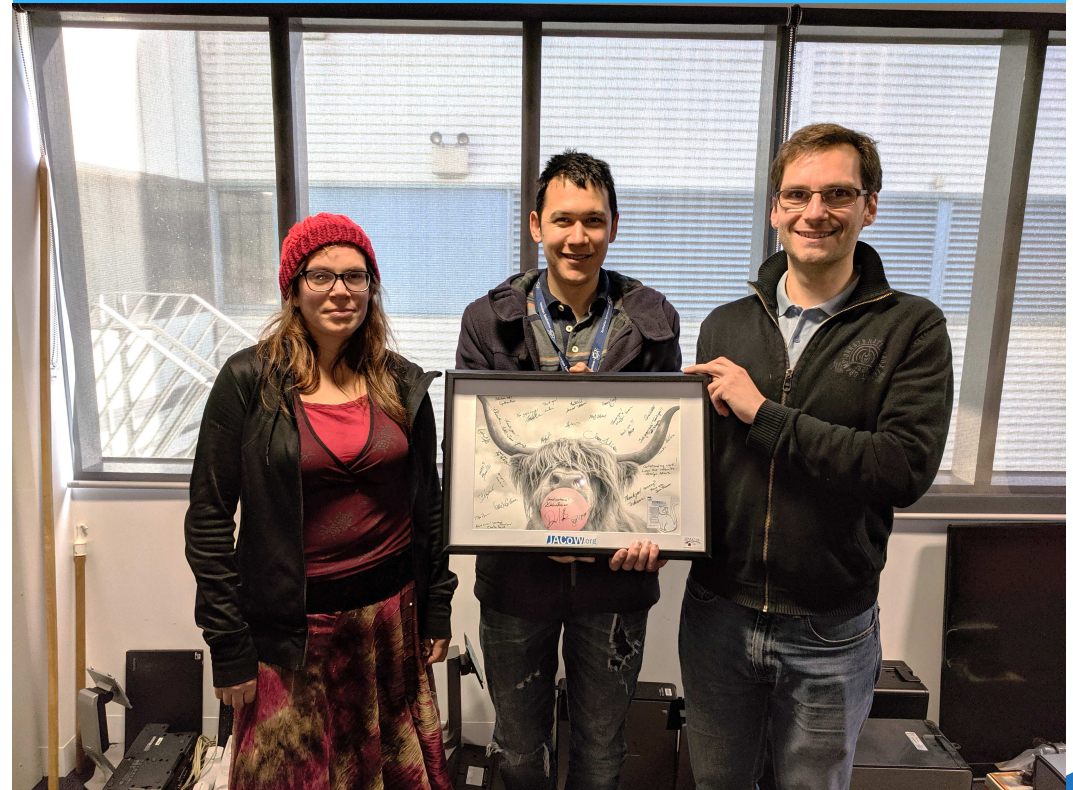


Total number of References in Database:	67,379
Total number of Authors:	52,267
Proceedings:	220

Cat Scan Editor – Better Paper Preparation



Scientific Computing Group (Synch)

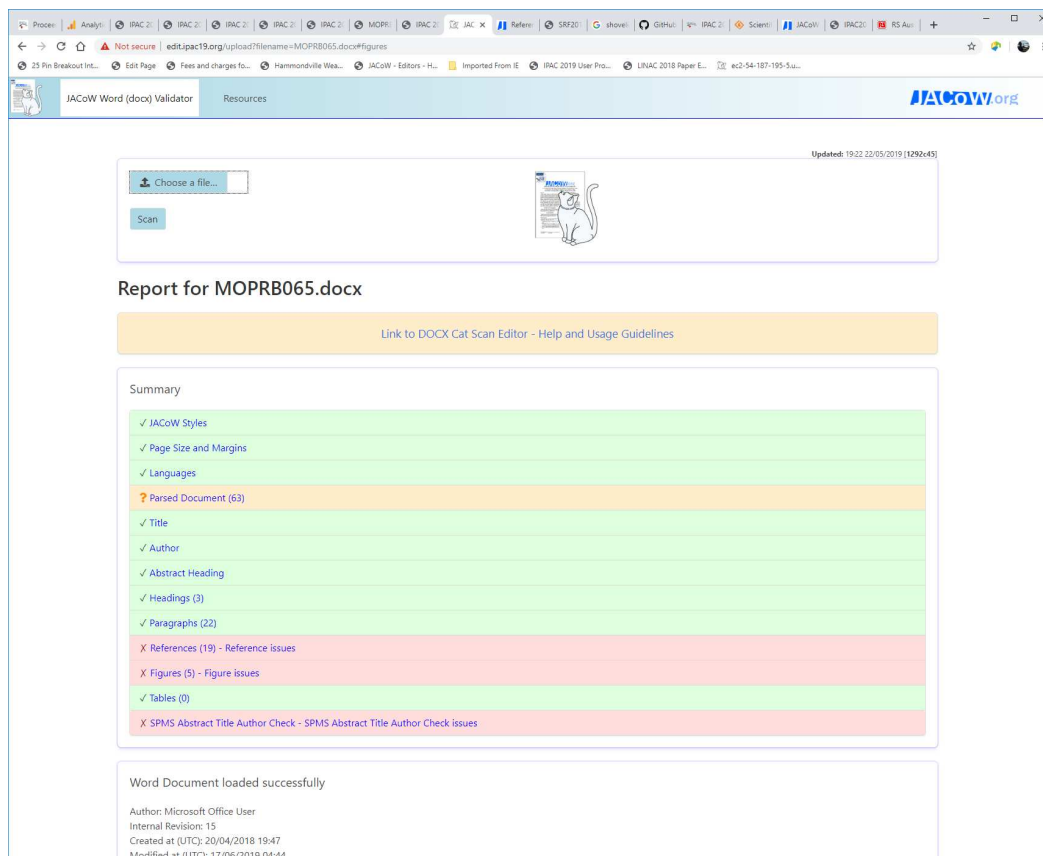


Rosemary Waghorn

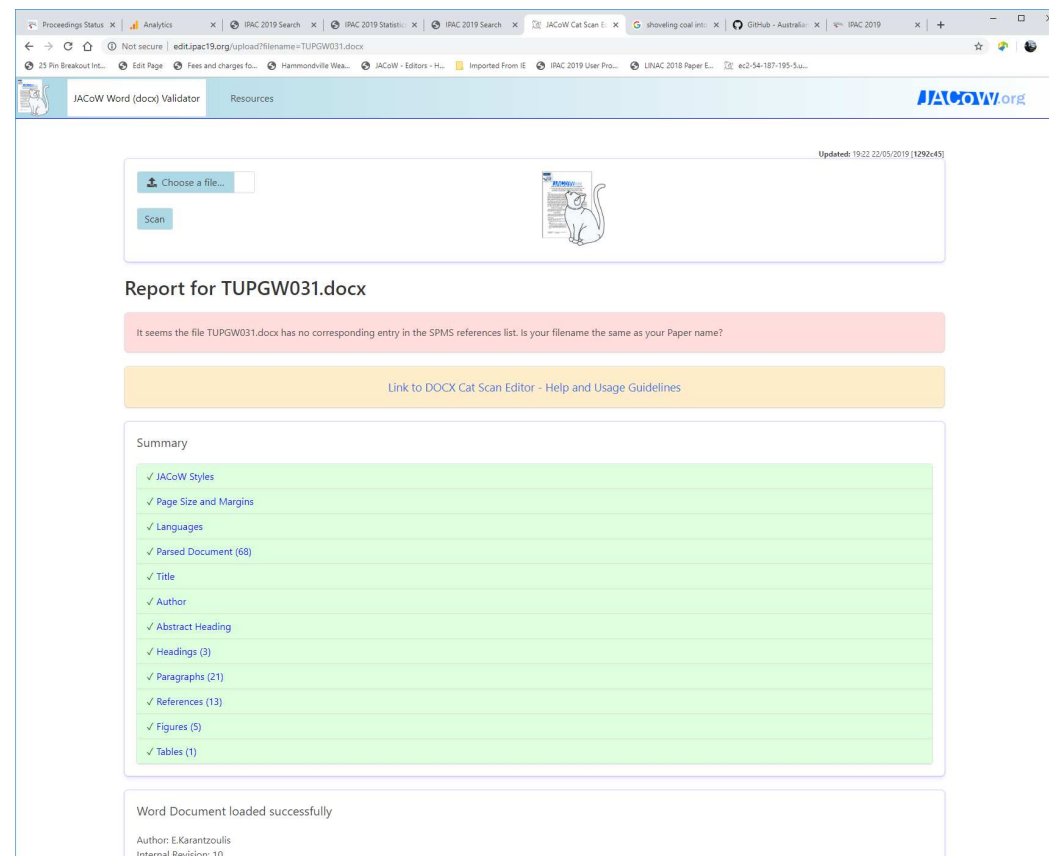
Alex Palma

Andreas Moll

JACoW Cat Scan Editor



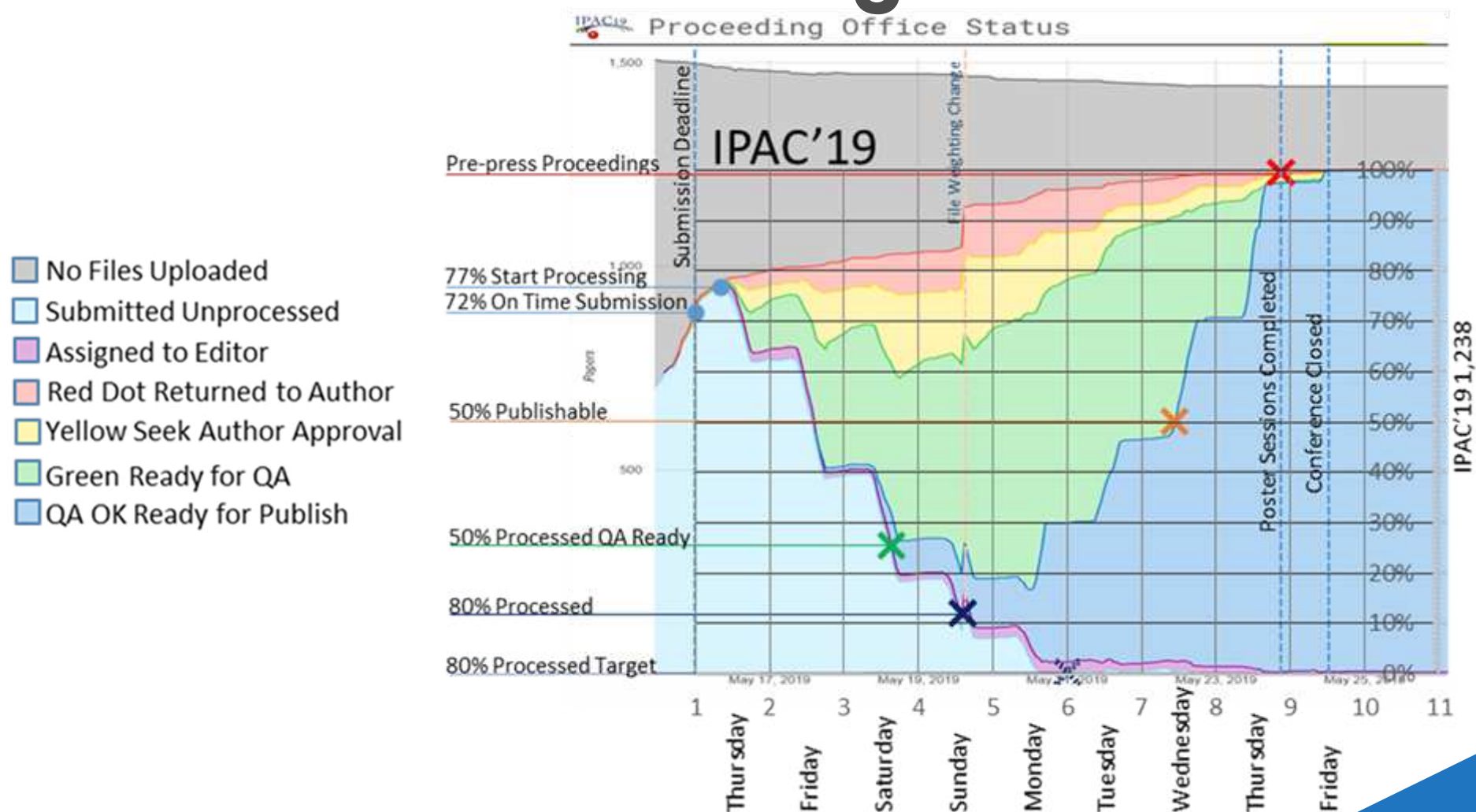
The screenshot shows the JACoW Cat Scan Editor interface for the file MOPRB065.docx. The browser address bar shows the URL: edit.ipac19.org/upload?filename=MOPRB065.docx#figures. The page has a header with the JACoW.org logo and a navigation bar with links like 'JACoW (docx) Validator' and 'Resources'. The main content area includes a 'Choose a file...' button, a 'Scan' button, and a cat icon. Below this is a section titled 'Report for MOPRB065.docx' with a link to 'DOCX Cat Scan Editor - Help and Usage Guidelines'. The 'Summary' section lists various document elements with checkmarks or crosses indicating their status: JACoW Styles (checked), Page Size and Margins (checked), Languages (checked), Parsed Document (63) (checked), Title (checked), Author (checked), Abstract Heading (checked), Headings (3) (checked), Paragraphs (22) (checked), References (19) - Reference issues (crossed), Figures (5) - Figure issues (crossed), Tables (0) (checked), and SPMS Abstract Title Author Check - SPMS Abstract Title Author Check issues (crossed). At the bottom, a message states 'Word Document loaded successfully' with metadata: Author: Microsoft Office User, Internal Revision: 15, Created at (UTC): 20/04/2018 19:47, Modified at (UTC): 17/06/2019 04:44.



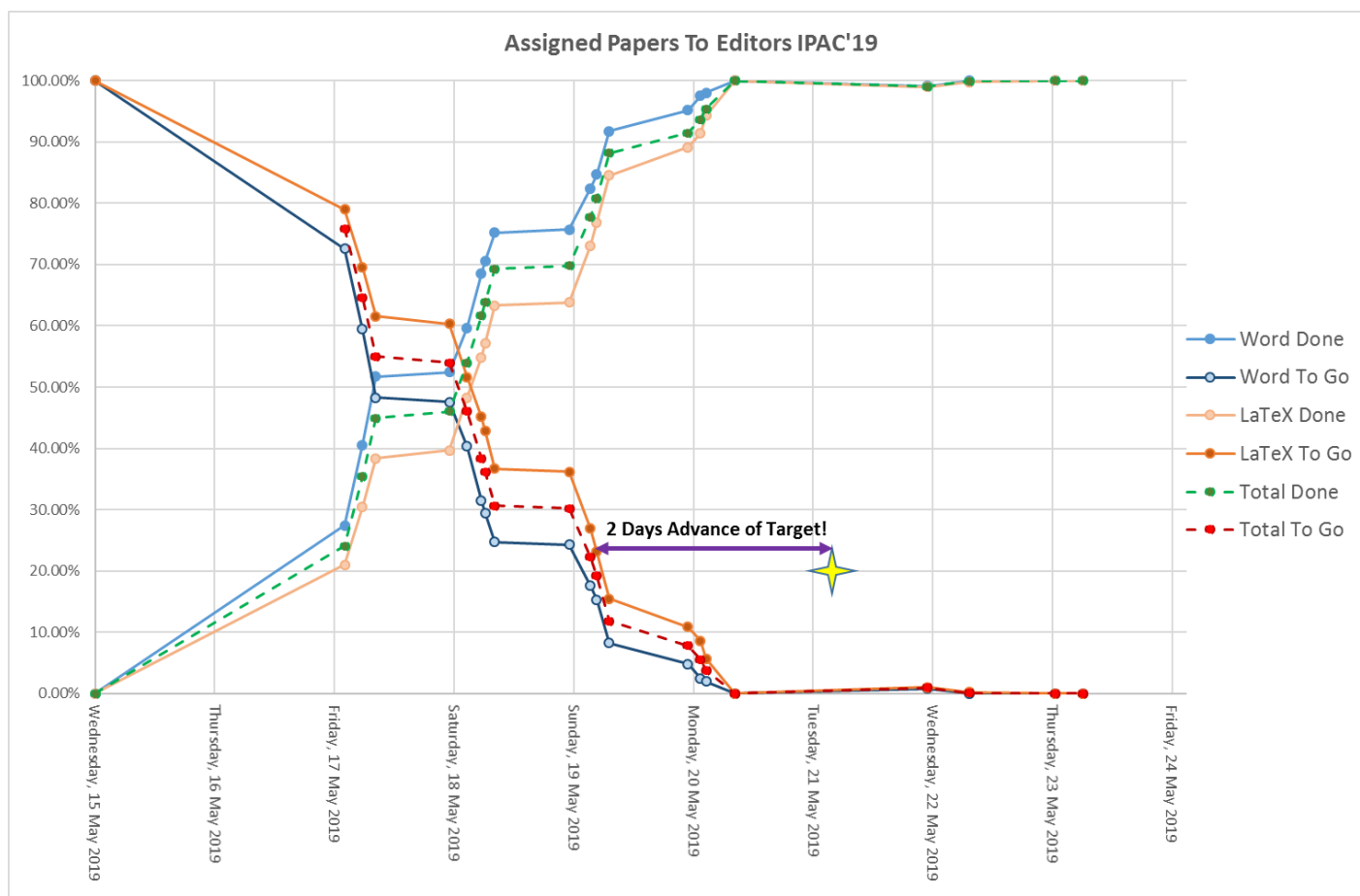
The screenshot shows the JACoW Cat Scan Editor interface for the file TUPGW031.docx. The browser address bar shows the URL: edit.ipac19.org/upload?filename=TUPGW031.docx. The page layout is identical to the previous screenshot. The 'Report for TUPGW031.docx' section includes a pink message box stating: 'It seems the file TUPGW031.docx has no corresponding entry in the SPMS references list. Is your filename the same as your Paper name?'. The 'Summary' section lists document elements: JACoW Styles (checked), Page Size and Margins (checked), Languages (checked), Parsed Document (68) (checked), Title (checked), Author (checked), Abstract Heading (checked), Headings (3) (checked), Paragraphs (21) (checked), References (13) (checked), Figures (5) (checked), and Tables (1) (checked). The bottom message states 'Word Document loaded successfully' with metadata: Author: E.Karantzoulis, Internal Revision: 10.

Online Help: <http://www.jacow.org/Authors/CSEHelp>

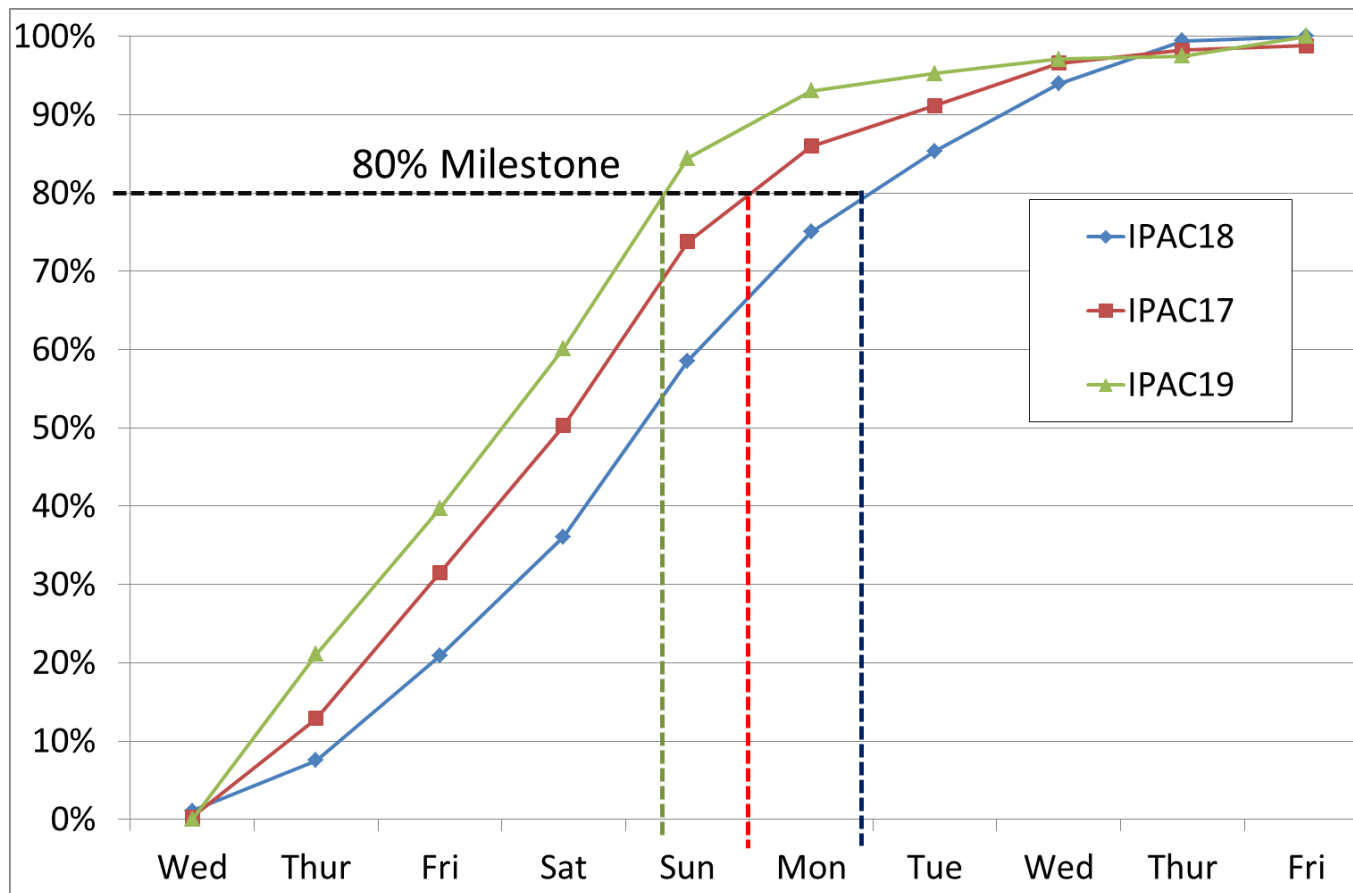
Game Week –Running Stats



Running Stats



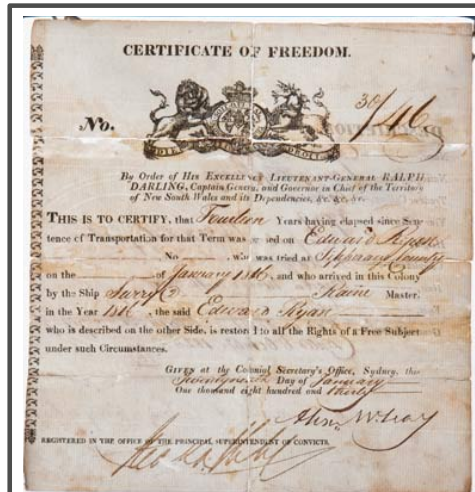
Benchmarking Stats



We processed initial edits of papers extremely fast suggesting that the room was over powered, thus next year can look at trimming the team down.

The faster front end processing exposed more of the time spent awaiting late submissions, and dealing with red dot papers.

Freedom Earlier!



Certificate of freedom issued to convicts who completed their sentence

Certificate of Freedom



Side Note on Title Author Checks

Still more work needs to be done to improve the quality of the information authors are placing in SPMS, as there is a significant number of SPMS entries which need to be corrected to match the paper by Author Reception and Editors.



Mobile App

- IPAC'19 used the same provider as the previous 2 IPAC's which originated at IPAC'17 (<https://www.appinconf.com/>)
- Discounting was applied to the pricing by securing IPAC'20+21 to also sign up to using this app
- Johan Olander from ESS assisted with the scripts to extract data from SPMS
- Eugen Tan from ANSTO worked with the developers to badge the app correctly, and to provide the additional sponsor information etc.
- **Apple App Store** did initially reject the app due to copy right issue which was resolved by providing a copy of the contract, but prepare to pull your hair out waiting for a favourable reply



Lessons Learned



- Delegate jobs such as Yellow dot correspondences
- Follow up with Poster Police fail presenters earlier as we had to add back a number latter wasting Volker effort once they self identified issues
- Due to the faster initial edit speed of the team, Red dot and late papers form a real bottle neck, future IPAC's should look at addressing
- Authors are still not entering Title Author information completely (Potential Development on Upload)

Acknowledgments of Note



Rosemary Waghorn
Cat Scan - Wizard



Josh Peters
Reference Search Tool - Warlock

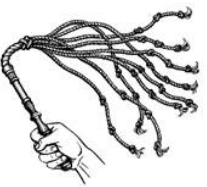


Rohan Dowd
**Dared to Dream and Push
for Support - Dreamer**

**Final Thank you to the amazing
teams dedication, good spirits,
and always supportive
attitude!**

**I am proud to call you my
convicts, and friends ☺**

*Chief Whip Cracker
David Button*



**Good luck to our IPAC'20
colleagues, we hope you
enjoy your event as much
as we did.....**



Oh and may there be plenty of dancing!



That's some fine IT work there!!!



Australian Government

