

IBIC-Guidelines

Version V0

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IBIC Program Committee

edit by Kay Wittenburg

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Version V0, 27 April 2012

by K. Wittenburg

Foreword: On BIW12 we arranged a meeting of the BIW12 Program Committee together with the future chairs of IBIC (T. Mitsuhashi, IBIC12; C. Thomas (substitution of G. Rehm), IBIC13; J. Sebek and S. Smith, IBIC14) and past chairs of BIW12 (K. Jordan) and DIPAC11 (K. Wittenburg) to discuss our visions of IBIC. We came to the conclusion that it will be helpful to have a summary of our common senses about the IBIC series, which can serve as a written guideline for future IBICs. It is not intended as a formal bylaw but it should help to form a homogeneous series of IBICs around the regions. These guidelines do not discuss a complete set of topics, therefore each IBIC Program Committee (PC) is ask to add further important topics into this document and to distribute it to all IBIC PCs.

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1. Schedule of IBICs:

The future host of IBIC should be decided about 3 years in advance. Its chair should give a short presentation of the intended venue on each of the following IBICs.

The following rhythm will apply for IBIC:

2012: 1st IBIC in Asia (Host: KEK)

2013: 2nd IBIC in Europe (Host: Diamond)

2014: 3rd IBIC in USA (Host: SLAC)

2015: 4th IBIC in Asia

2016: 5th IBIC in Europe (Host: ALBA)

2017: 6th IBIC in USA

etc.

circling with this rhythm around the three region.

2. Selection of host

The selection of the future host within a region should be done by the regional Program Committee (practice at BIW and DIPAC).

3. Committee members / Regional balance

The IBIC chairs of the last and next IBIC are automatically members of the present IBIC PC; this implies already one PC-member from each other region. No more automatic additions to the PC are foreseen; each chair should be able to invite his favorites. This means also, that former PC members are not automatically members of new PCs. It is also expected, that the chair will take care of an appropriate regional balance of members in his PC.

4. Length of IBIC

The length of IBIC should last minimum 3 days (+ visit of local institute, if possible). Each PC can decide the individual duration of its IBIC, but not less than 3 days.

5. Proceedings

IBIC should be a JACoW conference (practice now at DIPAC and BIW). Therefore all reports will be available through the JACoW website. A certain amount of per diem has to be foreseen in the IBIC budget for the required JACoW editors. The talks and posters should also be available, in general through the local IBIC web page. In general, no printed proceedings are foreseen but the compiled proceedings file should be available through the local web page. The page limit for the reports should be around 5 pages for posters and contributed talks, invited talks might have a little more pages while, tutorials are unlimited in the number of pages (expecting that no one will write a complete book).

6. Common IBIC Info Website

It was very welcomed on the meeting that T. Mitsuhashi and the IBIC12 LOC will create and maintain (!) a common IBIC website. This website should be the place for all IBIC abstract booklets and final proceedings, news, winners, announcements ... If possible old BIW and DIPAC information might find theirs home here as well.

7. IBIC coordination with IPAC

It was agreed to have IBIC always within a common season. It is proposed to have IBIC always around fall, trying to avoid a time-conflict with IPAC.

8. Invited talk of past IBIC, presentation of future IBICs

It is common sense that the last chair of IBIC will give an invited talk about the highlights of the last IBIC and that the next three future IBICs will be announced at the conference by their chairs.

9. Regional flavor of IBICs

- There must be no parallel sessions on all IBICs.
- US - IBIC with tutorials
- E - IBIC with topical blocks (should not exclude tutorials)
- A - IBIC with tutorials
- IBIC should have in general a focus on continuous education.

10. "Steering" meeting

During the meeting it was doubtful if IBIC will need a permanent steering committee. It is proposed to create such a committee on demand, which should have the rights to make general decisions in case of problems. No rules how to create this committee were suggested, this should be added by a future IBIC PC.

11. Fee

IBIC should have a fixed registration fee (defined by the LOC). There must be no fee options on registration for single days. A student reduction of the fee should be applied.

12. Faraday cup

It is common sense that we like to keep a diagnostics award which should be awarded every second year (practice now) with the option not to award it. Awarding should continue at the second IBIC 2013 at SLAC. (UA-E-U-A-E-U-A-E-U-A-E-U-A...) => X = region of IBIC award. The award should continue with a value of 6000 US \$ with no travel grants and no per Diem (practice now). The value and the prize should be shared by industry exhibitors by adding a certain value on top of the industry fee (this procedure has to be checked within the Asia

committee). It is preferred to keep the name of the award “Faraday Cup” if BERGOZ allows this; IBIC14 chair (S. Smith, J. Sebek) will ask BERGOZ. The chair will also clarify with Bergoz how to proceed with the Faraday Cup website. It is foreseen to start the transition now with a final decision of the future award procedure to be made within 2012 by IBIC14 PC.