



# IPAC'23 LESSONS LEARNED

A. Fabris – G. Bisoffi  
EPS- AG Board Meeting  
November 2, 2023

Hosting institutions



Elettra Sincrotrone Trieste



Istituto Nazionale di Fisica Nucleare



# FACTS AND FIGURES

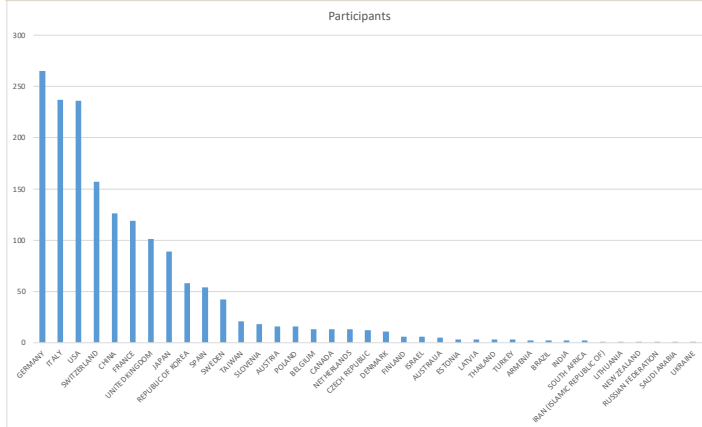
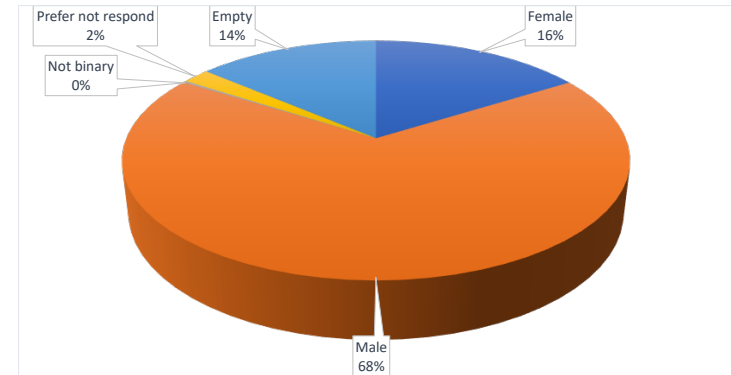
# IPAC'23 ORGANIZATION

- IPAC'23 was organized by the Accelerator Group in the European Physical Society (EPS-AG) and the local host organizations Elettra Sincrotrone Trieste (Elettra) and Istituto Nazionale di Fisica Nucleare (INFN).
- The conference took place at the Venice Convention Center (Venice, Italy) from 7 to 12 May, 2023.
- Full in person event with limited streaming (opening and closing session, prize session).

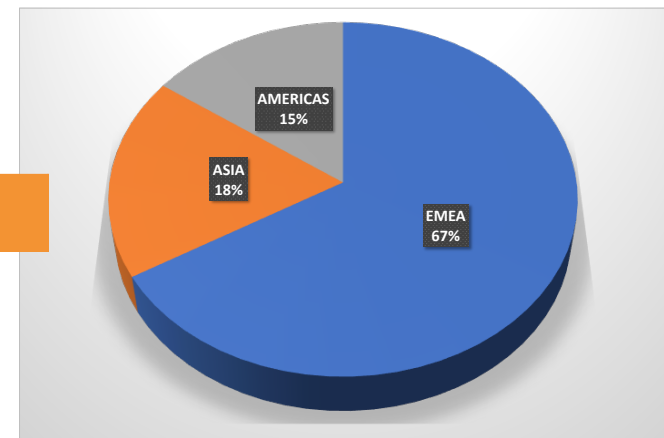


# PARTICIPANTS

<b>REGISTERED PARTICIPANTS</b>	<b>1660</b>
Granted students	98
Students- paying	175
Participants	1020
LOC and JACoW	56
Exhibitors	296
Exhibitors daily	15



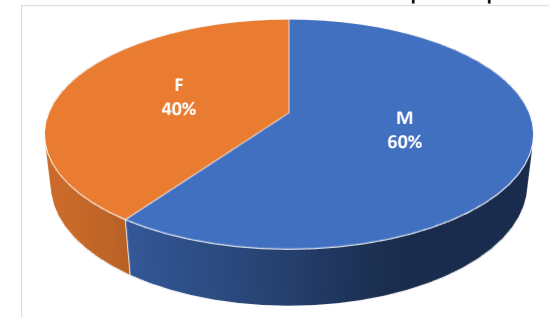
**37 COUNTRIES**



# GRANT PROGRAMME

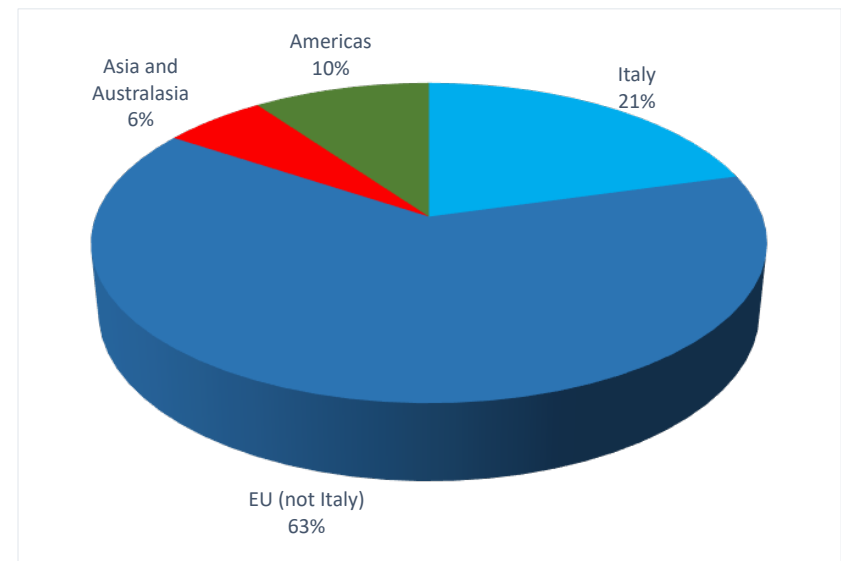
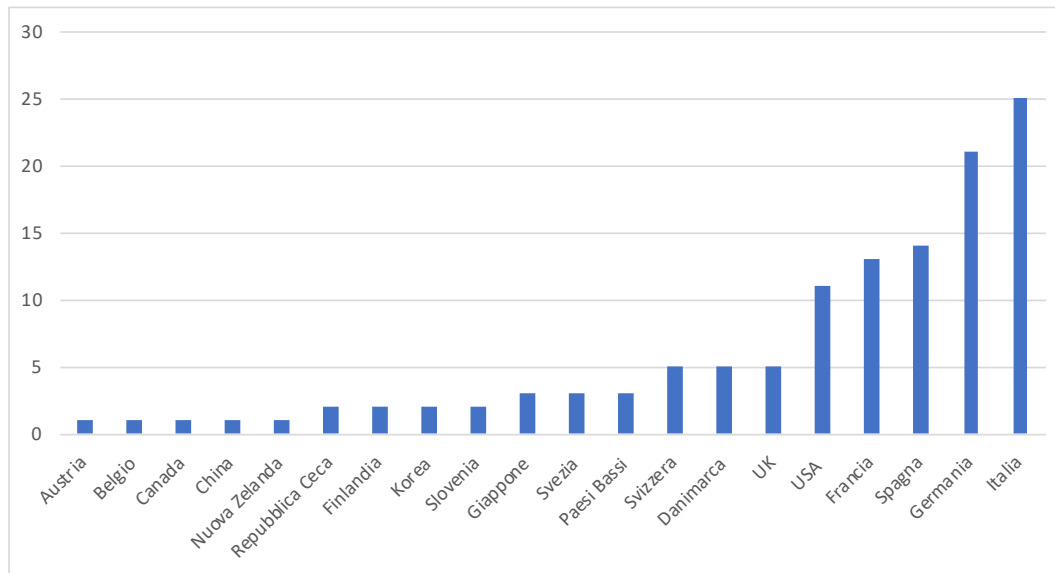
- 240 grant application received
- 101 accepted
- 3 students could not arrive due to visa problems. 1 students did not arrive at last minute due to passport issues

GRANTED STUDENT REGISTERED	TOTAL	M	F
America	18	14	4
Australasia	23	10	13
EMEA	56	34	22
<b>TOTAL</b>	<b>97</b>	<b>58</b>	<b>39</b>

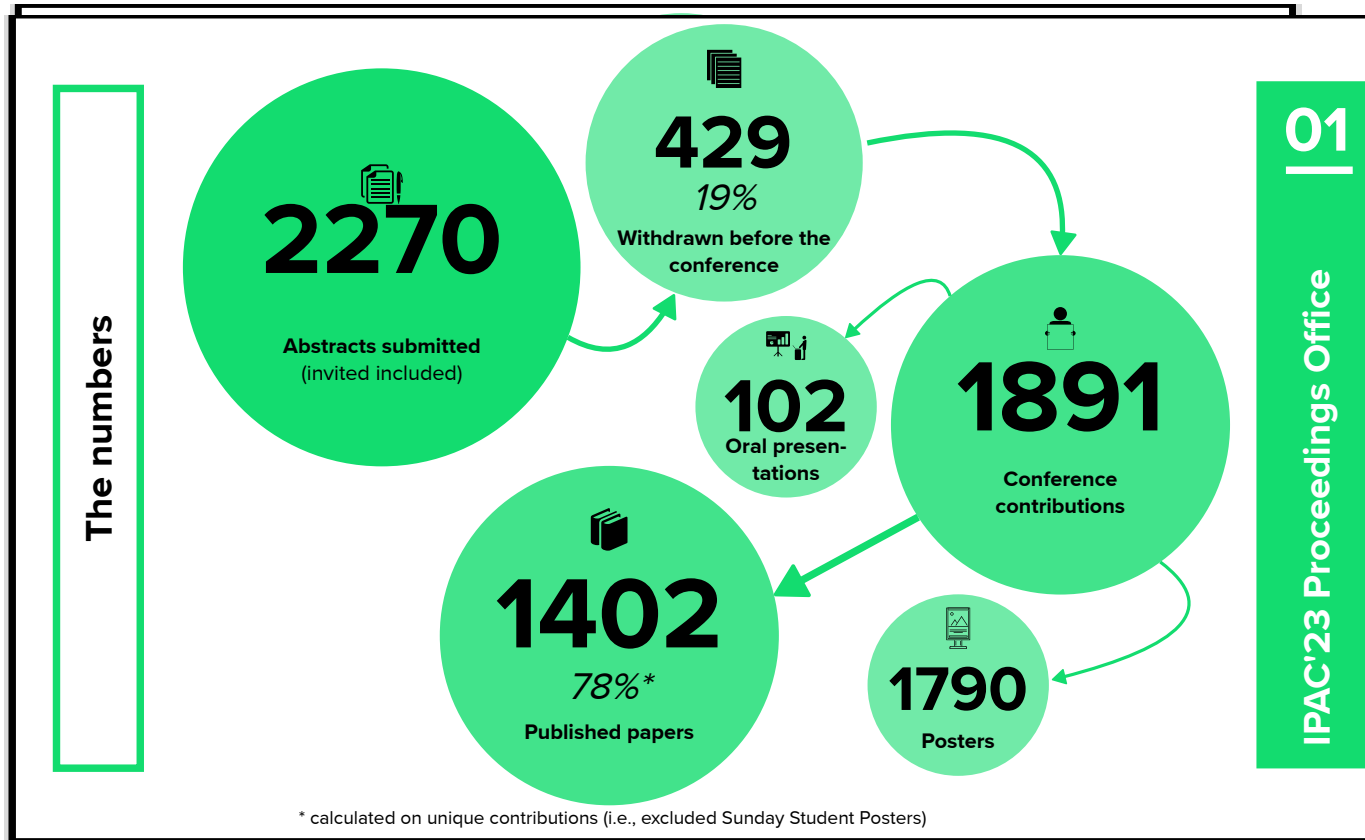


# INDUSTRIAL PARTICIPATION

- **121** industrial partners



# PROCEEDINGS



2023-09-27 (Wednesday):  
Final proceedings package  
sent to CERN

Courtesy of I. Andrian

# FINANCIAL FIGURES

- Final economic balance will be completed by the end of the year:
  - Still invoices from Venice Municipality and from one restaurant missing
  - Some reimbursement of expenses
  - Reimbursement of anticipations
  - Negotiation of remuneration increase due to the high number of participants (foreseen in the contract).
  - .....
- Once final balance is approved the definitive figure will be made official.
- Thanks to the massive attendance of delegate and industry participation we expect a positive balance.



# LESSONS LEARNED

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- **REGISTRATION**

- We left open the registration till the very end, following several discussions with the OC and SPC chairs.
- Only in the last week 107 registrations.
- The last week registrations actually were instrumental to reach a positive balance in the budget.
- On one side this allowed to increase the number till the last minute, but :
  - for the late registered we could not offer the banquet (seated dinner capacity)
  - for the very late registrants even the conference kit was not available (we ordered the last bags on May 1 )
  - NB. This was clearly communicated to each late registrant during the registration phase.
- EPS members early bird fees (57 total).
  - We did not required proof of membership at registration.
  - We know from controls we made that a number of people registered as EPS members were not actually members.
  - Finally we accepted the loss. But should it be better to include provision of membership information in the registration form?

# LESSONS LEARNED

- **VENUE**

- Nicely compact spaces appreciated by many participants
- Relax spaces were not sufficient. More chairs and armchairs should have been provided.
- Although a printing service was available in a nearby shop, it would have been useful to provide few printers for limited service at the venue.

- **AUDITORIUM**

- Specs were 1400 pax for maximum auditorium capacity for plenaries.
- Should we consider to increase this specification for Europe?

- **SPEAKER PREPARATION ROOM**

- IT team office and speaker preparation in the same room was very useful, allowing to address and solve concurrent problems.
- Speaker preparation should be placed as near as possible to the oral session auditoria.
- Provide AV feedback from the halls to allow prompt intervention in case of problems.

# LESSONS LEARNED

- **POSTERS SESSION**

- Poster sessions confirmed as one of the vital parts of the conference.
- Specifications for poster numbers (1400, i.e. ~ 350 poster/day) sensibly lower than the final number needed on the basis of the confirmed poster (~ 510 /day) just before conference → need to rearrange the layout to accommodate the higher request.
- LPR deadline forced to assign poster codes too early (for ~2200 papers), later withdrawal cannot be taken into account → either number of poster boards in excess (many void boards) or (as we did) order and re-arrange poster codes on boards every day.
- The specification is however still sensibly below the final number presented (1790)
- Need of more space between poster boards.



# LESSONS LEARNED

- **STUDENT TUTORIALS**

- A lot of interest from the students. Much more than expected (138 finally)
- Tutorial mandatory for granted students
- No registration for the student tutorials was required, but many non-granted asked to participate the day before or directly showed up on Saturday morning.
- This saturated the room → we had to prepare a back-up solution in case more people would show up unexpectedly.
- In the future some form of registration or limitation should be foreseen, otherwise the room size cannot be predicted in due time.



# LESSONS LEARNED

- **EQUAL OPPORTUNITIES**

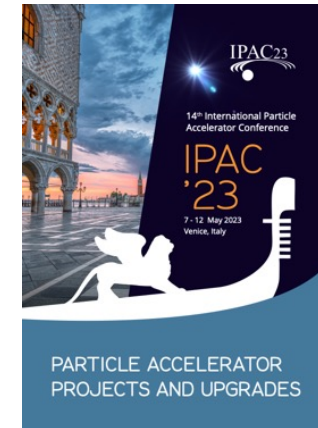
- First time in EMEA IPACs.
- Very high participation ( > 300) showing the high importance of the topic.
- Consider if having it more integrated in the programme of the conference.



# LESSONS LEARNED

## • INDUSTRY

- High participation
- Industry session very much attended



## • INDUSTRIAL EXHIBITION

- Industry passport generally very much appreciated as a way for triggering visits to booths and new contacts. Only few industries complained about the burden of providing the stickers.
- Due to logistic reasons, dismantling of the industrial exhibition in the Casinò building took place during conference hours. This should have been avoided.
- There are mixed feelings regarding the opportunity to extend the industry exhibition to Thursday
  - PRO: Booths are there, one more day for business contacts, no empty spaces in the last days, etc.
  - CONS: some industries say that three days are sufficient to reach the interested delegates, one more day would require additional travel and allowance costs
- EPS-AG did not plan for a booth, would it be a good idea to consider setting up a booth for next European IPAC, similar to what is routinely done by other "institutions"?

# LESSONS LEARNED




- **SATELLITE EVENTS**

- IPAC is considered an exceptional opportunity to organize satellite events profiting of the high attendance.
- In our case the planned two meeting rooms were not sufficient and we had to equip a third one.
- Having prepared and agreed a clear policy to avoid the satellite meetings conflict with the conference programme is essential to deal with the various request.
- Be prepared to last minute requests of services for the satellite events (food, drinks,...) even if they were not required when booking the meeting.



# LESSONS LEARNED

- **STREAMING**
  - Free streaming of opening, prize and closing was provided
  - This opportunity seemed not much attractive. Highest views was for the opening (329).
  - Need for better advertising if this is still maintained and expanded with additional features.

Live stream	Availability	Restrictions	Date	Views	Live viewers	Comments	Likes (vs. dislike...)
 IPAC'23 Closing Session <small>Add description</small>	Unlisted	None	May 12, 2023 Streamed	250	-	0	100.0% 5 likes
 IPAC'23 Prize Session <small>Add description</small>	Private	None	May 11, 2023 Streamed	111	-	0	100.0% 2 likes
 IPAC'23 Opening Session <small>Add description</small>	Unlisted	None	May 8, 2023 Streamed	329	-	0	100.0% 1 like

# LESSONS LEARNED

- APP

Platform	Installations
Android	674
iOS	539
Overall	1213

- Very limited use of chat functions for questions to speakers.

DON'T FORGET TO DOWNLOAD THE CONFERENCE APP

The IPAC23 app, available in both the Apple and Android app stores, provides the most up-to-date information on the conference.

Download via App Store / Play Store

[www.ipac23.org/app](http://www.ipac23.org/app)

Available on the Google Play

Available on the App Store

# LESSONS LEARNED

## • GENERAL ORGANIZATION INSTITUTIONAL ASPECTS

- Information on commitments and what is required for the organization is coming generally from three sources: the bid documents, the documents available on JACoW website (i.e. see docs from CPJG) and from oral tradition.
- There are aspects missing or need to be updated or clarified.
- Few examples:
  - Technical aspects (new technologies, social media, etc)
  - Accelerator prizes:
    - We learnt that the cash prizes are provided by EPS-AG
    - Who has the medals? Or at least the drawing for medal engraving? We finally got a number of medals from G. Arduini, IPAC'17 OC chair and IPAC'20 prize committee chair. We sent the remaining ones to the next host of a European IPAC (i.e. GANIL).
- Unwritten or unofficial rules should be avoided:
  - There was the expectation that the Scientific Secretary of the European IPACS should act as Secretary for the EPS-AG board. It would have been better having this clear when we negotiated the resources with the Labs.
  - PRAB (see next slides).
  - Budget balance (see next slides).

# LESSONS LEARNED

- **PRAB**

- Request received in January 2023 from F. Zimmermann:

*Since its beginning (and except for the virtual/hybrid conferences during the pandemic), the IPAC conference series has been sponsoring PRAB with an amount of 3 kEuro (Europe and Asia) or 3 kUSD (Americas), as mentioned and explained in the attached legacy document by Christine Petit-Jean-Genaz.*

*We assume that IPAC'23 will continue this tradition. Can you confirm ?*

- We were not aware of this and we we could not find any track on any official document confirming this. And apparently no-one was aware of this.
- Luckily this was the only "legacy" request we received.
- There is no way that a Public Administration can make a transfer of funds based on such documentation and therefore it is not possible to adhere to this request.
- A statement should have been useful to prevent administrative issues.

Christine Petit-Jean-Genaz  
August 2016  
IPAC Legacy Doc.

## IPAC SPONSORSHIP OF PR-AB

Christine Petit-Jean-Genaz, formerly CERN, IPAC 10, '11, '12, '13, '14 and '16 Scientific Secretariats, JACoW Coordinator, Former EPS-AG Executive Secretary and Treasurer, IPACCC Convener, International Coordinator of IPAC Student Grant Programmes from 2010 to 2014 and 2016

### Introduction

Physical Review – Accelerators and Beams (PR-AB) is an open access refereed journal in accelerator science and technology.

APS and a few US laboratories were the original sponsors of the Journal. This sponsorship was later reinforced by contributions from other laboratories, first in the US, and later worldwide.

Since production costs were not met by laboratory sponsorship alternative sources were and still are being sought.

Christine Petit-Jean-Genaz proposed to the EPAC'08 OC, which agreed, to contribute 3 Euros per EPAC delegate (approximately 3000 Euros per EPAC) to support the journal.

With the introduction of IPAC, Asia and the Americas joined the initiative.

The amounts are 3000 Euros for Europe and Asia and 3000 Dollars for the Americas.

### Procedure

At the close of each conference the sponsorship is transferred from the conference budget to PR-AB (APS). The PR-AB Editor-in-Chief normally arranges for an invoice to be prepared by APS and the conferences transfer their sponsorship directly.

For Europe and Asia, it is the conference that requests the invoice from the PR-AB Editor-in-Chief. For the Americas, APS-DPB arranges for the transfer. Stan Schriber, APS-DPB Treasurer, makes the arrangements.

# LESSONS LEARNED

- **BUDGET BALANCE**

- Budget: hosting institute is officially asked to provide a formal commitment that they take financial responsibility. The scope as generally understood is that financial losses should be borne by the leading hosting Institute not by EPS-AG.
- What happens in case of profit?
- We could not find any official document or statement or part of a statute or specification/agreement which provide an official statement on this scenario.
- The only reference we found is in CPJG document (ORGANIZING IPAC AND OTHER JACoW EVENTS WITH SPMS AN ON-GOING SAGA ... ) on JACoW Website which however does not provide a legal basis.
- While the final budget is being prepared, we are working with INFN administration to understand how we can solve this issue.
- A formal statement on this would have been much useful to avoid the issue.

2

The selection has been made under the assumption (specified during the bidding process) that the conference is going to take place in the period May-June 2023 and that a leading Institute, providing most of the support for the organization, is identified. In particular this institute takes responsibility for the financial balance of the conference, manages advance expenditure and income.

I profit of this occasion to ask you to confirm the name of the Institution taking the above role and responsibility with an official letter from a qualified representative, to be addressed to me (and R.Assmann) by the end of March 2019.

Yours faithfully,

Mike Seidel  
Chair, Elected Board of the Accelerator  
Group of the European Physical Society

Cc: Dr. Ralph Assmann, Chair Elect, EPS-AG Elected Board

## *Budget*

In Europe the LOC takes full responsibility for managing the conference budget, carefully adhering to IPAC policy and decisions taken by the OC, in particular concerning the registration fee which should be kept as low as possible.

IPAC in Europe does not aim to make a profit. Any profits are thus the result of the careful planning, extra sponsorship, or a higher number of exhibitors or participants than budgeted for. Such profits are used to finance the participation of European students at future IPACs.

# SUMMARY

- IPAC'23 is the arrival point of a 5 years journey started with the presentation of the bid in 2018.
- The exceptional events during these years forced us to consider different scenarios and choice and we thank Ralph, Peter and the OC and SPC for all the advice and support.
- The strategy of favoring a full in-person participation has proved to be a winning one.
- The success of the conference is the major reward for all the teams involved.

# Thank you for your attention

