

Final Information Mailing for the Workshop on Accelerator Operations

Thank you for your WAO'98 registration. We have surpassed our goal of 125 registrations. More than 50 organizations are attending. We look forward to an exciting and productive meeting.

Enclosed are maps and information you may need upon arrival in Vancouver. If you become disoriented, remember that the mountains lie to the north of the city. Vancouver's spring weather is normally mild, with luck we will have a sunny week with daytime temperatures in the 17° - 20°C range. Canada's West Coast is frequently called the "Wet Coast", so do not forget your umbrella!

Victoria Day, 18 May 1998, is a Canadian holiday. Except for Operations staff (tel. 222-7333), most TRIUMF employees will have the day off. Public transit will follow the Sunday schedule and some campus facilities may be shut down. If traveling by bus, you should get off at the main University of British Columbia bus loop. From here, a ten-minute walk along the route marked on the UBC map will take you to the WAO'98 site. From downtown Vancouver you can take the #4 or #10 bus, they run at least every 15 minutes during peak periods. If traveling from other areas check the bus schedule carefully; some UBC routes run only from Sept. to April.

The UBC campus is quite spread out. Vehicles are prohibited in many areas. Those staying at the Gage Residence facility are within a five-minute walk of the WAO'98 site, **UBC Law Faculty's George F. Curtis Building**. For others, several parking options are available. The UBC North Parkade is conveniently located. The rates are \$14.85 / day. You might choose the further out but less expensive "B" parking lots (\$3.00 / day).

If you have any special dietary needs in relation to the workshop banquet please contact the workshop secretary, Fred Bach (email: wao98@triumf.ca). Please note that 18 May 1998 is the deadline for extra banquet ticket requests.

If you have not yet signed up as a contributor to the WAO'98 sessions, you may still want to consider producing a poster. See the web site format page for details.

The program committee have worked hard to provide interesting and relevant presentations. However, as with any workshop, what you get out of it will depend on how actively you engage your fellow participants. Please come prepared to roll up your sleeves and get some information exchanged!

The WAO'98 Organizing Committee

Notice to contributing authors: All material submitted for presentation (including abstracts and author biographies) may be reproduced, printed, published and publicly distributed on the World Wide Web or in the printed bound workshop proceedings. By submitting their work to WAO'98, authors agree to release their submissions for such publication.

Workshop on Accelerator Operations '98

Schedule (as of 16 April 1998)

Location: Law Building (West of Walter Gage Complex, UBC Campus)

Monday 18 May 1998

1900 - 2100 - Evening registration and reception.

Tuesday 19 May 1998: Maintenance

Chair: Ron Lauzé (Jefferson Lab)
0800 - Registration
0830 - Welcoming, Opening Speakers
-- Dr. Alan Astbury, TRIUMF Director
-- Dr. Gerardo Dutto, Head of Cyclotron Division
0850 - Logistics, Announcements and Introductions
0900 - SESSION A - Maintenance Styles
-- Steve Suhring (TJNAF) Preventive Maintenance
-- Bob Mau (FNAL) Fix it if it's broken
1030 - Break:
- Refreshments
- Group Photograph
1100 - SESSION B - Maintenance Posters
1200 - Lunch break
1330 - SESSION C - Maintenance Statistics
-- Jean Boillot / Simon Baird (both from CERN) Analyze Operational Statistics
-- Chris Piaszczyk (Northrop Grumman) Machine Reliability Databases
1500 - Break for refreshments
1515 - Open panel discussion
1700 - Supper break
1830 - SESSION X - The DOE Accelerator Order
Chair: Chris Nelson (Los Alamos National Lab)
2100 - End

Wednesday 20 May 1998: Looking at Ourselves

Chairs: Nigel Stevenson and Rick Bloemhard (TRIUMF)
0830 - Logistics and Announcements
0835 - SESSION D - How the BC Transit Skytrain Control Center Does Business
- Invited Speaker: Ian Graham of B.C. Rapid Transit Co.
0915 - SESSION E - Problems at Small Labs
-- Introduction - N.R. Stevenson
-- CANADA: René Van den Elzen
Challenges facing TRIUMF-ATG Operations
-- USA: W. Kellock
Ion Beam Laboratory, IBM ARC (San Jose, California, USA)
Ion Beam Analysis at IBM ARC - Keeping It Running
-- UK: D. Kinch - Nycomed-Amersham
-- CANADA: Ken Buckley
Difficulties Encountered by TRIUMF-PET Operations
Possible Additional Speakers
-- AUSTRALIA: D. Arnott -
Australian Nuclear Science and Technology Organization
-- UKRAINE: Yurry Tur -
Institute of Physics And Technology
-- ROMANIA: Liviu Popa-Simil -
National Institute for Nuclear Physics and Engineering
1000 - Panel Discussion - Above speakers & chairpersons
1030 - Break:
-- Refreshments
- SESSION F - How We Do Business Posters
1115 - SESSION G - Team Building

- Invited Speaker: Lynn Duncan of HRDQ Consulting
- Discussion
1155 - Announcements
1200 - Lunch break
1300 - Tour of TRIUMF
1300 - 1400 Buses leave UBC for TRIUMF
1430 - 1530 Buses leave TRIUMF for UBC
1700 - Buses leave UBC for Banquet on Grouse Mountain
18:30 - First Screening of Theater in the Sky Film
19:00 - Second Screening
1930 - Evening Banquet
Buses leave banquet approximately 2130, 2145, 2200

Thursday 21 May 1998: Training

Chair: Simon Baird (CERN)
0830 - Logistics and Announcements
0835 - SESSION H - Training and Staff Development
-- Matt Hardy (LANL) Developing Accelerator Operators at LANSCE
-- David Mantrom (NIF - LLNL) Plans for Operations Training and Operations Procedures at NIF
1030 - Break for refreshments
1045 - SESSION I - Training Posters
1200 - Lunch break
1330 - SESSION J - Training and Staff Development
-- Cary Meyers (Nav Canada - Vancouver Area Control Center) Nav Canada training program for Air Traffic Controllers
-- Scott Anderson (SLAC) Training Program at SLAC
1500 - Break for refreshments
1515 - Open panel discussion
1700 - Supper break
1830 - SESSION Y - Web-based LogBooks and Other Web Tools
Chair: Anton Mezger (Paul Scherrer Institute)
2100 - End

Friday 22 May 1998: A Better Work Environment

Chair: Martha Zumbro (LANL - LANSCE)
0830 - Logistics and Announcements
0835 - SESSION K - Control Room Layout
- Speakers (4)
-- Tim Fox (Jefferson Laboratory)
-- Peter Gear (Rutherford)
-- Gordon Roy (TRIUMF)
-- Stan Pasky (APS-ANL) and Greg Banks (APS-ANL)
- SESSION L - Control Room Layout Posters
1015 - Break for refreshments
Chair: Mike Stanek (SLAC)
1030 - SESSION M - Scheduling
- Speakers (4) (to be announced)
- Discussion
1200 - Lunch break
1330 - SESSION N - Highlights and After-thoughts
- 1330 Maintenance
- 1400 Training
1430 - Looking Forward
- Assessment of this workshop
- What's Next? (WAO 2000 and beyond)
1500 - End of Workshop

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Submissions for Publication

The Workshop Proceedings will be published and distributed in a bound soft cover volume. We need an abstract and a paper for each oral presentation and an extended abstract for each poster. We require clean camera-ready printed copies (do not fold) and the original electronic files. For the electronic files we require both the source files and a Postscript or PDF file. See reverse for the WAO'98 file naming convention.

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Poster Information

We encourage all participating labs to submit posters for one (or more) of the following sessions:

Poster Session	Topic Coordinator
1. Machine Maintenance	Ron Lauze
2. Staff Training	Simon Baird
3. Control Room Layout and Design	Martha Zumbro
4. How We Do Business: A General Overview	Rick Bloemhard

We believe the poster sessions will enhance the quantity and quality of the information exchanged during the workshop. The poster guidelines include basic laboratory data that will make it easy to compare the approaches used by different labs. If you would like to present a poster at WAO'98, please contact the appropriate session chair (for email addresses and phone / fax numbers, see the Committee page on our web site: www.triumf.ca/wao98).

Poster Format: The posters will be mounted on double-sided 4' x 8' display boards. Two posters will be mounted on each side. The size of the posters is therefore limited to approximately 36" wide and 48" high.

Example Poster Files are available under the "Format" section of our web site (<http://www.triumf.ca/wao98>). The TRIUMF-ATG How We Do Business poster was prepared using Microsoft's PowerPoint 97 program. It is set up for plotting as a 36" x 48" poster. This file can be used as a starting point for producing other posters.

Submissions File Naming Convention for WAO'98

To speed publication and reduce the amount of work required we will accept only three file formats for presentation submissions:

LaTeX	-newer version only
Microsoft Word	-Version 6.0/95
Microsoft Word for Mac	-Version 6.0

We need an orderly system of file names for files that authors submit. The naming convention must make it easy to identify the various parts of a presentation and make it obvious where they should be located in the proceedings. To accommodate people with older operating systems we will use only 8 + 3 characters file names. The following convention should be used:

- "w8", the first two characters will serve as a WAO'98 identifier.
- The third character of the file name corresponds to the session letter on the schedule (a,b,c...).
- The fourth character will be "o" for oral presentation files and "p" for poster abstract files.
- Next is a two digit numeric author identifier assigned by the session chair.
 - For oral presentations, these should simply follow the schedule order (starting with 01 in each session).
 - For poster abstracts, the chair assigns the number as he contacts each author (starting with 01 in each session).
- Next is a file type identifier a=Abstract, p=Paper or "Extended Poster Abstract", f=Figure
- Next (optional) is a single digit number (1-9) for figure numbering.
- The 3-character file extension can be one of:
 - .doc MS Word Files (figures are normally embedded within the file)
 - .tex LaTeX files
 - .eps Encapsulated PostScript files for figures of LaTeX submissions
 - .ps PostScript file (either a .ps or .pdf file is required for each submission)
 - .pdf Adobe's Portable Document File (either a .ps or .pdf file is required)

Example: Somebody submitting a Maintenance Poster (session B) abstract in LaTeX format might need to include files such as:

w8bp12a.tex
w8bp12f1.eps
w8bp12a.ps or w8bp12a.pdf

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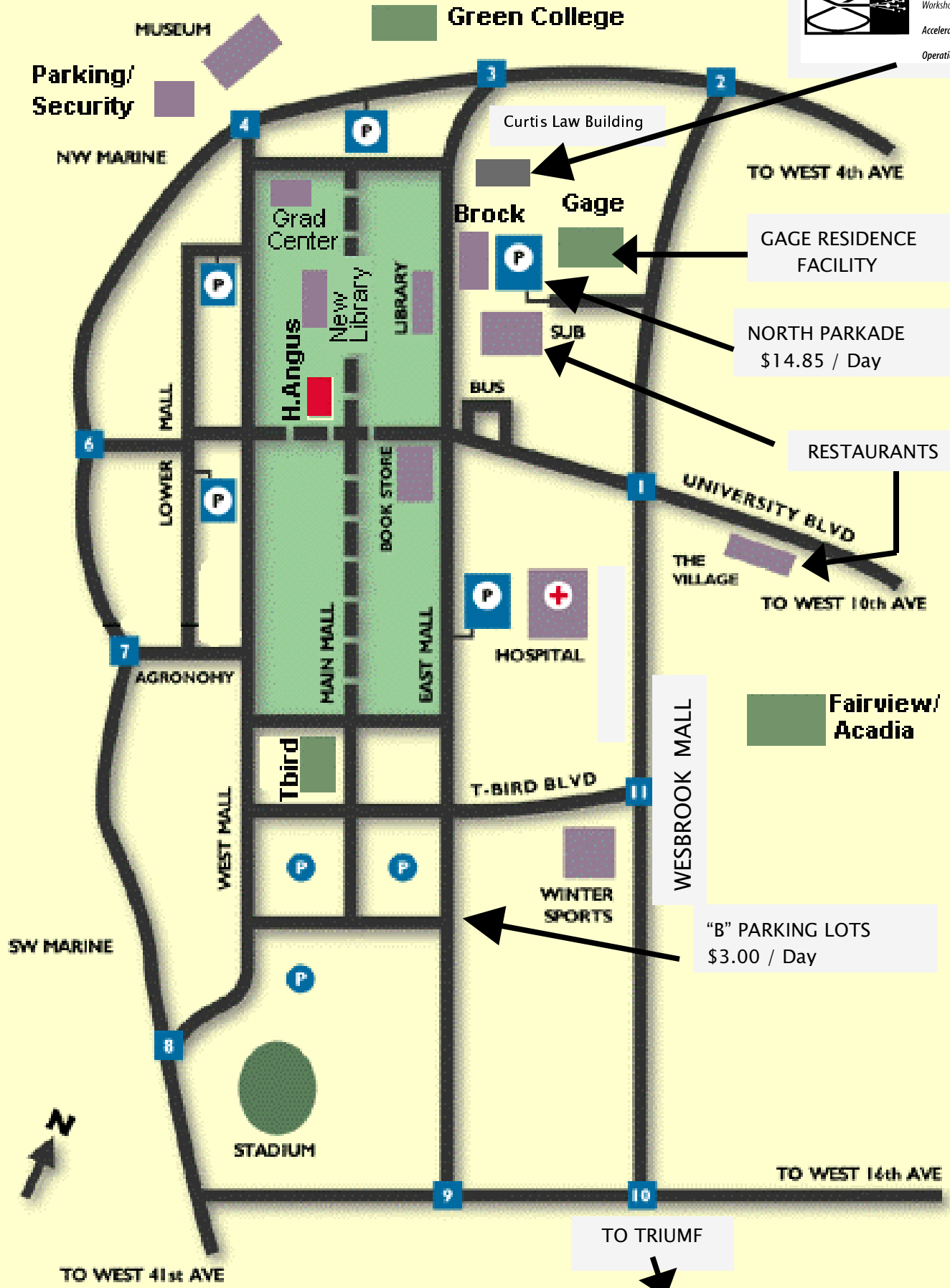
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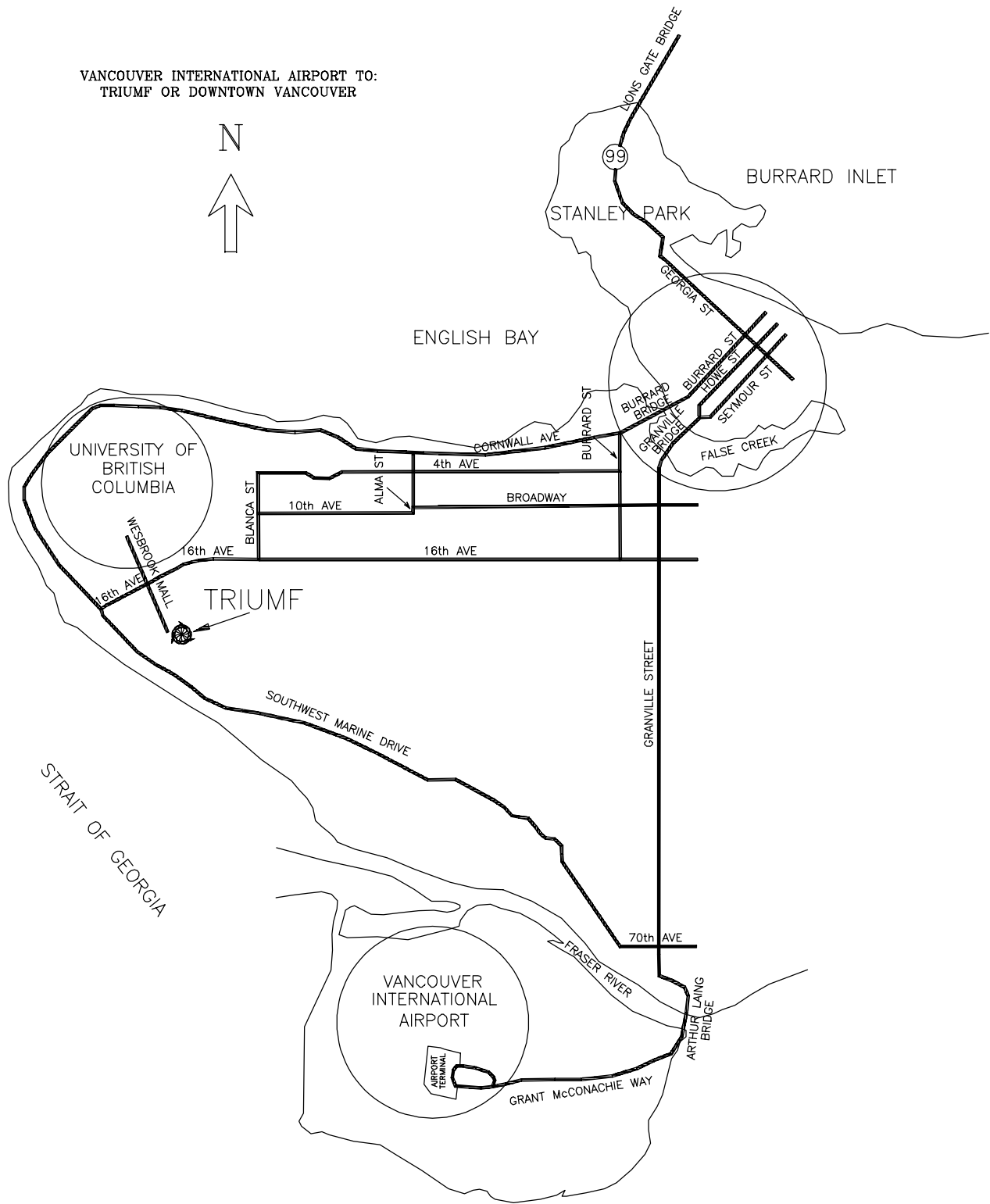


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TRIUMF 4004 Wesbrook Mall, Vancouver, B.C., V6T 2A3
Tele.: (604) 222-1047

VANCOUVER INTERNATIONAL AIRPORT TO:
TRIUMF OR DOWNTOWN VANCOUVER



1 km

TRIUMF is on Wesbrook Mall,
1 km south of traffic lights at 16th Avenue.