**ADASS**

Conference Planning Guide

ADASS Program Organizing Committee (POC)

**Abstract**

This document is a collection of notes and advice from experience gained from putting together prior ADASS conferences.

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# Introduction

ADASS, the Astronomical Data Analysis and Software Systems conference is...

It is held every year, in October or November, and hosted by a local astronomy institute.

ADASS is the major annual conference for those interested in astronomy software and systems, from architects and developers to users and managers. Its 24 year history indicates its usefulness to individuals and institutions, as a place to showcase our latest work, to learn new techniques and discover which have been successfully used in our specialist field; to discuss emerging technologies with colleagues with similar interests and generally to work towards continually improving the overall shape of the field of astronomical software.

## The ADASS Organising Committees

ADASS has a standing Programme Organising Committee (POC), composed of representatives of sponsoring institutions and members of the community who have an interest in ADASS. Members are nominated to the POC and ratified by the sitting committee. An executive committee comprised of the POC Chair, Vice-chair, Secretary and Treasurer leads the POC. The executive positions have a term of 2 years, except the Chair whose term is 5 years. POC members typically serve for an informal term of 9 years.

The POC is gender-unbalanced at present, and has been for the conference series' history. We aim to increase the gender and geographical diversity of the POC.

# Dates and Duration

Traditionally ADASS has been held in the third quarter of the year, with dates as early as mid-September and as late as mid-November (see Appendix 1 for details). Any time in this range is fine provided it avoids major holidays and conferences that have a large potential overlap with the ADASS audience. Often the hotel, conference venue, etc., will impose further restrictions on the dates based on local festivals, sporting events, etc.

The duration of the conference is set by the POC, but generally the conference begins on a Sunday with special events such as tutorials, tours of local sights and facilities of interest, finishing with the conference opening reception in the evening. The main part of the conference begins on the following day and runs for 4 days (Monday - Thursday). The logic behind this scheduling is that attendees can begin their travel on a Saturday, which often results in lower airfares. Often a tag-along meeting (e.g. IVOA) will be planned to immediately follow ADASS.

# Expected Attendance

The average ADASS attendance over the years 1996-2015 is 270. This is (TBC) when ADASS is held in the USA, (TBC) when it held in Europe and (TBC) when held elsewhere (ADD A PLOT HERE. ALSO A REF TO APPENDIX DATA).

# Budget

Budgets have run from $65,000 to $105,000, mostly depending upon the locale. Often the Local Organizing Committee (LOC) will select specific dates to avoid the most expensive seasons. At least in the US, it is difficult to factor out the cost of the "facility" from the cost of, e.g., coffee breaks since the hotel contracts are set largely upon the expected number of "room-nights" of occupancy and other factors, and the cost of arranging catering and other services is at some level artificial. The budget obligations include the cost of one copy of the proceedings for each attendee.

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On the other side of the balance sheet, the LOC must plan the budget for the current year; the (legal) responsibility for the contracts lies with the hosting institution. The LOC needs to coordinate with the POC to set the registration fees such that all the anticipated costs are covered, with an appropriate contingency. In most years the other sponsoring organizations (NOAO, NRAO, STScI, SAO, etc.) that are represented on the POC will each contribute between $1000 and $5000 US to defray conference costs. In addition, we request support from governmental funding agencies, such as NASA and NSF in the US. Finally, the POC has a fund, which is managed by NOAO, that is used to apply excess funds (if any) from one conference to the next, or is used to cover unanticipated cost overruns for a given year. Generally there has been little difficulty in funding ADASS.

However, there are some difficulties when ADASS is not held in the US. Specifically, it is not allowable for some US federal or quasi-federal organizations (NASA, NSF, and SAO in particular) to sponsor conferences that are not held on US soil. To overcome this difficulty, the POC has recently begun paying the cost of the proceedings (roughly $14,000 US) directly from the "carry-over" fund, since the volume is produced by the ASP Conference Series, which is US-based. Also, it should be possible for European organizations to provide an institutional contribution, particularly when ADASS is held in Europe.

## Budget Items

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# Conference Preparation Schedule

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| --- | --- |
| Time | Event |
| -2 years | Host institution selected |
| -18 months | * Conference venue selected * Dates selected |
| -12 months | * Conference advertised * Conference dates posted to Meetings list |
| -9 months | * Proceedings editors selected * Discussion of key topics (POC) * Discussion of invited speakers (POC) |
| -6 months | * Key topics finalised (POC) * First announcement posted and emailed to adass-announce mailing list |
| -4.5 months | * Invited speaker list finalised (POC) * Second announcement posted and emailed to adass-announce mailing list * Registration opens |
| -3 months | * Deadline for early registration * Deadline for abstract submission * Deadline for financial aid applications |
| -8 weeks | * Deadline for BoF application |
| -5 weeks | * Post Final Programme on web site |
| Friday before | * Submission deadline for proceedings |
| +2 weeks | * Deadline for changes to proceedings |
| +6 months | * Proceedings submitted to publisher |
| +7 months? | * Electronic proceedings available ? |

# Conference Schedule

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| --- | --- |
| Sunday afternoon | * Registration opens * Tutorial |
| Sunday evening | * Welcome reception |
| Monday | * Conference begins * Talks, posters, |
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# Policies

Papers that are presented at ADASS conferences are required to conform to the following policies.

# Presentation Policy

Papers are solicited for ADASS conferences in the general areas of astronomical software and systems, including astronomical data analysis techniques, data acquisition, and data dissemination.

## Subject Matter

Papers related to the key topics that are announced for each meeting are particularly encouraged, but this is not required for contributed papers. The Program Organizing Committee reserves the right to accept or reject papers on the basis of content.

## Presenting Author

The first author of a paper must be the presenting author, and s/he must attend the meeting.

## Number of Papers

Attendees may present only one paper as first author from the combined invited talk, contributed talk and poster categories, though they may be co-authors on any number of papers. Additionally attendees may present a demonstration, focus demonstration, tutorial and BoF as first author.

For example, the following contributions by Skouza are allowed:

Contributed oral: Skouza - "A New algorithm for the..."

Poster: Brough & Skouza - "On the Validity of..."

Demo: Skouza, Percival & James - "Demonstrating the..."

Tutorial: Skouza - "How to Incorporate the Algorithm..."

BoF: Skouza - "Does Astronomy Need New Algorithms for..."

in contrast, the following is **not** allowed:

Contributed oral: Skouza - "A New algorithm for the..."

Poster: Skouza & Brough - "On the Validity of..."

because one cannot be first author on both a poster and a (contributed or invited) talk.

## Presentation Type

Authors may request a presentation type of: oral, display, or demonstration. The maximum number of oral and demonstration presentations is limited, and the final selection of oral presentations rests with the Program Organizing Committee.

## Presentation Length

Oral presentations are allocated specific durations, depending on the type:

* Invited: 25 minutes, plus 5 minutes for questions
* Contributed: 12 minutes, plus 3 minutes for questions
* Focus Demo: less than the length of a poster session, usually 30 minutes
* BoF: The length of Birds of a Feather discussion sessions is dependent on the topic and the amount of time available in a given day's programme. The time awarded is at the discretion of the POC and LOC but is generally 1.5 - 2 hours.
* Tutorial: The length of each tutorial is determined by the POC and LOC. Historically these have been from 2 hours to half a day.
* Demonstration: Demo booths are set up by the presenters during registration on the first day of the meeting and remain up for the duration of the conference. Although it is not mandatory that demonstration booths be staffed for the entire conference, we encourage the presenting authors to be available at the booth especially during breaks, so as to make the most of the event.

## Submission Deadline

A submission deadline will be established for each meeting. While proposals for oral presentations will not be accepted after the deadline, submitted papers in other categories (poster, demonstration, focus demonstration and BoF) may be accommodated. Papers submitted after the deadline are accepted on a space-available basis, and in any case are not assured of consideration for the program.

## Proceedings

Authors of all presentation types are encouraged to submit their papers for inclusion in the conference proceedings. Invited speakers and authors receiving financial aid are expected to contribute their papers for the conference proceedings.

# Publication Policy

The proceedings for each conference will be published in hardcopy and electronic formats. All presentation types (oral, display, demonstration), as well as BoF summaries, are eligible to be included in the conference proceedings.

## Acceptance

All submissions must adhere to the submission guidelines to be accepted for publication. Authors of non-conforming papers will be notified of any problems with their submissions, and they must make the appropriate revisions to their papers to be included in the proceedings.

## Copyright Assignment

Authors of all presentations must sign the copyright agreement with the publisher, and return it to the proceedings editors before their paper can be accepted for publication. Authors must conform to the copyright policy of the proceedings publisher.

## Submission Deadline

The submission deadline will be established by the editors of each proceedings volume. While every effort will be made to accomodate special circumstances, papers submitted after the deadline are not assured of publication.

## Style Issues

All papers must be in grammatically correct English. All papers should adhere to the basic rules of English grammar and syntax, and they should be checked for proper punctuation and spelling. All papers must have an abstract, which will appear in the ADS abstract service. References to other published papers must adhere to the style adopted in recent ADASS proceedings.

## Author Preparation Templates

Authors will be provided with mark-up templates for preparing the text portion of their submissions. All papers must be prepared with these templates; the completed templates will form the main part of the submission. These templates provide for including color graphics, images, and other materials within their papers. While only small-format graphics and grey-scale images can be accommodated in the printed volume, full-scale color versions can be accommodated within the electronic proceedings (see below). Details regarding the acceptable file formats will be provided by the editors in the detailed submission instructions.

## Length Restrictions

The following length limits (for the hardcopy version of the proceedings) apply to the various presentation types:

Invited Oral: 10 pages

Contributed Oral: 4 pages

Display: 4 pages

Demonstration: 4 pages

BoF: 4 pages

## Supplementary Material

Submitted papers may include certain supplementary materials, such as animations and video clips, which can be accommodated in the electronic form of the proceedings. These materials must conform to the format and size restrictions that are established by the editors for each proceedings volume. Details regarding the acceptable file formats will be provided by the editors in the detailed submission instructions.

# Example Text for Conference Web Site

The following sections contain example text for various pages on the web site.

# Sample Text for "Presentation Instructions" Web Pages

# Presentation Instructions

# Sample Text for "Proceedings Instructions" Web Page

# Proceedings Instructions

## Introduction

The Proceedings of the ADASS XXV meeting will be published by The Astronomical Society of the Pacific (ASP), and an electronic copy is included as part of the registration fee. A printed copy can be ordered for an additional fee, at registration.

To ensure prompt publication of the Proceedings, please submit your paper by the deadline, **midnight (end of day) AEST, 23 October 2015** and follow the instructions below. A period of 3 weeks after the end of the conference is provided for updating the papers (deadline **20 November 2015**). You may contact the editors ([adass2015-loc@caastro.org](mailto:adass2015-loc@caastro.org)) if you have questions regarding your manuscript publication.

The Proceedings will be published as a full colour volume, electronically and as a printed book. Authors are encouraged to submit colour figures with their manuscripts.

## Page Limits

Invited oral papers: 10 pages

Contributed oral papers: 4 pages

Poster papers: 4 pages

Demos: 4 pages

Focus demos: 4 pages

BoF summaries: 4 pages

## Manuscript Instructions

The ASP has created helpful instructions for authors; these are included as Part I of the document [Instructions for Authors and Editors](http://www.aspbooks.org/step1_getting_started/manual2010.pdf) which may be downloaded from the ASP website.

Authors must submit their manuscripts in LaTeX and must use the publisher's latest LaTeX style file (the most recent version is dated 2010).

*Manuscripts that use earlier versions of the LaTeX style file will be rejected.*

The [LaTeX style file](http://www.aspbooks.org/step1_getting_started/asp2010.sty) and the corresponding [asp2010.bst](http://www.aspbooks.org/step1_getting_started/asp2010.bst) file can be downloaded directly from ASP or from here. You may find it more convenient to download a [tar file](http://www.eso.org/sci/php/meetings/adass2011/Files/ASPauthorTemplates.tar) that contains the style file, together with a template manuscript LaTeX file (aspauthor.tex) that can be used as a starting point for developing your manuscript, and a BibTeX example for managing references.

Some authors have reported difficulty using the LaTeX style file because it references two packages that may not be present in all TeX distributions. If you receive LaTeX errors indicating that either of the files ncccropmark.sty or watermark.sty are not found, comment out the appropriate usepackage lines near the beginning of the file asp2010.sty (the two packages are not required for the general author). Alternatively, you may download an edited version of asp2010.sty [here](http://www.eso.org/sci/php/meetings/adass2011/Files/asp2010.sty).

Please name your submitted files according to your designated presentation ID - i.e. the main LaTeX source file <paper\_ID>.tex, the bibliography file <paper\_ID>.bib, etc. Figures (in encapsulated PostScript format) should be named <paper\_ID>\_fn.eps, where n is the figure number.

Please also submit a PDF version of your manuscript, to allow the editors to check that the final paper looks as you intended.

Examples:

Oral presentation O15 O15.tex, O15.bib, O15\_f1.eps, O15.pdf, etc.

Invited presentation I6 I06.tex, I06.bib, I06\_f1.eps, I06.pdf, etc.

BoF 3 B3.tex, B3.bib, B3\_f1.eps, B3.pdf, etc.

Focus demo 5 F5.tex, F5.bib, F5\_f1.eps, F5.pdf, etc.

Poster P002 P002.tex, P002.bib, P002\_f1.eps, etc.

Demo 4 D4.tex, D4.bib, D4\_f1.eps, D4.pdf, etc.

Your designated presentation ID can be found on the XXXXX page.

## Figures in Manuscripts

Authors are encouraged to submit colour figures with their manuscripts. All figures should be submitted in encapsulated PostScript (eps) format. If this is not possible, please contact the editors for alternative instructions. Fonts included in figures should be embedded in the encapsulated PostScript output. Colour figures should preferably be submitted as CMYK composites. Figures submitted as RGB composites will be accepted, but will be converted to CMYK and may experience some colour shifts during the conversion.

Figures should be cropped to remove any unnecessary white space, and should be created or scaled to the size intended for print, and oriented correctly. Please ensure that any included line art or text (such as annotations) are legible when the figure is shrunk to 90% of the intended print size. Lines should not be defined as hairline width; the recommended minimum line width at the intended print size is 0.25pt.

**Figures must have a MINIMUM resolution of 240 pixels per inch (95 pix/cm) to reproduce satisfactorily.**

Authors should print out their figures at actual size end and evaluate the readability of any embedded text. If the embedded text appears smaller than about 8 pt, it is not going to be readable in the final printed figure. Text also needs to appear in a constrasting colour to be easily legible.

## Usage of Specific LaTeX Commands

1. Authors should **never** use \renewcommandor\renewenvironmentin their submissions! Each submitted article is actually embedded in a larger LaTeX file for the entire volume, so any redefinitions of commands or parameters will affect all subsequent articles in the volume.
2. If it is absolutely necessary to redefine a command, authors should create their own version that embeds a label that is unique to their article (e.g., \<author>\_itemize and NOT \myitemize). Similar to the above, authors should not use \usepackage except in the most exceptional circumstances. Many packages will interfere with the construction of the volume (in particular, the **subfig** package performs global redefinitions of some key formatting quantities and **must not be used**).
3. Try not to use too many \section or \subsection commands, since these will limit where page breaks can occur.
4. **Ellipses** ("...") should never be used as a means of indicating examples. Use "(e.g., a, b, c)" rather than "(a, b, c, ...)".
5. **URL**s should be embedded in \url{}. Use \url{<http://adsabs.harvard.edu/>} rather than {\tt <http://adsabs.harvard.edu/>}.
6. **Footnotes** are added in general after the corresponding punctuation "... like this,\footnote{see here} ..." rather than "... like this\footnote{see here}, ...".

## Referencing Papers in the Current Proceedings

Please use the following BibTeX entry template for defining references to papers that will be included in the current volume:

@inproceedings{<paper\_ID>\_adassxxv,

author = "<authors>",

booktitle = "ADASS XXV",

year = 2016,

editor = "Surname, F. and Other, S.",

volume = "TBD",

series = "ASP Conf. Ser.",

pages = "TBD",

publisher = "ASP",

address = "San Francisco",

}

For the <paper\_ID> element please use the designated presentation ID (e.g. O01, P097, etc.) of the paper you are referencing. This can be obtained from the XXXX page. The <authors> element should list the authors of the paper being referenced. For example,

@inproceedings{O01\_adassxxi,

author = "Surname, F. and other, S.",

...

Authors should use a common entry format, like the ADS references. Authors should only include references that are cited in the text. Also please use \citep and \citet rather than \cite.

Standard referencing practice is that for 8 authors or fewer, all authors should be included in the reference. For 9 authors or more, only the first author is listed followed by *et al.* This is done by specifying

author = {{Author}, A.~N. and others}

in the BibTeX file, which will produce *Author, A. N., et al.* in the completed volume.

It is **never** correct to list more than one author followed by et al. You should never have an entry like

author = {{Author}, A.~N. and {Coauthor}, B.~M. and others}

in the BibTeX file.

## Uploading Your Completed Manuscript

Once you have finished your manuscript and completed the *"Author's Final Checklist"* in Part I of the ASP *"Instructions for Authors and Editors"* document referenced above, you need to upload your submission. This can be done via the Paper Upload page.

Please bundle your LaTeX source files and figures (in .eps format) into a single gzip-compressed tar archive prior to uploading. Please include the resulting Postscript or PDF file for validation.

The file to be uploaded should be named using the convention mentioned above based on your designated presentation number, for example O01\_v1.tar.gz.

This form allows you to upload each of the input files (O01.tex, O01.bib, O01.pdf, O01\_f1.eps) separately in a single submission. Thus it is not necessary to bundle your files (e.g. as a tar file) .

Note that you can upload your files multiple times as revisions are needed. In particular you have a chance to upload revisions until 3 weeks after the end of the conference (deadline 20 November 2015).

If you experience difficulties in uploading the file, please contact the LOC ([adass2015-loc@caastro.org](mailto:adass2015-loc@caastro.org))

## Copyright Policies and Copyright Release Form

Authors must conform to the copyright policies of the publisher. If you use an image/drawing/photo etc. that has been published previously, belongs to someone else, or has been used elsewhere, please read and comply with the requirements of section 2.1 of [author information](http://www.aspbooks.org/author_information).

**All authors must complete the ASP copyright agreement, and the form must be returned to the proceedings editors before your paper can be accepted for publication.**

You should have received the preprinted copyright agreement form to sign at the registration desk. If you did not complete a copyright form at the meeting, please retrieve the form ([doc](http://www.aspbooks.org/author_information/copyrightform.doc) or [pdf](http://www.aspbooks.org/author_information/copyrightform.pdf)), fill it out, and email PDF scan of the form to the LOC (<mailto:adass2015-loc@caastro.org>).

