


Submitting Minutes from the
ALICE Board meetings to the
Collaboration Web Page.


Link to the Minutes: under *Documents & Conferences* on the left content menu

http://aliweb.cern.ch/Documents/index.html

to the A... +



A Large Ion Collider Experiment



European Organisation for Nuclear Research

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Document submission to the ALICE Editorial Board and to the ALICE Conference Committee

Please use this [link](#) for submitting a document (abstract/presentation/proceedings);

[Document describing ALICE publication policies](#)

Scope and responsibilities of the ALICE Editorial Board and the ALICE Conference Committee can be found below.

Editorial Board (EB)

The Editorial Board (EB) has 7 members ([see](#)). The EB members are appointed by the MB and confirmed by the CB and the mandate is two years renewable. Ex-officio members of the EB are the Physics Coordinator, one Deputy Spokesperson and CB Deputy Chairperson.

The Editorial Board (EB) is responsible for refereeing and subsequent approval of relevant ALICE publications concerning both physical and technical aspects of the experiment including contributions to proceedings, and ALICE internal notes. It has the task to guarantee an efficient procedure and an effective quality assurance concerning ALICE publications.

The procedure for submitting a publication to the EB for review and approval is as follows:

The publication should before submission have been approved by the appropriate body (project leader or Physics Working Group) and by all authors of the publication. The pre-approval should be stated when the publication is submitted to the EB. The publication will be returned to the corresponding author in the absence of this pre-approval. The publication should be sent to the EB chair who will distribute it to the other members of the EB. The submission of the publication should be made in such a way that it allows the EB at least two weeks to guarantee a proper review process. The EB will not guarantee a review process on a shorter timescale even if this means missing a submission deadline.

Conference Committee (CC)

The Conference Committee (CC) has 6 members ([see](#)). The CC members are appointed by the MB and confirmed by the CB and the mandate is two years renewable. Ex-officio members of the CC are the Physics Coordinator, one Deputy Spokesperson and EB Chairperson.

The CC coordinates the call for, and the selection of ALICE speakers for oral presentations in Conferences. Another task is to review all abstracts and presentations submitted by ALICE collaborators to assure high scientific quality. The CC has the task to guarantee an efficient procedure and an effective internal quality assurance concerning ALICE conference representation. A list of conferences is available [here](#).

HERE !

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MINUTES OF THE ALICE BOARD...



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MINUTES OF THE ALICE BOARD MEETINGS

- Collaboration Board Minutes
- Management Board Minutes
- Technical Board Minutes
- Physics Board Minutes

Links to the pages where the Minutes will be stored:

- <https://aliceinfo.cern.ch/Documents/minutes/cb>
- <https://aliceinfo.cern.ch/Documents/minutes/mb>
- <https://aliceinfo.cern.ch/Documents/minutes/tb>
- <https://aliceinfo.cern.ch/Documents/minutes/pb>

ADD NEW MINUTES

Use this button to submit new minutes of any of the board meetings

Add new "Minutes"

To submit MINUTES you should **login with your NICE credential**.

Only **5 fields** to be filled out !!!

Create Minutes

1 **Title: *** Try to type the Title, always observing the same format, just for consistency. e.g. *Physics Board minutes from 5 May 2011*

2 **Board: ***

Collaboration Board
 Management Board
 Technical Board
 Physics Board

The Board selection conditions where this minutes will be shown

Select to which board this minutes belongs.

3 **Meeting Date: *** The date of the Minutes Meeting

Format: 2011 Jun 30
By clicking on the date box a date pop-up calendar will appear. Choose the minutes date (preferably the date of the meeting board).

4 **Minutes Number: *** This is the identification number assigned when is uploaded in EDMS

Provide here the minutes number with the format of the EDMS, e.g. **ALICE-MIN-2011-023 v.1**

5 **Minutes file: *** Upload the file (.pdf, .ps or .doc) with the Minutes text

Maximum file size: 1 MB
Allowed extensions: pdf ps doc

Some remarks ...

- * Only ALICE members can see the uploaded minutes files
- * The minutes will be shown in page of the selected board (care should be taken when selecting a board during the submission)
- * The minutes will be automatically organized by meeting date in their respective board page.
- * Members of the e-group **alice-minutes-editors** have permission to upload the minutes to the ALICE Web Page.