

Global Overview of JACoW Organization



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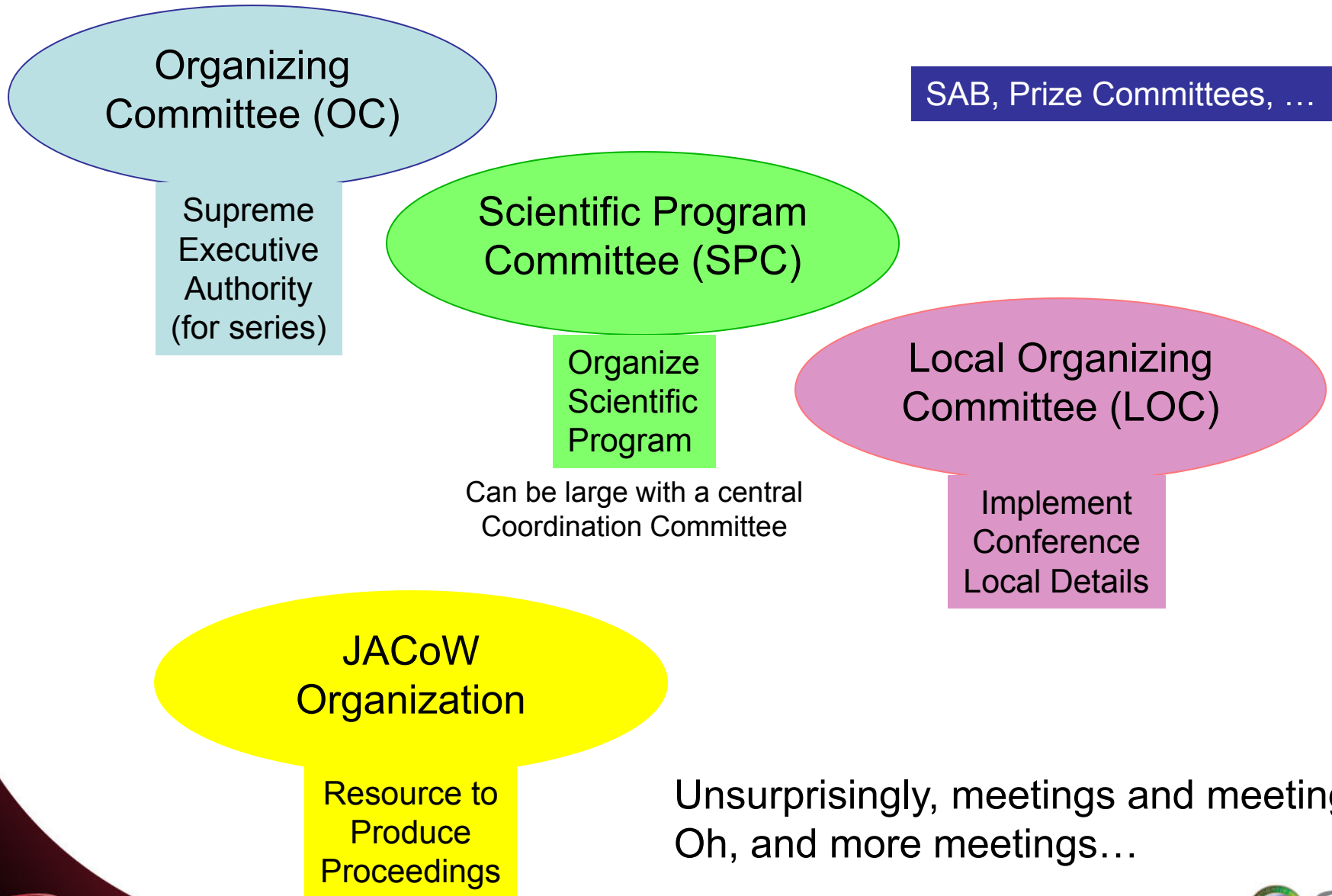
- Charge
 - Provide broad overview of conference organization
 - Who does what, when, where, why, and how (and to whom)
 - Identify committees and key roles
 - Describe scientific, industrial, student, and social programs
 - Describe activities to prepare for and execute the conference, and deliver the proceedings
 - Include abstracts, papers, author feedback
- How does conference organization relate to JACoW?
 - “A semi-newcomer’s soup to nuts point of view”
- This is not a talk about identifying/setting up roles in SPMS
 - See Christine’s JACoW 2011 Team Meeting talk and paper at http://www.jacow.org/html/TM_2011_SINAP/TM2011/html/mocc.htm



JACoW
(You are here)



Committees and Groups



Committees and Chronology

- The OC meets at least once before the conference
 - Tours venue, provides conference mandate, etc
- The SPC meets ~three times before the conference
 - Advises SPC chair on classifications
 - Organize scientific program, schedule, synoptic table
 - Recommends and selects invited oral contributions
 - Selects contributed oral contributions from submitted abstracts
 - Balance scientific program: topic, geography, gender
- The LOC meets many times before the conference
 - Organizes all venue and local items
 - Organizes workforce, budget, registration, web pages, IT, etc

JACoW's Relationship to Committees: OC

- JACoW interacts with portions of all three committees
- The OC joins JACoW and agrees to JACoW Policies
 - Abide by SPMS agreement (signed by conference chair)
 - Editors (and preferably also IT) participate in JACoW Team Meetings for least a three-year cycle
 - Maintains continuity, distributes load and information
 - JACoW publishing constraints as detailed at JACoW.org
 - Including abiding by Creative Commons Attribution 3.0
- The real point of contact with JACoW on the OC is the conference chair
 - Conference chair is also ultimately responsible for ensuring resources available for delivery of the proceedings to JACoW

JACoW's Relationship to Committees: SPC

- Mainly through use of SPMS to organize scientific program
- The SPC organizes nearly all its work through SPMS
 - Recommendations for and voting on invited speakers
 - Abstract submission
 - Recommendations for and voting on contributed speakers
 - Scientific program organization, including statistical balance
 - Paper and presentation submission
 - Email organization/tracking with authors and committee members
- SPMS/SPC coordination is done by the Scientific Secretariat
 - Though not explicitly a JACoW role, this has historically been a role filled by Christine Petit-Jean-Genaz

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More on Scientific Secretariat

- A concept from EPAC and European conferences
 - Stronger coordination than historical US “editor”
- Should participate in all OC/SPC/LOC meetings
 - Coordinates between all committees
 - Ensures good communication and continuity
 - Provides expertise from organization of previous conferences
- With SPMS, also usually a primary SPMS administrator
 - Involved in nearly all functions that flow through SPMS

JACoW's Relationship to Committees: LOC

- The LOC has the greatest interaction with JACoW
 - Personnel and resource management, and budgets, are LOC responsibilities
 - There are many, many roles before, during, and after the conference that are necessary to support the final JACoW objective of producing quality proceedings in timely fashion

SPMS DBA

Scientific Secretariat

Conference IT

Editor / QA

Transparency Editor

Poster Session Manager

Exhibition Manager

Referees

Student Session Organizer

Conference Administrator

Editor / Editorial Board

Repository Manager

Author Reception

Presentations Manager

Registration Manager

Registration Staff

Conference Webmaster

This May Seem Like A Daunting List

- And it is!
- Fortunately these roles are well-documented
- There are members of the JACoW collaboration who are familiar and experienced with each function
- As important as it is, LOC visibility and organization varies greatly between conferences
 - Some LOCs meet early and often and are very structured
 - Some LOCs meet late and not very often
 - Both can be successful
 - But the first is less stressful for those engaged in doing the work of the aforementioned roles!
 - Experienced JACoW personnel should not obviate the need for a strong LOC

Conference Chronology

- The following slides describe my experience with the chronology of a “typical” JACoW/SPMS conference
- Stress roles and various actions at various times
 - Which of these two movie narratives is **your** conference like?

12 ANGRY MEN



PRIMER



http://imgs.xkcd.com/comics/movie_narrative_charts_large.png

- Useful reference: IEEE Conference Checklist and Timeline
 - <http://www.ieee.org/documents/30012586.pdf>

IEEE Checklist At-A-Glance

C O N F E R E N C E T I M E L I N E																			
P R E - C O N F E R E N C E												HOLD CONFERENCE	P O S T - C O N F E R E N C E						
START	24 MONTHS	24-18 MONTHS	18-15 MONTHS	15-12 MONTHS	12-9 MONTHS	9-6 MONTHS	6-4 MONTHS	4-3 MONTHS	2 MONTHS	6-4 WEEKS	2 DAYS		1 WEEK	20 DAYS	1 MONTH	3 MONTHS	4-5 MONTHS	5-6 MONTHS	
Determine and apply for sponsorship from all applicable IEEE and/or non-IEEE organizational units (OU)	Obtain Sponsorship	Appoint General Chair and Conference Committee	Develop communications plan, marketing materials and conference website	Develop process/identity system for paper management	Submit Conference Publication Form to obtain Letter of Acquisition (LOA)	Create registration form and ensure registration service is Payment Card Industry (PCI) compliant	Launch registration site	Solicit bids from printers and/or CD manufacturers based on accepted papers	Review room block with hotel against attendance and contracts	Deadline for early registration	Confirm onsite logistics with venue		Submit Conference Proceedings/Content (Explore CD and other media types) per LOA			Distribute surplus	Prepare and submit all audit material to independent auditor		
	Complete paper review process. Finalize technical program. Notify speakers.			Send prelin. specifications to conference site. Order signage and recognition products.			Set up registration area, exhibit space, information booth, office area												
	Contact the local IEEE Section	Send request for proposal (RFP) to exhibit decisions and develop exhibitor prospectus, if applicable	Establish a Call For Papers (CFP)	Register for PDF eXpress (optional)	Plan social activities and tour program, if applicable	Create and publish advanced program	Organize and prepare for production of conference publications per Letter of Acquisition (LOA)	Complete and print final program, advertising/publicity and registration reminders	Ship final program to conference site	Committee members submit final statistics and lessons learned to OU	Registration clean up (process refunds, receipts and balances due)		Process outstanding bills	Close conference bank account & submit proof of account closure	Audit Report for >\$100K and/or IEEE OU total is \$15K+ co-sponsor				
	Register your conference, submit Conference Information Schedule & Committee List	Begin outreach to educational institutions, corporations, government and industry for support and patronage	Update conference website with page/link about CFP information	Register for Electronic IEEE Copyright Form (eCF) if proceedings are acquired by IEEE	Send out RFPs for ground transportation and finalize contract, if applicable												Order attendee giveaways, speaker gifts, and/or conference shirts	Develop and finalize volunteer job functions/onsite needs.	Submit Pre-Conference forecast
	Submit Memorandum of Understanding (MOU), if applicable	Apply for grants for conference support	Establish a Visa process for international attendees and post on the conference website	Create website for paper submissions. Work with paper management company, if applicable	Secure permission from related IEEE OUs to market to their members using e-Notice	Determine preliminary exhibitor space assignments, if applicable	Request weekly reports from hotels on room block.												
	Contact conference management company, if applicable	Site selection and contract review, if applicable	Submit conference budget with written IEEE OU approval(s) for headquarter review																
	Review IEEE insurance coverage and determine if additional coverage is required		Submit Principles of Business Conduct Compliance Certificate and Conflict of Interest Disclosure Statement (POBC/COI) forms																
	Review tax information to ensure IRS and international compliance VAT and GST		Submit updated committee list																
			Establish conference bank account(s)																
	Request and obtain loan from OUI, if needed																		
Pre-and Post Conference forecasts [Submit Pre- and Post- Conference forecasts by November 30th of each calendar year for accrual purposes.]																			
Secure W-9 and/or W-9 forms for tax compliance																			
1099 & 1042 Schedule of Payments [No later than January 10th of each year for all payments made in the previous calendar year.]																			
Submit annual report on foreign bank accounts to IEEE Tax Dept. [No later than January 10th of each year for all payments made in the previous calendar year.]																			
			Promote CFP and exhibit prospectus at current year's conference, if applicable																
			Review and reconfirm hotel, meeting space and room block																
			Meet with previous year's committee to discuss best practices																
P R E - C O N F E R E N C E													P O S T - C O N F E R E N C E						

TIMELINE KEY

- Conference Finance
- Conference Publications
- Conference Contracts
- Conference Business Services
- Boldface = Required**

*Disclaimer: This timeline is for planning purposes only.

©IEEE Conference Business Services 2006

TIMELINE KEY

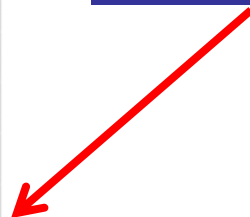
- Conference Finance
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Conference Chronology: IPAC Gantt Chart

- Also based partly on development of a Gantt chart for IPAC'15 organizational activities
 - Mainly Jefferson Lab conference services for IPAC'15 LOC
 - Will be delivered to following IPACs for continuity, possible use

[-] IPAC'14 Dresden Germany	06/15/14	06/20/14
OC/SPC1 Meeting (Dresden ...	12/04/12	12/05/12
SPC/2 Invited oral selection (...	07/04/13	07/05/13
Abstract Submission Deadline	12/04/13	12/04/13
SPC/3 Contributed oral selec...	01/24/14	01/25/14
IPAC'14 Conference	06/15/14	06/20/14
[-] IPAC'15 Richmond Virginia	05/03/15	05/08/15
+ OC/SPC1 Meeting (Richmo...	01/08/14	01/09/14
+ SPC/2 Invited Oral Selectio...	05/03/15	05/03/15
Abstract Submission Deadlin...	05/03/15	05/03/15
+ SPC/3 Contributed Oral Sel...	05/03/15	05/03/15
[-] IPAC'15 Conference	05/03/15	05/08/15

Some dates are just placeholders



Conference Chronology: Initiation

- Identify conference topic, location, hosting institution(s) and chair(s), dates
 - Often a matter of continuity from the series OC
 - May provide other constraints (e.g. IEEE conference)
- Identify SPC and LOC chairs
 - They also start gathering their committees
 - Final committee membership is usually approved by OC
- Sign JACoW SPMS Terms and Conditions
 - Per JACoW.org website, delivered to chair and coordinator
 - Upon approval, an SPMS instance is created in the relevant geographical area, and configured with some conference info
- Set up initial SPMS configurations (e.g. committee lists)

Conference Chronology: LOC (1)

- Start organizing primary LOC membership
- Develop initial attendance estimates, necessary resources, and budget
- Identify PCO (if used)
 - Professional Conference Organizer
 - Used by, e.g., NA-PAC'13 (Centennial) and IPAC'15 (Helms-Briscoe)
- Determine venue location options and negotiate location
- Start developing budgetary associations (e.g. IEEE)
- Start developing visual identity, website
- Start monthly meetings at least 1 year in advance of conference

LOC Example (IPAC'15)

IPAC'15

Local Organizing Committee Meeting

September 18, 2013

10:00 am – 12:00pm

CEBAF Center B207

Action Items Follow up Fulvia Pilat

Update on Conference Timeline..... Cynthia Lockwood

Update on Exhibits & Industrial Sponsors..... Russell Moy

Update on Finance Joe Scarcello/Pam Turk

Around the Room

- Russell Moy (SURA)
- Anita Chapman (Helms)
- Andrew Hutton
- Todd Satogata
- Erin Clifton
- Anthony Cuffe
- Evelyn Akers
- Cynthia Lockwood
- Patrizia Rossi
- Hari Areti
- Dean Golembeski
- Stephanie Vermeire
- Tina Menefee
- Theo McGuckin
- Reza Kazimi

Conference Chronology: SPC I

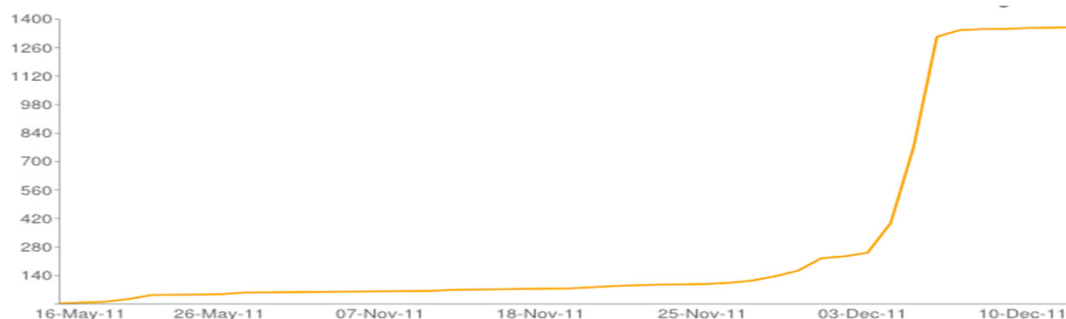
- 16-19 months before conference
- Often a meeting in conjunction with the OC
- Often at venue (if decided) to include a venue tour
- Agenda
 - SPC chair provides overview
 - SPC coordinators describe their membership
 - Particularly important if extra step of SPCC/SPC (e.g. NA-PAC)
 - Report from LOC
 - Discussion of timelines
 - Determine initial conference structure
 - Training for submission of invited talk suggestions

Conference Chronology: SPC II

- ~12 months before conference (long before abstract submission)
- Meet at venue for venue tour if not done at SPC I
- Main objectives:
 - Organize structure of program (first synoptic table)
 - Parallel sessions, poster sessions determination
 - Invited/contributed talk lengths and quotas
 - Main/Sub classifications
 - Determine session quotas, invited talks and backups
 - Includes geographic, institutional, gender balances
 - Gather proposals for plenary and entertainment talks
- Afterwards, Scientific Secretariat generates invitations and gathers responses
 - ONE SPMS general announcement usually sent after this meeting

Conference Chronology: Abstracts (1)

- Abstract submission deadline is usually ~6 months out from conference
 - This may vary widely depending on the community
- Physicists generally work towards a known deadline
 - Abstracts **always** spike at the submission deadline



- You will likely not get additional abstracts by extending the deadline at the last minute
- Submitted abstracts are QA'd in preparation for SPC III
 - Make them pretty and shiny to be possible contributed orals

Conference Chronology: Abstracts (2)

- LOC is also very interested in abstract numbers
- Used for other conference projections
 - Total expected registration feeds into budget projections
 - Advertise expected registration to attract vendors
- Abstract submission is not an obligation
 - Typically about ~30% of abstracts are later withdrawn
 - So about 60-80% of **submitted** abstract number is a reasonable expectation for delegate registration
 - Also use DOE \$500k limit to project max DOE attendance
 - About 10% of total abstract number are usually candidates for the student poster session

Conference Chronology: SPC III

- ~4 months before conference (soon after abstract deadline/QA)
- Often meet at hosting institution
- Main objectives:
 - Determine contributed talks and backups from abstract list
 - Includes geographic, institutional, gender balances
 - Includes review of classification, reclassification if necessary
 - Poster session layout, organization (based on abstract numbers)
 - Determine session chairs; Report from LOC, student session
 - Finalize synoptic table
 - Proposals for suggested abstracts for PRST:AB Special Issue
- Afterwards, Scientific Secretariat again generates invitations and gathers responses

Conference Chronology: LOC (2)

- In parallel to SPC, the LOC is organizing many logistic and budgetary details for the conference
 - Editorial board
 - JACoW Team Meeting, training, organize team (~6 months out)
 - Graphic identity and web development
 - Bags, posters, handouts, program booklet
 - Venue layout and contracting
 - Including IT and site visit for delegate flow, mix with industry
 - Including AV and speaker/stage layout, acoustics
 - Catering and side meetings
 - Coffee breaks, banquet, chair's cocktail, WISE...
 - Industrial registration (early to develop budget)
 - Delegate registration
 - SPMS should be used for registration if at all possible!
 - Student program (poster session and grants)
 - Companion program and registration, Tours

Interlude: Student Session Organization

- Student sessions are a large part of large conferences
- Student Program
 - Acquire funding for and administer participation grants
 - Work with grant committee to determine awardees
 - Work with LOC to determine disbursement
 - Organize Sunday training session, secretary assignments
 - Coordinate student participation with Presentations Manager
- Student Poster Session
 - Acquire funding, certificates for student poster prizes
 - Organize (with LOC) student poster session (usually Sunday)
 - Gather abstracts (grant winners must participate)
 - Organize SPC/OC/SPCC members as judges
 - Assign poster codes, produce poster session booklet
 - Organize rubrics and run judging session
 - Organize prize delivery at prize session (usually Thursday)

Interlude: Student Session Booklet

STUDENT PROGRAM GUIDE

NA-PAC' 13

NORTH AMERICAN PARTICLE ACCELERATOR CONFERENCE



29 SEPTEMBER – 4 OCTOBER 2013
PASADENA, CALIFORNIA USA
NAPAC13.LBL.GOV



NA-PAC'13 Student Poster Session

Sunday September 29, 2013 14:00–20:00

Malibu 01 : Coupling Spin Resonances With Siberian Snakes

The polarization of proton beam during the acceleration process in a particle accelerator is affected by the existence of spin resonances. Coupling spin resonances can be excited in the presence of the betatron coupling introduced by rolled quadrupoles and solenoids. A corresponding algorithm has been developed and added to the ASPIRRIN code to include the calculation of the first-order intrinsic resonance harmonics in the case of arbitrary strong betatron coupling and in the presence of Siberian Snakes and spin rotators. The analysis of the coupling resonance harmonics excited in RHIC collider is presented.

Nermeen Khalil

SBU, Stony Brook, New York

Authors: Nermeen Khalil (SBU, Stony Brook, New York),
Vadim Ptitsyn (BNL, Upton, Long Island, New York)

Classification: Colliders / Circular Accelerators

Malibu 02 : DMD-Based Photocathode QE Mapping

The emission from photocathodes can be bright, but not necessarily uniform: this can negatively affect emittance. Transversely, non-uniform photoemission is produced not only by the drive laser intensity profile but also by the quantum efficiency profile of the cathode. Quantum efficiency (QE) maps generated by selectively illuminating the cathode surface reveal such non-uniformity. Typically such maps are made by raster scanning a laser. In this paper a proof of principle experiment is described in which a high resolution map of the QE is generated using single-pixel illumination from a digital micromirror device (DMD). This is an improvement over the best results reported for laser raster scanning, and may enable fast, sophisticated, DMD-based QE mapping techniques suited for characterization of high brightness photocathodes.

Blake C. Riddick

UMD, College Park, Maryland

Authors: Blake C. Riddick, Ralph Florito, Saara Anwar Khan,
Eric Montgomery, Peter Zhigang Pan, Anatoly Shkvarunets
(UMD, College Park, Maryland)

Classification: Light Sources / Electron Sources and Injectors

Malibu 03 : Rejuvenation of a Cesium-Based Dispenser Photocathode in Response to Atmospheric Contamination

Photocathodes produce high-brightness electron beams that are well suited for use in free electron lasers (FELs). This project describes work to study and improve the quantum efficiency and lifetime of cesium-based photocathodes. Particular emphasis is placed on quantifying the ability of a hybrid dispenser photocathode to recover from intentional atmospheric contamination. External and internal cesium deposition methods were studied throughout the project, as were the effects of different temperatures and pressures. Together the results of this project clarify the tolerance of certain photocathodes to intentional contamination and describe the related effects on quantum efficiency.

Alexandra Day

Wellesley College, Wellesley

Authors: Alexandra Day (Wellesley College, Wellesley), Kevin
L. Jensen (NRL, Washington, DC), Scott Eustice, Saara Anwar
Khan, Eric Montgomery, Blake C. Riddick (UMD, College Park,
Maryland)

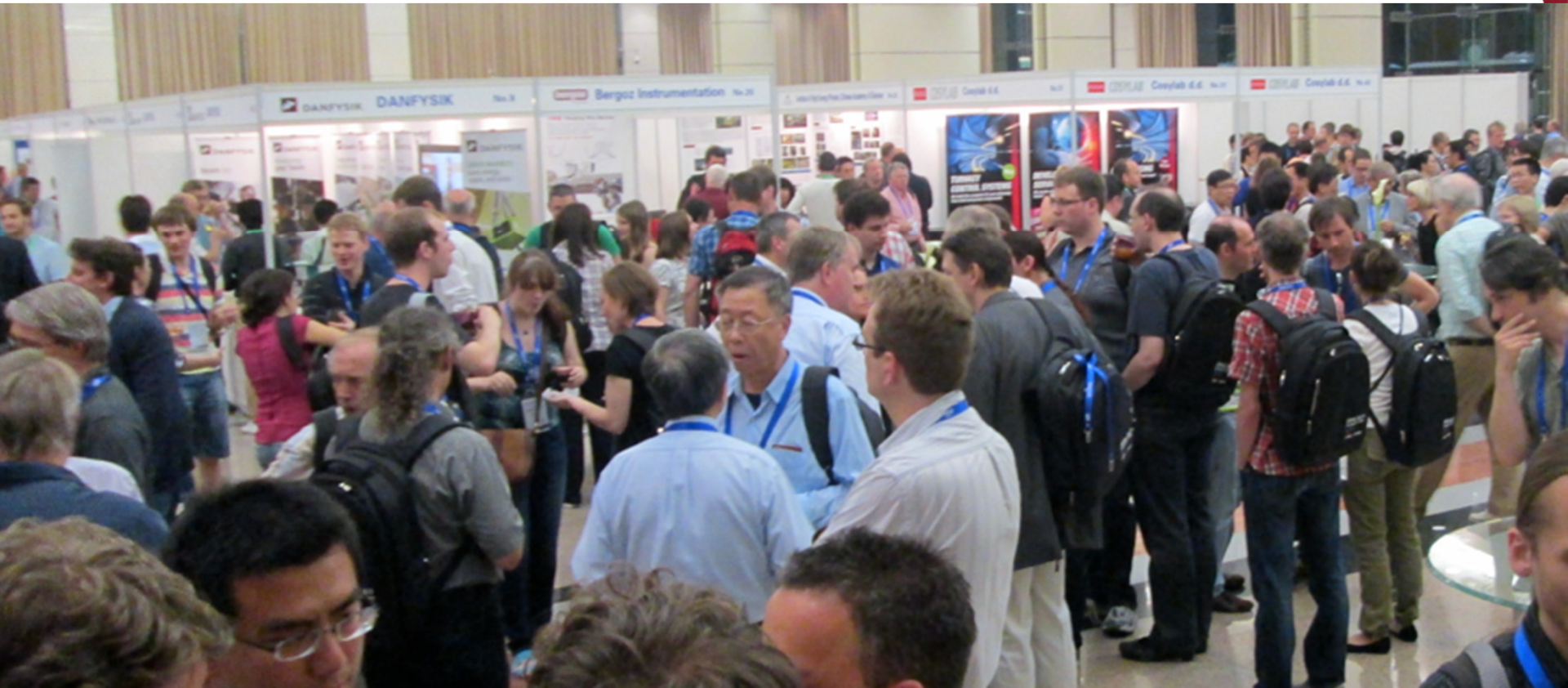
Classification: Light Sources / Electron Sources and Injectors

Exhibit Hall, Santa Monica/Malibu Poster Areas

Interlude: Industrial Program

- Industrial exhibitors contribute a **large** portion of your conference budget
 - The Industrial Exhibition Manager is a very important role
 - Coordinates everything from registration to move-in and move-out, booths, electricity, network, carpeting, etc
- It's very important to keep exhibitors happy
 - Provide a venue, receptions, and poster sessions that move delegates among exhibitor booths
 - Provide announcements of raffles, special events, ways for industrial exhibitors to engage delegates
 - Have conference and SPC chair (and family?) visit booths

Industrial Program/Coffee Break: IPAC'13



- Good mixing among delegates and exhibitor booths
- Coffee in back of room forced traffic through booths
- Nice “semi-enclosed” booths with walls for material display

Interlude: Social Program

- Coffee breaks should provide good opportunity for mixing
 - See previous photo!
- Conferences can have few or many receptions
 - Welcome reception (Sunday evening, with student poster session)
 - Professional organization receptions
 - e.g. Meet the APS Editors at PAC/IPAC conferences
 - Women in Science and Engineering
 - Conference Banquet
 - Include entertainment or some interactive opportunity
 - e.g. Calligraphy lessons at IPAC'13
 - e.g. Juilliard quartet at NA-PAC'11
- Companion programs and tours
 - Interesting cities often offer good deals for large conferences

Conference Chronology: JACoW

- What is JACoW's role in all this?
 - SPMS
 - Organizes scientific program and registration functions
 - JACoW provides expertise in SPMS function and use
 - Scientific Secretariat
 - Coordinates many SPC/LOC activities
 - Implements many activities in SPMS
 - Contacts JACoW for technical support (e.g. registration forms and payment module)
 - IT integration
 - Website scripts provide dynamic view of conference activities from metadata in SPMS
 - Interactive industrial registration, delegate registration lists

Conference Chronology: Nearing Conference

- A few months before the conference
- SPC
 - Mainly ballistic, though some chairs and talks may change at the last minute (or many, if you're NA-PAC'13)
 - Scientific program must be fixed in time to print program guide
- LOC
 - Final identification of conference team and roles
 - Detailed arrangements for visiting staff (e.g. editors)
 - Order final conference materials (booklets, bags, badges, ...)
 - Final confirmation of all support contracts (IT, booths, ...)
 - Dry runs of certain activities can be very helpful (NA-PAC'13)

Conference Chronology: Showtime!!

- Where the rubber meets the road
- This is covered very well in many other presentations at our Team Meeting
 - e.g. prepress proceedings available transparently now
- There should always be a closeout meeting near the end of the conference
 - Includes LOC members, future organizers in series
 - Prompt documentation of lessons learned, observations
 - Produce written documentation of these lessons as part of conference deliverable
- Remember to take and gather conference photographs

Conference Roles: Editors

- Editorial Board
 - Develop/document editorial standards for editors
 - Organize and invite editorial team
 - Participate in JACoW Team Meeting and training activities
- Editor / QA
 - Process paper contributions according to editorial guidelines
 - Perform quality assurance on processed papers
 - Have access to Editorial module in SPMS
- Transparency Editor
 - Process transparencies for talks to PDF, including animations
 - Have access to Presentations module in SPMS
- Author Reception
 - Interface with delegates for editorial questions
 - Check title/author lists vs SPMS, gather copyright forms

Conference Roles: IT

- Conference IT
 - Set up, monitor, and break down network connectivity
 - Specify connectivity requirements to venue/IT vendors
 - Isolate editorial network from delegate network
 - Support network for presentations management/delivery
 - Participate in JACoW Team Meeting and training activities
- Conference Webmaster
 - Maintain conference website, provide access and updates
 - Integrate with JACoW dynamic content (scripts)
- SPMS DBA
 - JACoW SPMS database administrators (e.g. Matt Arena, Ivan Andrian, Takashi Kosuge)
 - Can provide technical help with SPMS (and even development) before and during conference

Conference Roles: Floor Managers

- Poster Session Manager
 - Organizes boards, numbering, layout
 - Ensures posting material is available
 - Ensures boards are prepared every morning for new posting
 - Addresses layout issues (e.g. NA-PAC'13)
 - Organizes “poster police”
- Industrial Exhibition Manager
 - Ensures industrial exhibitors are happy
 - Infrastructure: light, internet, electricity, chairs, tape, etc
- Presentations Manager
 - Organize and run speaker ready room
 - Ensures presentation sessions run smoothly
 - Coordinate chairs and student secretaries in sessions
 - See Tom Gallant's talk for more stories and details (NA-PAC'13)

Conference Chronology: Post-Conference

- Produce and publish proceedings (editorial board)
 - Including Preface from conference, SPC, LOC chairs
 - Including selected photographs
 - Do not let late authors control your proceedings delivery
- Close out conference financials
- Update website with final conference information
 - Including attendance and processing statistics
- Treat your local volunteers to something nice
 - e.g. employee recognition at BNL after NA-PAC'13

Don't Let The Stress Get To You!



**Trevor desperately wanted a good grade
in obedience school, but the final exam
was not what he'd expected.**

There Is Light At The End Of The Tunnel



PAC2013 Contributions to the Proceedings

Thank you for your help in making NA-PAC'13 a success. Besides its 382 delegates from North America, the conference drew a European delegation 55 strong, as well as 38 of our colleagues from Asia; a total of 20 countries were represented. Support of students is an important element of PAC's development of the future accelerator community; including students, the total attendance was 535. Forty-nine companies and organizations communicated information about their accelerator-related goods and services in the exhibit hall. Four hundred sixty-six papers were accepted for the Proceedings below.



[Committees](#)

[Table of Sessions](#)

[Authors Index](#)

[Keywords](#)

[List of Institutes](#)

[List of Participants](#)

[Proceedings Volume](#)

full proceedings volume with all received papers and authors' list (hyperlinked) [482 MB]

[Proceedings Pages 1](#)

only first page of each document, hyperlinked to complete paper [434 MB]

[Abstract Booklet](#)

[7.5 MB]

Editorial Board: Todd Satogata (Jefferson Lab), Christine Petit-Jean-Genaz (CERN), Volker Schaa (GSI)

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