Procedure to submit documents to the conferences in ALICE.

Abstracts / Presentations / Proceedings



A Large Ion Collider Experiment



European Organisation for Nuclear Research

Documents in the ALICE Web Site

Conferences / Abstracts / Presentations / Proceedings drafts can be found under *Documents & Conferences* on the left menu.

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ALICE publication policies

Be aware of the ALICE publication policies before start any document submission!

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General submission flux



Submission link

These link leads to: http://aliweb.cern.ch/Documents/Conferences/index.html

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Submission Page (top)

Page to list all <u>Conferences</u> and to submit contributions: *abstracts*, *presentations* and *proceeding drafts*.

ම	Contribution of ALICE members to International Conferences ALICE Collaboration - Mozilla Firefox	
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LOGIN USER		
Contents	Contribution of ALICE members to International Conferences	
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Run Coordination	Some fields are hidden to anonymous user, please login first (use your CERN NICE credentials)	
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Physics Publications in		
Journals	APPLY	
Documents & Conferences		
Presentations	2011 IEEE Nuclear Science Symposium and Medical Imaging Conference (Valencia, Spain, 10/23/2011 - 10:45)	
• Seminars	International Conference "Problems of Nuclear Spectroscopy and Nuclear Structure" (FSUE RFNC - VNIIEF, Russia, 607188, Sarov, Nizhny Novgorod r	region, Mira Ave, 37, 10/10/2011 - 09:00)
Reports	TWEPP 2011 Topical Workshop on Electronics for Particle Physics (Vienna, Austria, 09/26/2011 - 14:00)	
Technical Design Reports Figure Repository	Italian Physical Society XCVII National Congress (L'Aquila, 09/26/2011 - 09:15)	
ALICE Newsletter	The 9th International Conference on Position Sensitive Detectors (Aberystwyth, UK, 09/12/2011 - 12:45)	
ARCHITECTEU Traineesnips	14th International Workshop on Advanced Computing and Analysis Techniques in Physics Research (ACAT) 2011 (Uxbridge, London, UK, 09/05/2011 -	09:00)
	Lepton-Photon 2011 (Mumbai, India, 08/22/2011 - 07:30)	
	15th Lomonosov Conference on Elementary Particle Physics (Moscow State University, Moscow, RUSSIA, 08/18/2011 - 08:30)	
	alice-webmaster@cern.ch 6	

Submission Page (bottom)

Page to list all <u>Conferences</u> and to submit contributions: *abstracts*, *presentations* and *proceeding drafts*.



Submission Page (bottom)



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Abstract Submission

Type the **Title** of your Abstract.

The **Presenter** is the person wishing to give the public presentation on behalf of the ALICE Collaboration (The name of the logged user is shown by default).



Select the **Presentation Category** (only the *Invited Conferences or Major Seminar Talks* are exempt from conveners evaluation)



5

Select the appropriated **Scope** (*PWG, Project Group or General*)

Choose the **Related Conference** (to which is planned to submit the abstract) from the list of the previously announced conferences.



Two options for Abstract Submission:

Upload Abstract as a file (txt, pdf, doc)





(*) Mandatory fields

Abstract Submission

	Create Conference Abstract	
1	Title: *	
2	Submission Information A Conference Abstract is a simple method to create the input of the reviewing process by the CC management. By default a Conference Abstract content type allows comments and is only visible to authenticated users "alice-member". The PWG Convenors will review all Collaboration discussion and approve the Abstract, then the review goes to the CC. Only after a Conference Abstract is approved by the CC you are allow to submit your Talks/Poster or Proceedings Presenter: *	
2 3 4	The 'Presenter' is the person wishing to give a public presentation (talk or poster) on behalf of ALICE Collaboration. Presentation Category: * Contributed Conference Presentation Scope (General, PWG or Project Group): * PWG1 Based on the the scope selected a notification will be sent to the right reviewer. Ex: • "PWG1" => PWG1 convener	
5	"General" => Conference Committee Related Conference: * 2011 IEEE Nuclear Science Symposium and Medical Imaging (10/23/2011 - 10:45, Valencia, Spain) Choose the Conference which you are planning to submit your abstract. If the Conference do not appears you should submit the conference to our web site first.	

Abstract Submission

Abstract submission

It is mandatory to upload a file (txt, pdf or doc) with the abstract text. Optionally you can type the abstract content in the editor box below, in case you wish it appears like a plain text in the web page after the revision process has finished.

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	Switch to plain text editor The ID for excluding or including this element is conferenceabstract@node/add/conferenceabstract.edit-field-abst-body-0-value.

Presentation Submission (Poster / Slides)

Choose your **Related Abstract** from the list of previously **approved** abstracts.



3 Attached File (upload here the file with 45MB maximum). More files can be uploaded with the corrections suggested during the review process.

Specify the **Presentation time available** (*min*)



Mandatory fields

Presentation Submission

Create Conference File

Submission Information

The submission of talks and posiers can be done **only** after the related abstract have been approved by the CC. A draft of the talk slides of topical nature should uploaded for Collaboration discussion at least 10 working days prior to the seminar or start of the conference. The PWG Convenors will review all Collaboration discussion and approve the talk at least five working days prior to the seminar or start of conference. The CC will then review the process and approve the talk at le three working days prior to the seminar or start of conference. The CC will then review the process and approve the talk at le three working days prior to the seminar or start of conference. The CC will then review the process and approve the talk at le three working days prior to the seminar or start of conference.

Related Abstract: *

1)	A. Mastroserio, ALICE Silicon Pixel Detector [LHC Days in Split]
		Choose your "abstract" in the expanded list. Only your own "abstracts" entered to the system and with status "Accepted" by the Conference Committee will be show somebody else submitted your "abstract" on your behalf and misspell your name, the "abstract" will not be shown.
2)	File Type: *
		O paster
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		Please type the kind of presentation file you are planning to submitit to the review process for the conference.
3)	Attached File: *
		Imaximum tile size: 45 MB
		Add here the file you intend to submit for review. Note: Some versions of Safary browser have problems to upload files to the system. ADD ANOTHER ITEM
4)	Presentation time available: * min Set the presentation time available in minutes.

Proceeding Draft Submission

Choose your **Related Contribution Title** from the list of the already **accepted** abstracts.



Attach Proceedings Draft (upload here the file with 45MB maximum)

3 Specify the **Reference arXiv** (This should be done upon the approval by the EB)



(*) Mandatory fields



Proceeding Draft Submission

Create Conference Proceedings

Submission Information

A Conference Proceedings is the write-up of a presentation at a conference. It is the responsibility of the Presenter to ensure that the necessary approvals obtained in a timely fashion. For topical presentations, the Proceedings draft is distributed by the Presenter for discussion within the appropriate PWG or Project least 15 working days prior to the conference deadline. After discussion, the PWG Convenors review the Proceedings draft and, upon approval, send it to the EB review and approval. The EB should receive the draft approved by conveners at least 5 working days prior to the conference deadline.



Comments during revision

- To post comments is absolutely necessary to login into the system.
- Any ALICE member can submit a comments through the link: Add new comment
- Any comment includes:
- Your name (this is automatically identified by the system)
- Subject
- Comment

- This link can be found by clicking on each contribution under the related conference in the conference list page
- Comments can be replied through a link under that comment text.

The comments should be posted through the website and not by email. By using website system, both the author and the convener, will automatically receive a notification with a copy of the comment.

Reviews by the referees (CC/EB)

Responsible for the contribution's reviews:

- Conference Committee (for Slides and Posters)
- Editorial Board (for Proceedings)

The author and the committee are notified after the a review post.

The authors of the submitted contributions are encouraged to use the fields Author Replay to CC Review or Author Replay to EB Review in their submission form. Is strongly advised not to use comments to reply reviews.

General lines about Submissions

- 1. The ALICE collaboration members receive an automatic notification when every Conference is announced (In order to get notifications about new conferences subscribe yourself to the e-group: *alice-conference-announcements*).
- 2. In all cases when the submission is carried out by a certain ALICE member, the right convener(s) receive an automatic notification with the main information of that submission included and the link to see the submitted material.
- 3. The discussion in the corresponding PWG or ALICE Project starts up.
- 4. Any ALICE member can submit a comment through the link "*Add new comment*". Consequently, any saved comment triggers an automatic notification to the contribution's author with the body of the comment, the name and email of the commenter and also the link to make easier to see all comments in the page of that abstract/file/proceedings.
- 5. When a decision at the convener's level is taken (*Agreed* or *Rejected*) the author is automatically notified. The CC/EB is notified just when the decision is "*Conveners Agreed*".
- 6. The Review Process by the EB/CC starts up.
- 7. Any Review must be replied by the author through the link "Author Reply to CC/EB Review".

Comments, suggestions and questions are welcome to contribute to the Frequently Asked Questions (FAQ) section!