Conference and Talks Committee

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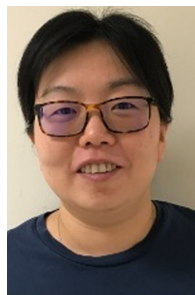

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First Policy Draft: Collaboration Review

- ❏ Call for collaboration review of policy draft went out on April 23, 2024
- ❏ Deadline for response was May 13 (later extended to May 22)
- ❏ Received comments from 4 institutions (LBNL, URegina, Glasgow, BNL)

- ❏ **Major points:**
  - ❏ Reduce review period from 2 weeks to 1
    - ❏ Currently 2 weeks (1 week for WG/DSC review, 1 week for a collaboration review in epic-talks)
    - ❏ With 1 week: 4 days for WG/DSC, 3 days for collaboration
  - ❏ Add "other" category to the presentation type (in addition to physics, software, detector): e.g. DEI, outreach
- ❏ Many minor points and requests for clarification

Definition of ePIC Result

- ❏ First policy draft addressed approval of slides and the classification and approval of individual plots/results

- ❏ With formation of Publication Committee we recognized the need to coordinate on these points
  - ❏ Several meetings between chairlines of the two committees and CC leadership
  - ❏ Emerging consensus is that the classification and approval of plots should be defined in a separate policy/guideline
  - ❏ Conference Policy will deal only with the process of the conference material approval

- ❏ Impact on CTC policy
  - ❏ Factorize plot/result approval from talk or poster approval
  - ❏ Remove verbiage on plot classification and approval from policy
  - ❏ Only require that plots have been approved for external release

Conference Material Approval Chain, 2-step approval

Step 1: Review in respective Working Group/Subsystem Collaboration, with comments from conveners and other experts. Approval by conveners.
Here is where the heavy-lifting of the review will happen. **(1 week → 4 days)**

Step 2: Approved by conveners/leads conference materials sent to epic-talks mailing list for comments from the whole collaboration and for coordinators approval. **(1 week → 3 days)**

Conference Material Approval Chain, 2-step approval

Detector

1 step: Detector Subsystem Collaboration/Cross-cutting Detector Working Group Conveners

2 step: Technical Coordinator Office

Software

1 step: Software Working Group Conveners

2 step: Software and Computing Coordinator Office

Physics

1 step: Physics Working Group Conveners

2 step: Analysis Coordinators Office

- **Overview talks** on ePIC Detector, Software, and Physics go directly to step 2 (i.e., Coordinators)
- **Other talks** (DEI, outreach, …) CTC decides on exact approval chain similar to the above one including, e.g., DEI Committee chairs

Current Status

- ❏ Proceed with draft revisions and review as results classification and approval policy is developed in parallel

- ❏ Incorporated comments from institutions and removed material on plot classification

- ❏ Release updated draft for final round of comments and request ratification vote from CC

Policy Outline

Backup

https://docs.google.com/document/d/1eU1OhQuUJlqpmjesH5gf8mrmNnYt4QBVONjGzPeu7ac/edit?usp=sharing

Results

ePIC Results - any plots, tables, numbers, and/or formulas that arise from and/or are based on ePIC (sub)detector simulations or ePIC (sub)detector beam or bench tests.

Published ePIC Results - ePIC Results that have been reviewed and approved according to the ePIC Publication Policy and have been accepted for publication in a peer-reviewed journal. This designation does not include Conference Proceedings that include Public ePIC Results.

Public ePIC Results - all ePIC Results that were approved for presentation outside the ePIC Collaboration meetings and are not yet Published ePIC Results.

Choice of Speakers

III.1 Selection of Speakers
When selecting speakers to represent the ePIC Collaboration, the following guidelines and criteria are considered by the ePIC CTC:

- **Membership Standing:** Presenters should be members in good standing as defined by the Charter and Membership Policy of the ePIC Collaboration.
- **Criteria for Speaker Recommendation:** Criteria considered when recommending speakers include:
  - Ability to speak knowledgeably on the particular topic,
  - Preference for the primary analyzer to present initial results, where reasonable,
  - Representation of gender, race, career stage, geographic location, and institutional diversity within the collaboration,
  - Consideration of career status (early, mid, advanced career), including current employment and career transitions,
  - History and number of previous talks given on behalf of ePIC,
  - Special criteria requested by conference organizers.
- **Use of Judgment:** The ePIC CTC uses its best judgment in each case when deciding the relative importance of these criteria.
- **Nomination Process:** Nominations for speakers may come from any member of the collaboration, including self-nominations and nominations from members of the ePIC CTC. Nominating individuals should follow the instructions provided by the ePIC CTC regarding the submission of nominations.
- **Announcement of Speaker Recommendations:** After selecting a speaker, the ePIC CTC recommendations will be posted on the collaboration's agreed platform as soon as the speaker accepts the talk. This entails posting to the epic-talk mailing list and the ePIC Conference Wiki Page and may be subject to potential changes upon the implementation of the ePIC Collaboration documentation management system.

III.2 Direct Invitations
Collaborators receiving speaking invitations directly from conference organizers are expected to inform the ePIC CTC of their intentions to accept or decline the invitation. If declining, they are encouraged to refer the invitation to the ePIC CTC for possible reassignment to another ePIC collaborator. If a conference organizer seeks advice on selecting an ePIC speaker from a collaborator, the collaborator should refer the matter to the ePIC CTC.

Other presentations

III.6 Other Presentations

In addition to the ePIC Conference Presentations, collaborators may present Public or Published ePIC Results at various venues such as seminars, colloquia, job interviews, funding requests and reports, reviews, etc. These policies do not extend to monitoring these presentations.

While these presentations may not formally represent ePIC, it is understood that the presenter is a member of the ePIC Collaboration, and their affiliation with ePIC is clear to the audience. Therefore, it is crucial to exercise caution when presenting ePIC Results and their interpretations, ensuring accuracy and clarity to avoid misrepresentation.

Collaborators are encouraged to seek feedback from ePIC collaborators to ensure accuracy and alignment with the collaboration standards, thereby contributing to collaboration cohesion. Additionally, rehearsing these presentations with ePIC collaborators whenever possible is recommended.

Adherence to these guidelines demonstrates a commitment to collaboration values and professionalism.