"Reform" of Speakers' Bureau activities and publication system

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CALICE Speakers' Bureau Meeting – August 2018

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Work includes:

- Management of CALICE publications (CAN and Papers)
  - Setting up Editorial Boards and indico pages
  - Follow up the review process
- Preparation of Conferences
  - Call for contributions
  - Organising speakers and rehearsals (or distribution of slides prior to conference
- Aftermath, i.e. avaialbility of material including

- Report at CALICE Meeting and maybe at reviews

Sharing of activities:

- Most of the tasks are left to the chair person
- Occasional discussion on contributions to big conferences

  Let me take the occasion to thank once more Marina for her outstanding work in the past

Speakers' Bureau – Current Status II

- 1-2 papers/year

- 3-4 CAN/year

- 10-15 conferences (among which there are "major" conferences ICHEP, EPS)
  - Remark: In this sense major conferences are those for which the abstract submission is centralised in the SpB

- Let me use this review also to remind on the publication guidelines

  - Guidelines from 2011
  - https://twiki.cern.ch/twiki/pub/CALICE/SpeakersBureau/Guidelines_1.2.pdf
  - Update from 2016
  - https://twiki.cern.ch/twiki/pub/CALICE/SpeakersBureau/publication_workflow20160911.pdf

- May need an update in view of the following proposals
- Guideline emphasis the role of the SpB Chair and give SpB members rather a consulting function
- It may be may that we have drifted away from these guidelines (to be checked on a case-by-case basis)

Speakers' Bureau – Reform I: CAN and Papers

- **Automatically a member of the Speakers' Bureau will be assigned to the Editorial Board of a note or a paper**
  - Assignment will be organised by the SpB Chair in consultation with the SpB
  - Of course the SpB Chair is in this context a regular member and available for EBs
  - Conflicts of interests will of course be taken into account

- Once assigned the SpB-Member will be responsible
  - That material presented in a draft will be available prior to the actual draft (a result should not fall out of the blue)
    - i.e. in form of a t0 talk at a Collaboration Meeting or at a dedicated vidyo meeting
    - These changes have a consequence for all collaboration members and may require discussion in the IB
  - For compiling the Editorial Board, i.e. 2 more members
  - For setting up the environment for the publication, i.e. indico page.
  - For ensuring a quick review process and active communication during the review process
  - Make sure that the guidelines are followed
  - For the decision on circulation of the draft within CALICE

- It is on the discretion of the SpB Member in charge when to keep the SpB-Chair up to date
  - Good moments are the beginning of the review process and a point in time close to the end but it is of course ok to keep the SpB Chair in copy of all correspondance
  - In case of doubts the SpB Chair can be consulted at any time
  - If the SpB chair is part of an EB or among the authors of an article the role of the "consultant" should be deleated to the Spokesperson or IB Chair
  - The final ok before circulation by the EB Member in charge should take the SpB in copy

- Reminder web page with current/past Ebs: https://twiki.cern.ch/twiki/bin/view/CALICE/EditorialBoards

- Plan to get this system in place for the next CAN, i.e. CAN-064, or paper, Paper-030, whenever they may appear

Speakers' Bureau – Reform II: Conferences

- **Automatically a member of the Speakers' Bureau will be assigned to a conference**
  - Assignment will be organised by SpB Chair in consultation of the SpB
  - Of course the SpB Chair is in this context a regular member and available for this job
  - As a good example the SpB Chair will supervise all conferences up to VCI 2019

- Once assigned the SpB-Member will be responsible
  - To the call for contributions and to collect the names of speakers
  - Monitor the reply of the organisers (e.g. request to combine abstracts)
  - To organise rehearsals if applicable and/or make sure that the slides are available on time (use your judgement on what is appropriate or consult the SpB)
  - To collect the material and to add it to the CALICE Webpages for reference after the conference (this includes proceedings)

- Preparation of major conferences will be handled by the entire SpB
  - Note that there exist also long term agreements for major conferences
  - The SpB member in charge drafts the abstracs and make first proposals for speakers
  - The follow up is to be handled as above

- As a reminder a list of upcoming conferences is available here
- https://twiki.cern.ch/twiki/bin/view/CALICE/UpcomingConferences
  - This list will be maintained by the SpB Chair (Please direct me to missing events)

- CALICE Conference talks can be found here
- https://twiki.cern.ch/twiki/bin/view/CALICE/CaliceConferenceTalks

Speakers' Bureau – Organisational Issues

- The SpB Chair will organise one phone meeting of the SpB between the collaboration meetings
  - Allows for quickly reviewing the status to papers, notes and conferences

- We may want to decide of having a short SpB Meeting at collaboration meetings
  - Maybe too much but discussions "over coffee" should be possible

Speakers' Bureau – Publication system

- At the last collaboration meeting it was decided to make sure that CANs are available via spires

- This triggered the quest for a suited system to manage publications already during the drafting phase

- A suited system may be CDS of CERN
  - Frank (+Lucie) and R.P. have contacted CDS Experts at CERN to understand technical and other implications
  - Meeting with CDS Experts (hopefully) at the beginning of September

- We are investigating also other systems

- Plan to present a proposal at the Collaboration Meeting

- The CALICE publication may also be restructured, proposal is to assign CAN to their papers (under construction)

Summary

- Several proposals for a more active role of SpB Members in the future

- Increases the visibilty of SpB members but also increase of course the workload of each (regular) member

- This entails the question whether under these new boundary conditions the current SpB Member would like to remain on the board

- I personally would be happy to continue with the current members

- Investigations on a new publication systems are ongoing