

## Approvals

2016/10/09: APS-DPB EC  
2016/10/11: IEEE-NPSS PAST TC ExCom  
2016/10/13: PAC OC  
2016/11/05: IEEE-NPSS AdCom

# **Memorandum of Understanding for Joint Sponsorship of the US Sponsored Particle Accelerator Conferences in the Americas by the IEEE/NPSS and APS/DPB**

The Institute of Electrical and Electronic Engineers (IEEE), Nuclear and Plasma Sciences Society (NPSS) and the American Physical Society (APS), Division of Physics of Beams (DPB) have determined that their joint sponsorship of the US Sponsored Particle Accelerator Conferences in the Americas (NA-PAC when held in North America and IPAC when held in the Americas) is in the best interests of the two professional societies and of the conferences. NA-PAC stands for North American Particle Accelerator Conference and IPAC stands for International Particle Accelerator Conference. In the rest of this document xPAC will be used to include both the IPAC when held in the Americas and the NA-PAC. IPACs organized and held in regions other than the Americas are not included in this MoU. It is the purpose of this Memorandum of Understanding (MoU) to formalize the agreement for joint sponsorship and to set down the specific philosophy and guidelines under which the xPACs will operate.

## **Background**

Every other year since 1965, the accelerator community has organized a highly successful, widely attended Particle Accelerator Conference (PAC) under the auspices of the IEEE/NPSS. Beginning in 1993, a MoU was established for joint sponsorship of the PACs by IEEE/NPSS and APS/DPB. The last one of these jointly sponsored conferences known as PACs was held in 2011, with future co-sponsoring continuing with the xPACs. In 2009 an agreement was reached by those responsible for the PAC in North America, those responsible for the European Particle Accelerator Conference (EPAC) in Europe and those responsible for the Asian Particle Accelerator Conference (APAC) in Asia to form an International Particle Accelerator Conference (IPAC) that would be held every year, rotating between the three different world regions, with each region responsible for managing and operating their every three-year conference using their own bylaws and rules. The first IPAC (IPAC'10) was held in Japan in 2010. The first IPAC in North America IPAC'12 was held in New Orleans in 2012, which employed the MoU existing between IEEE/NPSS and APS/DPB. As part of the agreement for joining IPAC, the North Americans continued with a regional Particle Accelerator Conference called NA-PAC with the first one being held in Pasadena in 2013, NA-PAC'13. IPACs in the Americas are held every three years with the NA-PACs held every three years intermediate in time between those IPACs, resulting in an xPAC within the Americas almost every 18 months. The xPAC conferences are managed and operated by the Particle Accelerator Conferences Organizing Committee (PAC OC) broadly representing the community of accelerator scientists, engineers and technologists, as defined in the PAC OC Bylaws. The PAC OC, using their Bylaws, selects a Conference Chair, Scientific Program Chair, Local Organizing Committee Chair and the Conference Treasurer for each conference, based on representations from the hosting laboratory. Conferences are hosted by a national laboratory identified by the PAC OC at least six years prior to each conference. Normally the Conference Chair is affiliated with the host laboratory.

## **Philosophy of Operation**

The xPAC is widely recognized as a highly successful forum for the exchange and promulgation of information on the science, engineering and technology of particle accelerators, as well as their applications. This has occurred because of the unique way in which the conferences are organized and managed. It is a fundamental principle of this MoU that changes in the procedures, management and format of the xPACs be limited to only those specifically necessary for the joint sponsorship, as described below, and that joint sponsorship by NPSS and DPB will in no way otherwise limit the freedom of action traditionally enjoyed by the PAC OC.

In those years in which an xPAC conference occurs, it is desirable for APS-DPB to hold an APS- DPB EC meeting and a business meeting at the conference. Similarly it is desirable for IEEE-NPSS PAST to hold an ExCom meeting at the conference.

---

### **xPAC Organization**

The xPAC conferences are managed and operated by the Particle Accelerator Conferences Organizing Committee (PAC OC) broadly representing the community of accelerator scientists, engineers and technologists. The PAC OC, using their Bylaws, selects a Conference Chair, Scientific Program Committee (SPC) Chair, Local Organizing Committee (LOC) Chair and the Conference Treasurer for each conference.

Conferences are hosted by a national laboratory identified by the PAC OC at least six years prior to each conference. Normally the Conference Chair is affiliated with the host laboratory. The Conference Chair, SPC Chair, and the Conference Treasurer must be active members of IEEE and of APS. The Conference Chair, once selected, manages all aspects of operating and managing a successful conference using all aspects of the PAC OC Bylaws. The PAC OC membership includes at least one person from the executive committees of the APS-DPB EC and from the IEEE/NPSS PAST ExCom.

A unique feature of the PAC OC, contributing fundamentally to the conference's success, has been the selection of members to the PAC OC principally on the basis of skills and experience that each person could contribute to the organization of the conference, as well as representing the major accelerator institutions. Such selection is made without regard to professional society affiliation. This policy will continue as the principal guideline for the PAC OC under joint NPSS and DPB sponsorship. Every three years the PAC OC voting membership is reassessed. The institutions with major accelerator programs, the institutions with minor accelerator programs, and the industrial representatives reconsider their representation.

The scientific program of the xPACs, and the editing and publishing of the conference record shall continue to be the responsibility of the SPC Chair who was selected by the Conference Chair with endorsement of the PAC OC. All sponsors share equally in developing the conference program under the leadership of the SPC Chair. The SPC Chair will follow the PAC OC guidelines regarding SPCs and may add to this list based on their assessment of the SPC needs.

### **Financial Management**

Primary financial management will remain with the IEEE/NPSS from which the conference could also request some management services as provided by IEEE MCE. The NPSS and the DPB will share in the financial surpluses or deficits from current or future xPACs equally. Details of the joint financial responsibilities, budget reviews and fund transfers will be worked out by the appropriate management individuals on the IEEE and APS staffs with communications to the xPAC Conference Chair and the PAC OC.

Day to day management of the conference finances shall continue to be the responsibility of the current Conference Chair.

### **Publications and Abstracts**

The Conference Record goes into JACoW with the copyright according to the latest creative common standards, but gives IEEE the right to reproduce, distribute, put into Xplore, and sell copies of the papers. The Joint Accelerator Conferences Website (JACoW) is an international collaboration that publishes the proceedings of accelerator conferences held around the world. All conferences agree to the policies and requirements for publication as listed in the following web page: (<http://www.jacow.org/index.php?n=About.PoliciesRequirementsForPublishingOnJACoW>).

Abstracts are submitted following instructions listed on the JACoW site and must provide enough information for a critical review by the SPC. Light peer review of the abstracts is employed for proper content, classification scope, references and relation to other work in the particular classification scope field. Decisions involve many individuals working intensely in the same room for two days (~25 hours total), following each person having read the abstracts assigned to them prior to attending the meeting. All abstracts are read by the SPC to ensure that papers are scientifically sound and not misleading. Furthermore, each paper must be condensed to a poster. Every poster must be defended (at the advertised poster session) against criticism from any delegate. Any "no shows" at the poster sessions are automatically disqualified from publication in the conference record. The poster sessions are monitored by a team from the Local Organizing Committee. We normally have a 98% acceptance of the abstracts.

Both NPSS and DPB agree to make full use of their internal publications, such as newsletters, to publicize the xPACs and to encourage their members to participate in the conferences.

### **Registration Fees**

The PAC OC policy of providing reduced registration fees to students, and retired and unemployed individuals shall remain in effect. The requirement for reduced registration fees for IEEE and APS society members remains in effect.

---

**Duration of Joint Sponsorship**

This Memorandum of Understanding is to remain in effect for 5 years as long as the NPSS, PAC OC and DPB continue as duly recognized organizations. Should either NPSS or DPB cease to exist as such, the survivor will assume full responsibility for sponsorship of future xPACs. This Memorandum of Understanding will be reviewed every five years by the APS/DPB EC, PAC OC and the IEEE/NPSS PAST ExCom to ensure that the terms and conditions are still appropriate for an updated/modified/new MoU to be used for the upcoming five year period.

**Changes to the Agreement**

Changes to the present Memorandum of Understanding are to require agreement by the IEEE/NPSS PAST ExCom, the APS/DPB EC, a majority of the current PAC OC, and officials of the two societies as required. The PAC OC may initiate a request for modification or termination of the MoU should the need arise.

**Unilateral Withdrawal from Joint Sponsorship**

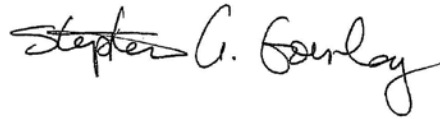
Either the IEEE/NPSS or the APS/DPB may unilaterally withdraw from joint sponsorship of the xPACs by written 90 day notification to the other party and to the PAC OC Chair of the current conference. Sole sponsorship of the xPACs will then devolve to the remaining sponsor.

**Ratification**

This Memorandum of Understanding will become effective upon agreement by the IEEE/NPSS Administrative Committee, the IEEE/NPSS PAST ExCom, the APS/DPB EC, and a majority of the current PAC OC as indicated by signatures to this document of the Chair of the PAC OC and the appropriate officers of the two societies as shown below:

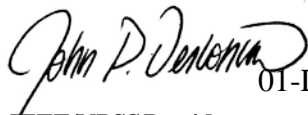
 28 Jan 2017

**PAC OC Chair:** \_\_\_\_\_ **Date**  
**Marion M. White**

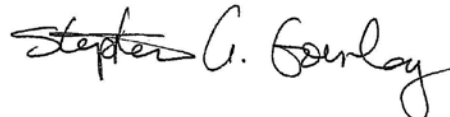


28-JAN-2017

**APS/DPB EC Chair:** \_\_\_\_\_ **Date**  
**Stephen A. Gourlay**

 01-DEC-2016

**IEEE/NPSS President:** \_\_\_\_\_ **Date**  
**John P. Verboncoeur**



28-JAN-2017

**IEEE/NPSS PAST ExCom Chair:** \_\_\_\_\_ **Date**  
**Stephen A. Gourlay**