

15th

international particle accelerator conference

IPAC24 IT Report for JTM'24

Nov. 7, 2024,

IPAC 24

May 19-24, 2024

Nashville TN, United States

Fulvia Pilat – Conference Chair

Robert Saethre – Local Organizing
Committee Chair

Nashville

★ **TENNESSEE** ★

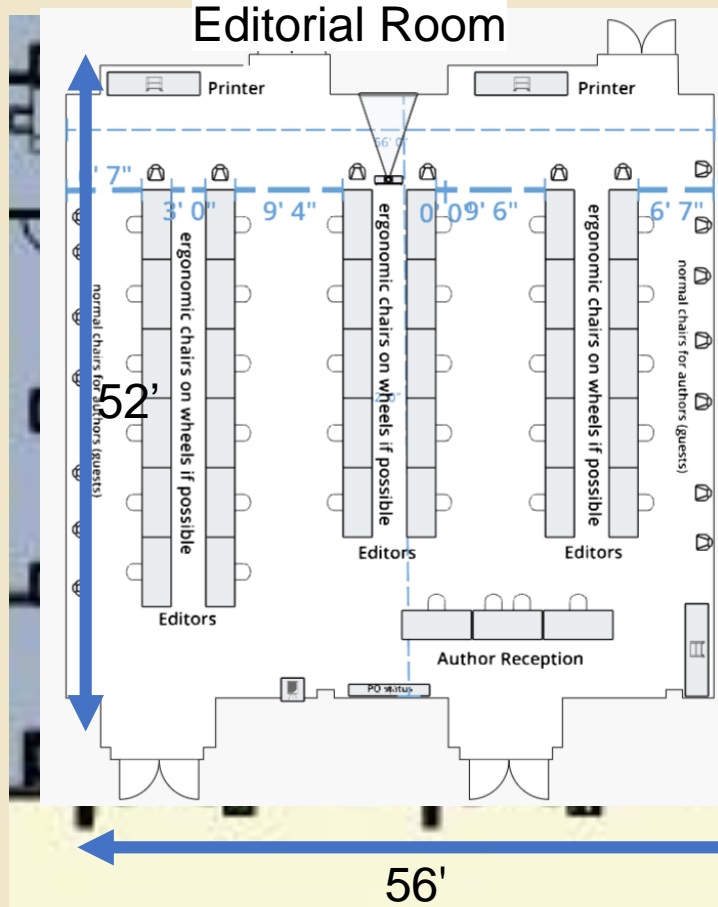
Topics

- Editorial, Author, and Speaker Rooms
- Equipment
 - Desktops, Monitors, Laptops
 - Printers
 - iPads
 - Dotting boards
 - Network
 - Breakout Session AV
- What issues did we encounter?

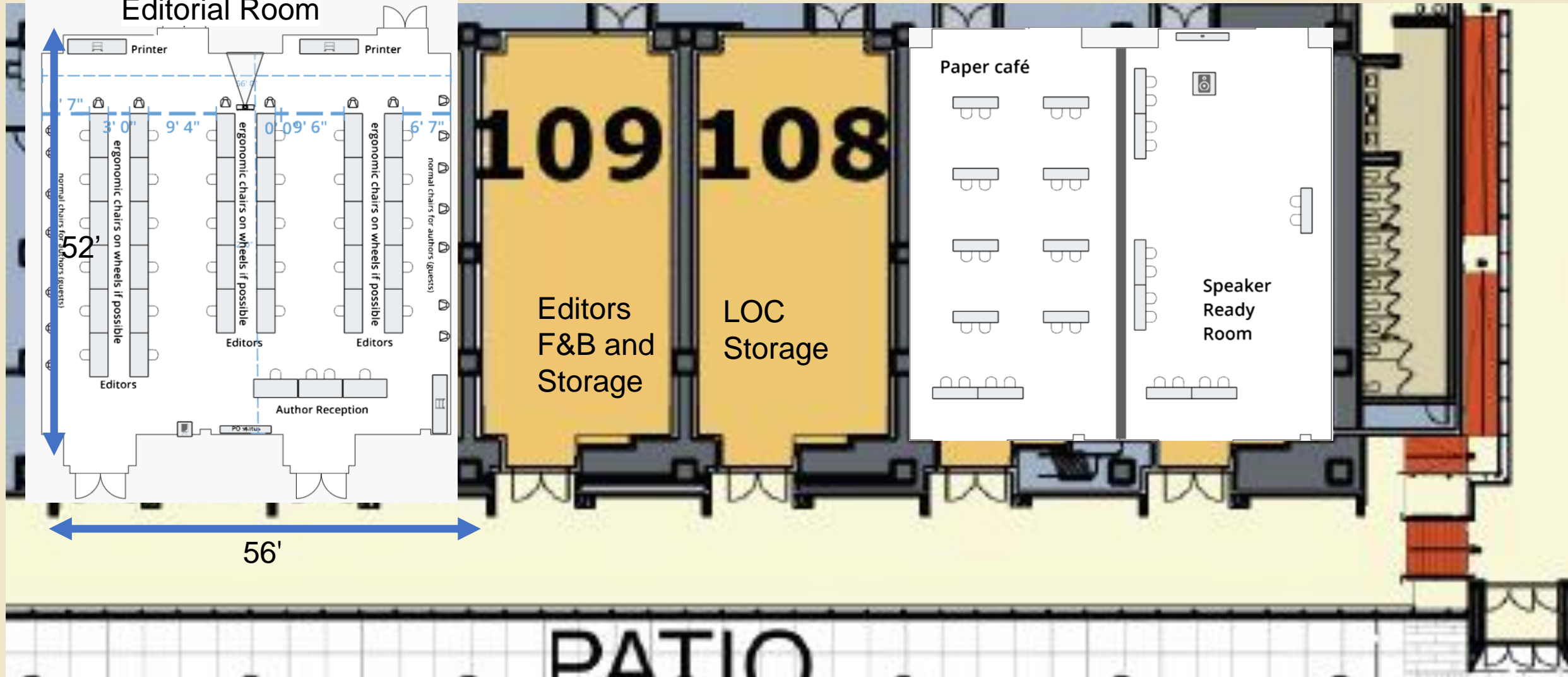


Editorial, Author, and Speaker Rooms

110AB



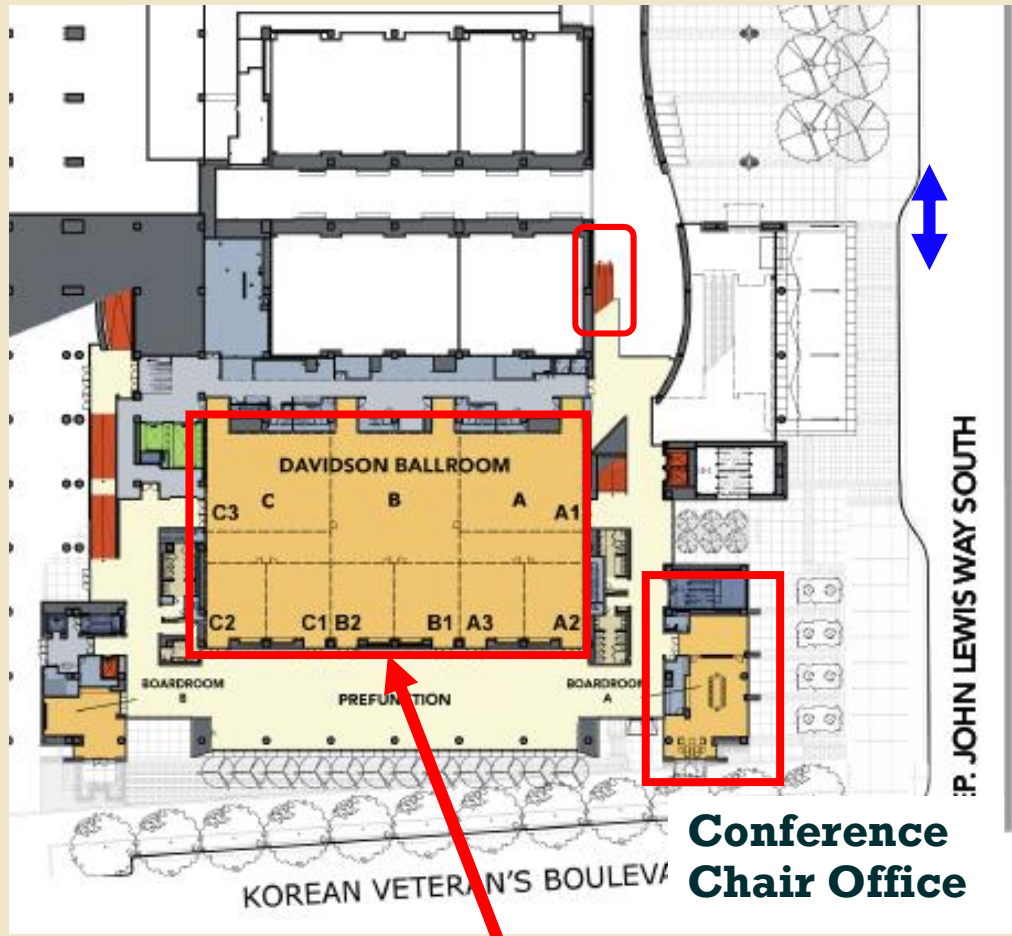
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Editors and Author Reception

Level 1 and 1M - Breakouts



Breakout A

Breakout B

Editors & Speakers

Floorplans

Level 1
Meeting Rooms

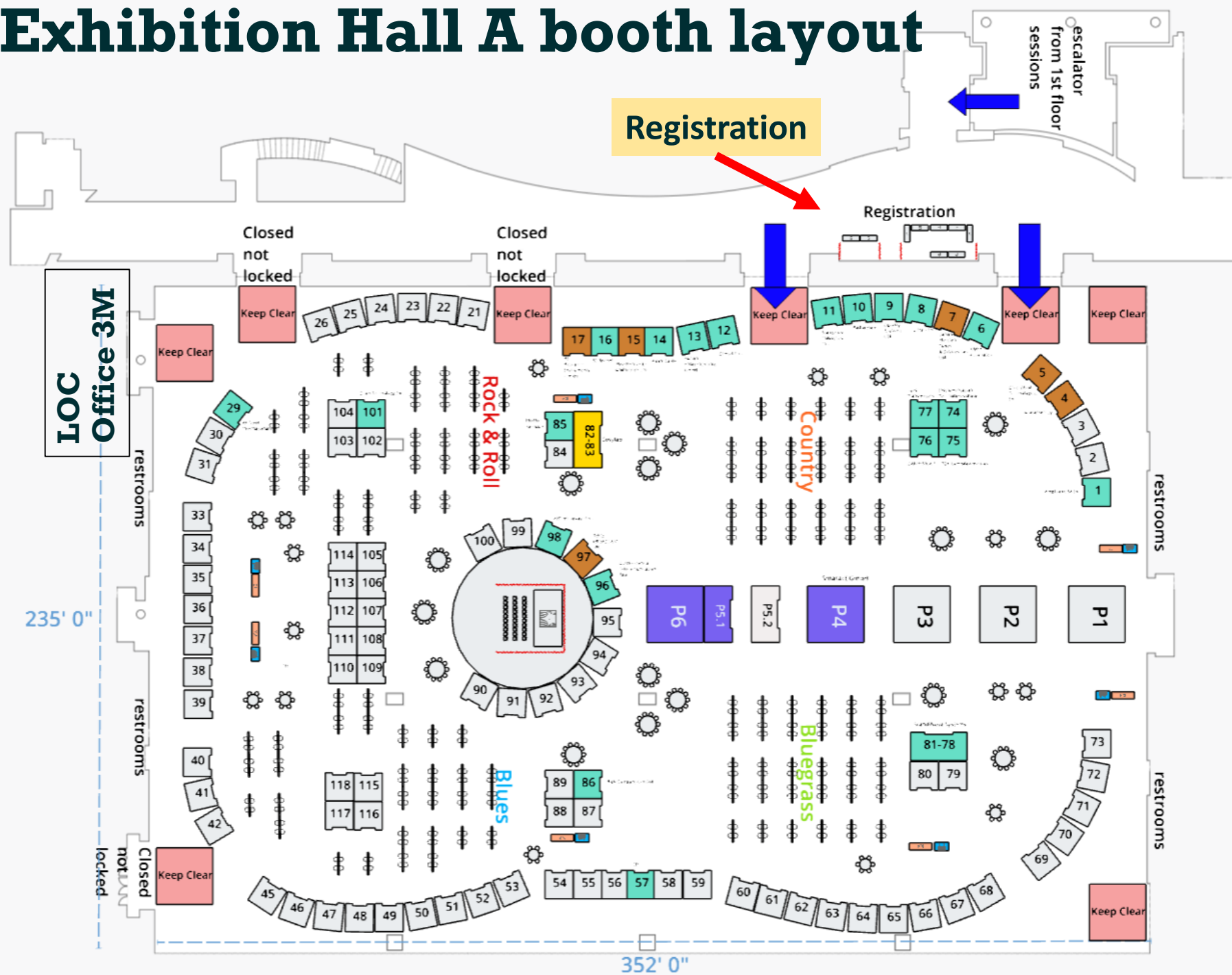


Exhibition Hall A booth layout

Level 3

- 110 Exhibitor Booths
- 6 Pavilions
- 120 4x8 boards for 480 Posters
- LOC Office overlooking show floor
- Registration at entrance to hall

Sold 31 as of August 16, 2023



Summary of IT Hardware

	Windows PC		Macintosh PC		Ipads	Monitors		Printer	Printer	Network	Network
	Desktop	Laptop	iMac 27"	MacBook Pro	Ipad	27"	70-85" TV	Large Multi-Function	Small Color MFC - bought	16-Port Switch	50', 25', 15' CAT 5e
Proceedings Office & QA	32					66		2		3	35
Author Reception	4					4					
Poster Police and Judging					17						
Editorial Room			1								
Speaker Ready Room	6	1		1		6	1				
Paper Café											
Oral Sessions		3		3							
Business Office						3					
IPAC'24 Office	1					1					
Registration		4							1	1	3
Dotting Boards	3						3				
Exhibitor Pavillion							1				
Timers		3									2
Spares	2	3		1	1	3				1	5
Total	48	14	1	5	18	83	5	2	1	5	45

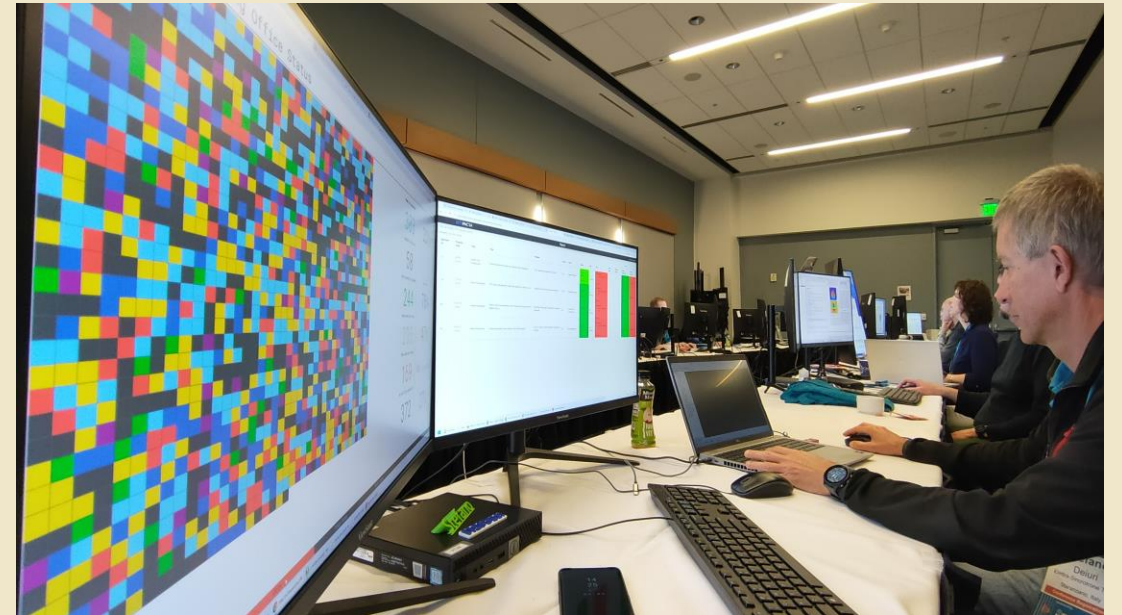
▶ Proceedings Office Equipment

- Two 27” monitors/ station
- Two printers
- Private network
- Wi-Fi only
- Wired option was ready to go but not implemented
- Electrical power needed to be added (\$148/circuit)
- Bought power strips at hardware store
- Upgraded Chairs



Software

- List of software from JACoW
- ORNL loaned Adobe licenses to IPAC'24
- Vendor supplied MS Office Pro 2021
- Custom Image installed by vendor
- Initial configuration setup at ORNL
- Image created and sent to vendor for install



JACoW Software Lists

- Windows 10 64 bit (English)
- Microsoft Office 2019/2021
- LibreOffice 7.6.5
- Firefox
- Google Chrome
- Adobe Acrobat Professional DC
- JACoW Acrobat configuration



- JACoW JobOptions (JACoW-11) properly installed in Acrobat Distiller
- Enfocus Pitstop Professional 2022 - licenses of 30-day trial (activate trial only before conference)

Will not install until Adobe Acrobat Pro is installed

▶ Text Editors (for keeping notes)



- Notepad++
- WinEdt (30 day trial)
- EditPlus
- Gvim for Windows
- 7Zip
- Ghostview, GSView, GhostScript
- ssh client: e.g., PuTTY
- IrfanView
- XnView
- MiKTeX (User Mode install, not Admin install)
- JACoW LaTeX classfile properly installed
- TeXStudio (first choice) + TeXnicCenter/TeXmaker as a TeX GUI
- Meld (for diff/merge)
- VLC
- GIMP
- Paint.NET
- DoubleCommander (OpenSource) or SpeedCommander (30-Day Trial)
- Handbrake
- VirtualDub
- PPspliT - Microsoft Office must be installed before installing PPspliT

▶ Macintosh Computers (less often used since 2019)

- Mac OSX (latest)
- Microsoft Office 2019/2021
- LibreOffice 7.6.5
- Firefox
- Google Chrome
- TeXShop
 - JACoW LaTeX classfile properly installed
 - uses TeX Live
- Ghostview, GSView, GhostScript
- GIMP
- Adobe Acrobat Professional DC
 - JACoW Acrobat configuration
 - JACoW JobOptions properly installed in Acrobat Distiller
- Enfocus Pitstop Professional 2022 - licenses of 30-day trial (activate trial only before conference)



Will not install until Adobe Acrobat Pro is installed

▶ Registration Equipment

- Laptops
 - Used to lookup registration if badge wasn't found
 - Onsite registration
 - Needed one for poster presenters to find their spot
- Low-cost color printer for new badges
 - Needs card stock capability
 - USB connection minimum

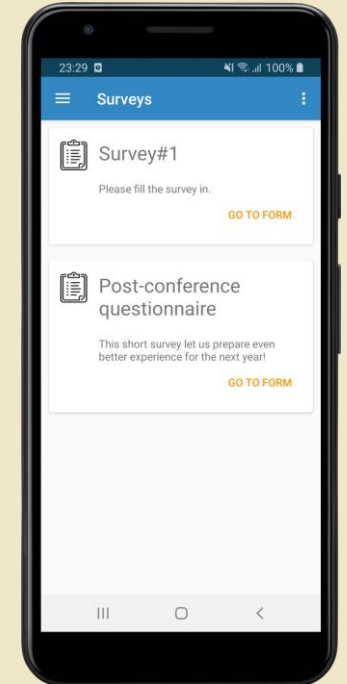


Websites

- Main website
 - ipac24.org, ipac24.com
- Abstract and Paper Submission
 - indico.jacow.org/event/63/
- Delegate and Exhibitor registration
 - web.cvent.com



Paper statistics
ijct.ipac24.org



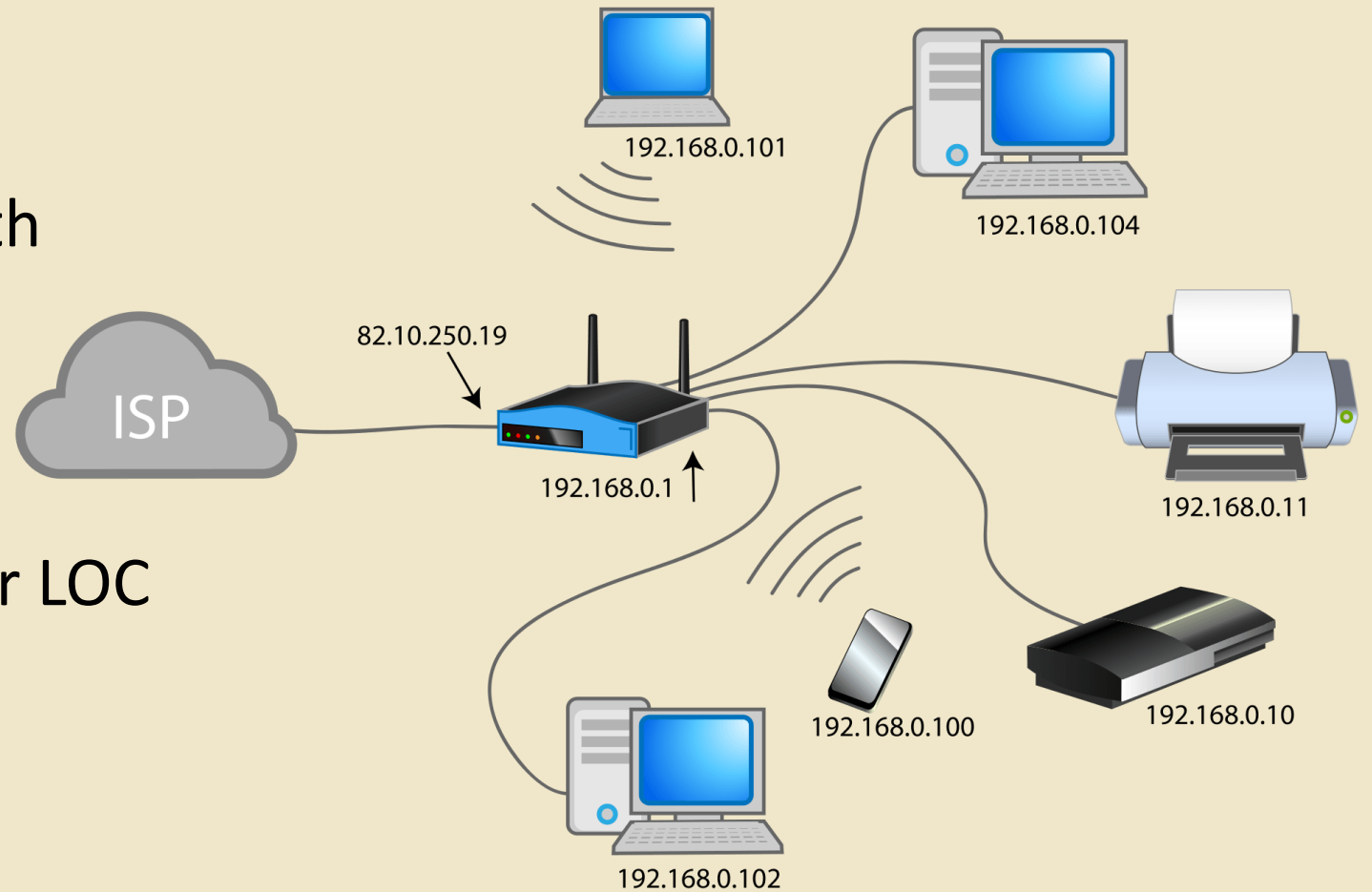
Mobile App
conference4me.psnc.pl/get/?config=ipac2024

Email

- LOC email accounts
 - info@ipac24.org
 - registration@ipac24.org
 - Scientific.secratatiat@ipac24.org
 - Student-grant@ipac24.org
 - communications@ipac24.org
 - exhibition@ipac24.org
 - editor-in-chief@ipac24.org
 - visa@ipac24.org
 - satellite_events@ipac24.org
- Staff Shirts
 - Registration
 - Proceedings Office staff
 - Students

▶ Network/Internet

- MCC was a new facility with modern infrastructure
- Free general use Wi-Fi throughout
- Purchased private Wi-Fi for LOC staff



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Should we rent or buy?



Buy

- Computers are low cost
- No cost to IPAC
- Computers can be bought early and set up

- No, too much \$ at one time
- ORNL buys per need not in bulk

Rent



- Vendor
 - Sets up software
 - Manages shipping and storage
 - Latest versions available
 - Purges data afterwards

- Another contract
- Poor service

Issues

- Vernon Computer
 - Delivery
 - Communication
 - IEEE contract
 - Disc Images
 - Delivery
 - Lost iPads
 - Delivered items didn't match BoL
 - Return
 - Pickup on Saturday was after venue contract
 - Driver didn't have assistance
- We needed more help packing up afterwards
 - 3 people took 5 hours
- Venue contract
 - Not included items
 - Electrical power drops
 - Wired ethernet expensive
- AV contracts
 - Venue
 - Satellite meetings
 - Social events

Clean up after conference



Be sure to have staff on hand to help

Thank you!

