

## **Procedure for the Approval of Conference presentations representing the MPD Collaboration**

The links to the upcoming conference websites will be available on the MPD webpage in the "upcoming events" section:

<http://mpd.jinr.ru/experiment/upcoming-events/>

The MPD Physics Council and the Executive Council have prepared the procedure to rehearse and approve talks from MPD at scientific conferences.

The following course of action is planned before major conferences:

1. Each PWG prepares the list of talks for each of those conferences, which are related to this PWG. A similar list for "detector" and "software and computing" talks will be prepared in collaboration with the Project Manager and the Detector Council/Technical Board.
2. A draft of the slides for each talk should be posted on-line at least a week before the conference starts.

Currently the talks will be posted on MPD Forum (mpdforum.jinr.ru) – A "subcategory" is created specifically for this purpose:

<https://mpdforum.jinr.ru/c/mpd-physics/TalkApprov>

A separate "Topic" will be created for each talk, where the Speaker can post the slides, comments can be posted and replies to suggestions may be given by the author. The access to the subcategory is restricted to MPD members, and all topics will be visible to all MPD Collaborators which have the MPD Forum account.

**\*IMPORTANT\***

All MPD collaborators are strongly encouraged to create the MPD Forum account, if they do not have one already.

Alternative IT systems for the management of approval of talks and storage of presentation slides may be considered. One example is the system used by ALICE. We may inquire if and how this system could be adapted to the needs of MPD. Another example is the „cloud” disk space provided by JINR to all its employees and users (MPD Collaboration members).

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3. Each talk should be presented (rehearsed) at the meeting of the PWG, to which the talk is most related and/or at a Technical Board/Detector Council meeting for "detector" and "software" talks, during the week before the conference. In case similar talks by the same speaker are planned at more than one conference at similar time, the talk may be rehearsed only once, before the first presentation. The "rehearsal" sessions will be organized by the respective PWGs, and all members of MPD are encouraged to participate.

It should be considered, for which talks do we require the „rehearsal”. There may be talks, for which the posting and approval of slides is enough. For the Autumn conferences, the Physics Council has decided to require the rehearsal for all the talks.

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4. After posting the talks and/or rehearsal, at least 3 days will be allowed for posting comments by mail and in the forum. After the talk rehearsal and taking into account the received comments, the slides for the talk should be modified to take into account all the feedback, and the new version should be posted at the Forum.

5. All talks related to the given PWG should be approved for presentation at the conference by the respective PWG convenor. The talks related to the detector hardware should be approved by the Project Manager. The final approval is given by the Spokesperson.

## Questions to consider

1. How to determine if the talk needs to be subject to the „Approval” rules?

- Talks presenting MPD data **must** go through the approval procedure
- Proposition: Talks, which will be presented „for the MPD Collaboration” should go through the procedure
- Proposition: Talks, which show results obtained from „central” MPD Monte-Carlo productions should go through the procedure

2. Which conferences should be considered for the approval procedure?

- Scientific conferences with participants who are not members of MPD Collaboration - YES
- National physics association meetings – YES
- Invited seminars – NO (?)
- Local meetings internal to a given MPD member institution – NO
- Meetings with funding agencies/grant proposals – NO
- Student progress reports – NO

3. Which talks require full „rehearsal and approval” procedure, and for which „approval” is enough?

- A general rule can be „plenary” talks need full rehearsal, for „parallel” talks approval is enough
- The rule can be changed for each particular talk and/or for specific conference by the PWG Convenors and/or the Spokesperson

4. What are the deadlines for posting the slides/receiving the approval?

- First draft of the slides should be available one week before the presentation (one week before conference?)
- Approval must be not later than a day before presentation
- At least 3 days for comments after posting the slides

5. Who gives approval?

- Final approval is given by the Spokesperson, after the approval given by at least one PWG convenor or Project Manager

6. Who can participate in the rehearsals?

- Rehearsals are open to all MPD Collaborators and should be publicly announced