

# The Tasks of the Poster Session Manager(s) not Poster Police ...

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# Tasks of a Poster Session Manager

- Why do we need Poster Session Managers
- What the job involves
- Consequences if job is not properly done

# Why do we need Poster Session Manager(s)



- To Enforce the Common JACoW Publication Policy Statement:
  - *Since no contributions are accepted for publication only, any paper accepted for presentation that is not presented at the conference will be excluded from the proceedings. Furthermore, the Scientific Programme Committee (SPC) reserves the right to refuse for publication any work not properly presented in the poster sessions, i.e., work that is not posted or manned or of appropriate presentation quality. Manuscripts of contributions to the proceedings cannot be considered as posters.*

# In advance of the conference, to Facilitate the Poster Session Manager's Job

- Before assigning programme codes the Scientific Secretariat should:
  - ensure that at least one of the co-authors is a registered participant to avoid “no shows” among the posters, and nobody is available to present the work
  - ensure that in the case of single author papers, the author is a registered participant
  - assign programme codes as late as possible, i.e. just in advance of the deadline to send the programme booklet for publication to have allowed a maximum number of authors to register
  - assign programme codes such that one author can cover several posters, i.e. schedule them together (village system)
  - not assign programme codes to any contribution where no author is registered (this entails a large amount of correspondence but can pay off greatly in terms of reducing the no-shows/problems) – example IPAC'14, 3% no-shows compared to average of 15-20% ...

# What the Job of Poster Session Manager Involves

- Participating in the Design/Layout of the Poster Session Areas
- Liaising with the Scientific Secretariat on numbers/layout/names of areas (for programme codes)
- Ensuring there are sufficient staff to provide the interface with presenters during the sessions (one Manager per area of around 150 posters)
- During the Sessions
  - ensuring posters are posted in the right place
  - re-assigning panels to facilitate presentation when one author has several posters
  - providing scissors, tape, etc. as necessary
  - checking posters are manned and of adequate quality
- During or Immediately Following the Sessions
  - entering this information either into the SPMS via the application developed by Stefano/Ivan, or via the special interface
- The SS will post-conference contact authors of contributions not presented, but where a paper was submitted to ensure respect of the publication policy

# CONSEQUENCES OF FAILURE TO PROPERLY MANAGE THE SESSIONS

- Publication policy is not respected and work could be published whereas it was not presented (not respecting JACoW policy)
- Embarrassing situation if the PSM enters “not posted/not manned” and the Scientific Secretariat refuses publication, whereas the person was there, but in a different place ...