

PANDA Speakers Committee – PANDA-SPC

Presentation of talks and posters on behalf of PANDA

November 7, 2019

Duties of the SPC

The SPC should distribute the presentations on behalf of PANDA or strongly related to PANDA among suitable speakers. The SPC has to take care to keep a reasonable balance between various institutes and to include personal situation (e.g. application for jobs) of single members. For physics conferences of general subjects, which surely include fields of interest of PANDA, the SPC should promote invitations from the organizing committee. The SPC transfers the invitation to a member of the collaboration. In addition, for all types of presentations the SPC should encourage PANDA members to give talks.

The SPC has to ensure, the **material** shown in all presentations is **released** and up to date. The SPC assigns a **Tutor** to each presentation and arranges the practice talks. The SPC **collects all presentations** (and if available: abstracts) in the data base.

Special rule for SPC members: SPC members don't propose themselves as speakers. General invitations should be transferred to other collaborators except ad personam invitations. (Exceptions to this rule should be approved by the spokesperson.)

The SPC maintains

Events and conferences: A list is provided with all conferences which came to attention of the SPC, including all assigned talks.

Expertise of speakers: Each PANDA member/institute has to provide and adjust regularly the entries about their expertise/the expertise of their members to give talks of certain categories (except overview talks)

Obligations and Responsibilities of Speakers

PANDA members are **invited to declare their interest** and availability to speak or present a poster at certain conferences, especially for technical and other specialized conferences.

The **SPC must be informed about all talks** when a PANDA member plans to present a talk or a poster where the presented material is released material from the PANDA experiment or related to it. Even then if the talk is on a more general topic and covers also other experiments.

The speaker must present the talk/poster **on behalf of the PANDA collaboration** or **on behalf of the PANDA-[detector-subgroup]** and this must be written below the name of the speaker on the first slide of the talk or in the header of the poster (except talks on more general topics). This is also true if the technical results shown in the talk are concerning only or mainly the PANDA setup or parts of it.

Personal invitations (e.g. for plenary or overview talks) are encouraged, however they must be submitted to the SPC for endorsement. This is also true if the topic of the talk is more general and PANDA is covering only part of the talk.

The SPC **should be informed about personal presentations** e.g. seminars and colloquia where PANDA appears as a motivation.

Only **released results and material are allowed** to be shown. For details check the Publication Policy.

Talks containing **ideas for new measurements** for PANDA **cannot be presented on behalf of PANDA** until they are shown to the collaboration first and released. If the speaker wants to show them without approval by PANDA, it should be stated on the slide/poster.

Types of Presentations (Talks and Posters)

Type 1 (international, overview, physics, general): Presentation at international conferences and workshops (overview talks on detector and/or physics topics and/or political aspects, and also physics talks for parallel sessions), plenary talks at National Physics Society meetings, and seminars at major labs (e.g. GSI, Budker Institute, SLAC, etc.). Here are also included overview talks on more general topics where material from PANDA is included.

Type 2 (technical): Presentations at technical conferences dedicated to special issues in techniques, instrumentation, software, etc.

Type 3 (national): Presentations in parallel sessions at conferences of the National Physics Societies (e.g. DPG spring meeting etc.)

Type 4 (colloquia): Seminars, colloquia etc.

Type 5 (political mgt): Political talks from the management (or on behalf of the management)

Type 6 (lectures): Lectures at international/national schools, outreach activities etc.

Tutors and Assigning of Tutors

The Tutor has to check the abstract and the presentation of the speaker, proposes possible changes on the forum and discusses relevant aspects with him. Suggestions coming from the collaboration should be considered by the speaker, the Tutor takes care of it. The Tutor is responsible for the practice talk and takes care the suggested changes are included by the speaker. The Tutor gives the approval to present the final version of the presentation.

Tutor for talks type 1 (international, overview, physics, general): SPC member. The Tutor decides if it would be necessary to invite a person from the corresponding subgroup(s) to help.

Tutor for talks type 2 (technical): Person from the corresponding subgroup.

Tutor for talks type 3 (national): Supervisor and subgroup(s).

Tutor for talks type 4 (colloquia): None.

Tutor for talks type 5 (political mgt): Management.

Tutor for talks type 6 (lectures): depending on the subject, a person from the coordinators or the corresponding subgroup. For lectures covering different physics/technical topics, a committee up to maximum 3 persons may replace the tutor.

Talks on behalf of PANDA

Talks assigned by the SPC: SPC asks a potential speaker to give a certain talk.

Talks by personal invitation: Inform the SPC about the invitation for PANDA-related presentations and ask for the permission to give a certain talk. Wait for endorsement.

If you are **not able** to present the talk and the committee of the conference agrees, the invitation should be transferred to the SPC and another speaker will be assigned by the SPC (the invited PANDA member should give advice).

All types of talks: Ask the SPC for the permission to give a certain talk. Wait for approval.

Afterwards start a data base entry for this presentation. A Tutor is assigned from SPC. The corresponding forum is auto-generated.

Submission of Abstracts (if applies)

Submit the abstract one week before the conference/workshop deadline to the data base and wait for approval by the Tutor. If the Tutor agrees submit the abstract to the conference and upload the final version of the abstract to the data base.

Practice Talk and Presentation Draft

Practice Talk: Sufficiently enough in advance (e.g. one week) before the presentation the practice talk should be scheduled. The Tutor has to participate in the rehearsal!

Presentation Draft (Talks type 1, 2 and 3): The (almost) complete version of the talk should be uploaded to the PANDA data base at least one day prior the practice talk and it should be announced in the corresponding forum.

Talks type 1 (international, overview, physics, general): SPC organizes and announces the practice talk.

Talks type 2 (technical): SPC organizes and announces the practice talk.

Talks type 3 (national): Tutor organizes the practice talk.

Talks type 4 (colloquia): No practice talks are required.

Talks type 5 (political mgt): No practice talks are required.

Talks type 6 (lectures): No practice talks are required. If needed, a discussion meeting takes place.

Exceptions are possible and need the agreement of the SPC.

By the SPC organized practice talks (type 1 and 2) will be announced to the PANDA members list **panda@gsi.de** and have to be transmitted online, then all members of the collaboration can attend.

Approval of the Presentation

Talk type 1, 2, 3, 4 and 6: The (almost) final version of the talk should be uploaded to the data base latest two days prior the conference talk and it should be announced to the corresponding forum and to the PANDA members list **panda@gsi.de**.

Talks type 5: No upload necessary before the talk.

Posters type 1, 2 and 3: The (almost) final version of the poster should be uploaded to the data base at least two days before leaving to the conference and it should be announced in the corresponding forum and to the PANDA members list **panda@gsi.de**.

The Tutor has to give the **approval** for presenting the talk/poster. Afterwards, necessary corrections are possible, however approval by the Tutor is necessary. After that, the presentation cannot be modified to include new topics or results.

Final Presentation

All final versions of presentations have to be uploaded to the data base right after the conference. All presentations will be made collaboration-wide public (released) by the SPC.

Proceedings

For **proceedings** follow the rules of the Publication Policy.