CLAS Collaboration Chair Procedures

G.P.Gilfoyle[1], R. De Vita[2], B. McKinnon[3], K.Hicks[4], and D.Ireland[3]

[1] *University of Richmond, Richmond, VA*
[2] *INFN, Sezione di Genova, 16146 Genova, Italy*
[3] *University of Glasgow, Glasgow, UK*
[4] *Ohio University, Athens, OH*

November 25, 2017

Abstract

This CLAS-NOTE is a set of guidelines for the duties and responsibilities of the CLAS Collaboration Chair. The goal is to provide new CLAS Chairs with a "user's manual" to ensure a smooth transition in the operations of the Collaboration when a newly elected Chair takes up their duties. This document should be updated as those duties evolve with time.

Contents

1   Introduction

This CLAS-NOTE is a "user's manual" for a newly elected, incoming CLAS Collaboration Chair to assist them in their "overall responsibility for assuring smooth operation of the Collaboration"[1, 2]. It starts with a listing of the required permissions for working with the files and databases necessary for the Chair's duties and then provides detailed instructions for the various tasks the Chair must perform.

The CLAS Chair is a service duty, with limited ability to make changes in the direction of the Collaboration. The Chair term is only two years, so to lead the Collaboration in a given direction, one must start early and discuss the issues with the Hall B leaders before bringing the matter to the Collaboration. Time goes by quickly, so developing a strategy early is essential.

2   CLAS Collaboration Chair permissions

In order to perform the tasks required of the Chair, there are several databases, directories, wikis, and indico sites the Chair needs to access. They are listed in the table below.

Item	Location	Manager
Indico	Last Collaboration meeting	Outgoing Chair
Publications database	`https://clasweb.jlab.org/membership/publist.php`	Membership Chair
Review database	`https://www.jlab.org/Hall-B/shifts/index.php?` `display=admin&task=paper_review`	Membership Chair
Review directories	`/u/site/www/html/Hall-B/secure/claschair/` `pubs2017`*†	Computer Center
CLAS information wiki	`https://wiki.jlab.org/clas_chair/index.php/CLAS_` `Collaboration_Information`	Computer Center
Trello	`https://trello.com/b/fxl3quBK/` `clas-publication-progress`	Outgoing Chair

* The lowest directory should have the year in its name, *e.g.*, pubs2017.
† See Section 4.6 for the convention on filenames.

Table 1: CLAS Collaboration Chair necessary privileges and permissions.

3   CLAS Collaboration Meeting

An essential duty of the CLAS Chair is to organize, manage, and lead the CLAS Collaboration meetings as described in the CLAS Charter and Bylaws (see page 8 of the Charter [1]). Here we list many of the steps required for a successful meeting in roughly chronological order starting about five weeks before the meeting.

3.1   List of Tasks

1. Reserve the rooms for the Collaboration meeting early - 5 weeks ahead. Contact Linda Ceraul (x7621, cerauljlab.org) or one of the Hall B administrative assistants. See a previous meeting's indico agenda for room numbers and days on the CLAS Collaboration Information wiki [3]. Check with each committee chair to verify that they want a room and what size. Check the status of the rooms using the Calendar application on Zimbra (the JLab email and office package).

2. Start to make agenda early - 5 weeks ahead. Decide which plenary speakers you want and contact them now. See sections 3.3 and 3.4 of this manual.

3. Clone the previous meeting's indico site to make the new one. See Section 3.2 of this manual for details.

4. Ask Linda Ceraul to set up the registration website 3-4 weeks ahead. The registration site is where Collaboration members sign up for the meeting and pay any fees. Test it out yourself before sending the link to the collaboration. An example of a past site is here.

   `https://misportal.jlab.org/ul/conferences/generic_conference/registration.cfm?`
   `conference_id=COLLAB-CLAS-OCT2017`

5. Put a link to the indico agenda on CLAS Collaboration Information wiki when you are ready for Collaborators to see it [3].

6. Put a link to the registration website on CLAS Collaboration Information wiki when you are ready for Collaborators to see it [3].

7. Plan reception separately. Contact the JLab conference staff to ensure that they know about it and that the registration fee covers the cost of the reception. Make sure the Hall B leader knows about it.

8. Announce a tentative agenda to the Collaboration 2-3 weeks ahead of time with links to the indico agenda, the registration website, and the CLAS Collaboration wiki. The wiki should have all of these links on it.

9. There are tools in indico to send email to all the presenters. See `Lists` on the `General Setting` page of the indico site which you can reach by clicking on the pencil icon at the top of the agenda page. Send them an email two weeks ahead of the meeting making sure they are aware of their talk.

10. The week before the Collaboration meeting get the status of all the ongoing *ad hoc* or PAC reviews by sending emails to the committee chairs.

11. The week before the Collaboration meeting email the chair of the User Board of Directors to see if there are any announcements to be made at the Collaboration meeting.

12. The week before the Collaboration meeting generate a tentative agenda for the CLAS Coordinating Committee (CCC) meeting (see Section 3.6) and send it out to the CCC members for feedback.

13. Use BlueJeans to webcast. Decide the platform to run BlueJeans, either a cell phone or a computer. Consider getting a good quality microphone from the JLab conference staff to connect to the webcast. Try it out in the auditorium to test out the sound quality. See Section 3.5 of this manual.

14. Get the agenda to Linda Ceraul by the Wednesday before the meeting to make posters.

15. Set up the BlueJeans site for the meeting and email the address to Collaboration a couple days before the meeting.

16. One of the Coordinating Committee tasks at each meeting is to to pick dates for the next Collaboration meeting. Generate a list of potential conflicts with conferences during the range of possible times for the next Collaboration meeting by checking the sites below and any others you can think of.

    ```
    APS http://www.aps.org/meetings/calendar.cfm
    http://www.conference-service.com/conferences/nuclear-physics.html
    http://www.conference-service.com/conferences/high-energy-physics-and-accelerators.html
    http://inspirehep.net/search?ln=en&cc=Conferences&p=fin+date+%3E+today&sf=year&so=a
    MSU https://groups.nscl.msu.edu/nscl_library/confer/confer.htm
    INT  http://www.int.washington.edu/PROGRAMS/programs_all.html
    ECT  http://www.ectstar.eu/this-year/activities/taxonomy/term/21
    ```

17. Email the Collaboration the weekend before with all of the necessary information. See the template below.

```
CLAS Collaboration meeting and First Experiment Workshop


Hi Folks,

The CLAS Collaboration meeting and First Experiment Workshop are upon us and will be held
June 13-16. The agenda for the meeting is at the following site.

https://www.jlab.org/indico/event/222/

Check it out. Some talks have shifted around a bit and the 'First Experiment' workshop and
the Working Group agendas have been added. We will use BlueJeans for video conferencing for
off-site collaborators using the link below

https://bluejeans.com/326434404

which can also be found on the CLAS wiki (https://wiki.jlab.org/clas_chair/index.php/Main_Page)
along with a link to the registration website and guidance for uploading talks.

Don't forget to register at the following address.

(https://misportal.jlab.org/Ul/conferences/generic_conference/
registration.cfm?conference_id=COLLAB-CLAS-JUNE2017).

If you have any questions or comments about the meeting (or anything else for that matter),
please let me know.

Cheers,

CLAS Chair
```

3.2   Set Up the Indico Agenda

1. Kari Heffner is a helpful person for indico problems (`heffner@jlab.org`, x5814).

2. Clone the previous meeting's agenda to create a starting point for the upcoming Collaboration meeting. Go to the management area of previous CLAS meeting by clicking on the pencil icon at the top of the agenda. Once there, click on the `clone` button in the upper-right corner of the webpage. Follow the directions.

3. Decide what to clone.

   A possible set of choices.

   ```
   main info
    No attached materials
    access and management privs
    no alarms
    full timetable
        sessions
    no participants see how this goes.
    no email to participants
    no evaluation.
   ```

4. Pick a date for the start of the meeting.

5. Click `clone once` and you're done.

6. The list of people who are permitted to edit the agenda (*e.g.* the Physics Working Group Chairs) can be found in the management area of the indico site. Click on the pencil icon at the top of the agenda page. There is a link to `Protection` settings that has the list of managers of the indico site and includes the members of the Coordinating Committee. Being on this list enables each person to start to develop their working group agendas before the site is live for the whole Collaboration. You can add or remove people on this page as is appropriate.

7. The annoying part here is that you now have to go and individually remove all the talks except the known repeats.

8. The web address of a meeting on indico is `https://www.jlab.org/indico/event/nnn/` where `nnn` is an identification number selected by the code.

3.3 Standard Plenary Talks to Arrange for Collaboration Meeting

1. Accelerator status - Arne Freyberger or Mike Tiefenback

2. JLab status - Bob McKeown or other member of JLab management.

3. CalCom - committee chair

4. CLAS12 Software - Veronique Ziegler

5. Software tutorial - was organized by Nathan Harrison

3.4 Additional Plenary Speakers

1. The authors of papers undergoing ad hoc review are good candidates for plenary talks.

2. Additional talks from theorists or others whose work is especially relevant to the Collaboration also make good speakers.

3. Asking the Coordinating Committee for suggestions is helpful.

3.5 Setting up and Using the AV Equipment in the CEBAF Center Auditorium

1. See Chris Williamson for help (`cew@jlab.org`, x6245). He can provide training often on the day before the meeting to use the soundboard and other equipment in the auditorium. He can also check the setup of the system for the meeting.

2. Start the projector and connect it to the appropriate PC using the touch screen at the AV desk. See Fig. 1.

3. Control the microphone volumes using the sliders on the soundboard. See Fig. 2. The numbers on the soundboard correspond to the numbers on the microphone.

4. The audio is usually the most difficult connection to get working. BlueJeans can be installed on a smartphone and used to check the audio is working when the auditorium BlueJeans link is set up.

5. Get lots of batteries for the wireless microphones. They often run out of power.

6. During the Collaboration meeting monitor the video and audio connections with a laptop using BlueJeans. The connections will occasionally be lost and will require human intervention at the AV desk. Look for any chat comments posted by remote users.

Figure 1: Touchscreen for controlling CEBAF Center auditorium projector and computer connection.
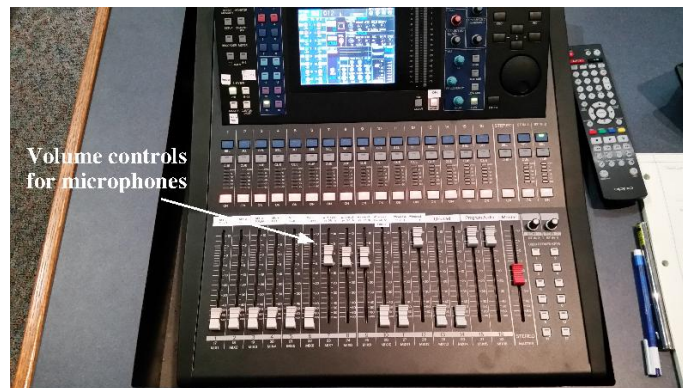

Figure 2: Soundboard in CEBAF Center auditorium.

3.6 Managing the CLAS Coordinating Committee Meeting

- The meeting is usually organized during lunchtime on the second day of the meeting (after the Membership Committee has met).

- The CCC includes the Hall B Leader and the chairs of each Physics Working Group. Other people can be invited as desired.

- In the past, a student/postdoc representative sometimes gave a report as a liaison between the students/postdocs and the CCC. After the report, the representative leaves the room.

- The Hall B Leader often has issues to discuss. Consult with him/her beforehand, and put it on the agenda.

- Send the tentative agenda to the CCC before the meeting.

- Discuss any organizational issues or strategic directions that you are thinking about. The CCC can be used as a "sounding board" to get feedback on your ideas.

- In the past, a Steering Committee was formed to help with the transition to CLAS12. Ad Hoc committees like this can be formed by the CCC if wider collaboration feedback is needed.

- Vote on the recommendations of the membership committee.

- Requests for limited members on papers are also voted on by the CCC.

4   Managing *ad hoc* Reviews

Setting up, monitoring, and managing the *ad hoc* reviews is one of the major tasks of the Chair. The requirements for the *ad hoc* reviews are described on pages 7-8 of the Charter and pages 5-7 (Section C) of the Bylaws [1, 2]. In this section we go through the steps in the process and add some advice on various sections.

4.1   Form the Committee

To form the ad hoc committee get the paper, the title, lead authors, target journal, the run period, the index number of the analysis review, the working group, and any recommendations for the membership of the *ad hoc* committee from the contact author. The *ad hoc* committee typically consists of 2-3 people from at least two of the Physics Working Groups including the Working Group developing the paper (see the charter [1]). To set it up consider selecting a more senior person for chair and one younger person (*i.e.*, postdoc or research faculty) so they have an opportunity to learn how to participate in reviews. The CLAS database can be used to generate a spreadsheet of CLAS members including working group and membership status which is helpful for picking names. Below are samples of messages used in the past to request Collaboration members to participate in a review.

Template of chair of committee request:

```
Hi <person>,

   I would like to ask if you would be willing (and able) to chair the ad hoc review of the
CLAS paper entitled "Semi-Inclusive pi0 target and beam-target asymmetries from 6 GeV electron
scattering with CLAS" by S. Jawalkar et al. Keith Griffioen is the contact author. I would
much appreciate it if you would be willing to serve on this committee. The time frame that
we are looking for would be to have the review under way in the next few weeks (a bit longer
than usual with the holidays). Let me know what you think.

Cheers,

CLAS Chair
```

Template of committee member request:

```
Hi <person>,

I would like to ask if you would be willing (and able) to serve on the ad hoc review
committee for the CLAS paper entitled "Semi-Inclusive pi0 target and beam-target asymmetries
from 6 GeV electron scattering with CLAS" by S. Jawalkar et al. Keith Griffioen is the
contact author. <somebody> has already agreed to act as chair of the committee.  The time
frame that we are looking for would be to have the review under way in the next couple weeks.
Cheers,

CLAS Chair
```

4.2   Set Up the Website

Once you have a full committee, the *ad hoc* review committee can be set up. Get the paper, the title, the run period, working group, the target journal, the committee, and the index number of the analysis review. Login to the CLAS shift website and go to the following site.

```
https://www.jlab.org/Hall-B/shifts/index.php?display=admin&task=menu
```

Go to the left-hand side menu under `More resources` and click on `Paper and PAC Reviews`. That link should take you to the review site.

`https://www.jlab.org/Hall-B/shifts/index.php?display=admin&task=paper_review`

Scroll to the bottom of that page and click on `Start a new paper or PAC review`. You should get an online form like the one in Figure 3. Enter the information you gathered on this website. On the drop-down menus for the committee members names hit the keyboard key of the first letter in the person's name and you will go to that section of the alphabet on the list (saves time). You can upload the draft of the paper to this website at this time. Clicking on `Initiate review` will send an email to each committee member.

Figure 3: Web-based form for initiating an *ad hoc* review at `https://www.jlab.org/Hall-B/shifts/index.php?display=admin&task=paper_review`.

4.3   Alert the Committee

Send out an email to the committee members announcing the start of the review and with a link to the review page you made in Section 4.2.

Template of email to *ad hoc* committee:

```
Hi Folks,

You should have received an email announcing the start of the ad hoc review of the
paper entitled

Measurement of the Helicity Difference in omega -> pi+ pi- pi0 Photoproduction

by Z. Akbar, P. Roy, V. Crede et al. If you did NOT receive an email, let me know.
The first version of the paper is at the Paper and PAC review website.

https://www.jlab.org/Hall-B/shifts/index.php?display=admin&task=paper_review

Many thanks for doing this.

CLAS Chair
```

4.4 Update Trello

Trello is a web-tool for keeping track of all the reviews and to see what stage they are in. The CLAS page is at this site `https://trello.com/b/fxl3quBK/clas-publication-progress`. Thanks to Dave Ireland for discovering it.

4.5 Monitor the review

Committee chairs routinely copy the CLAS Chair on emails, but you can also monitor the review on the website made in Section 4.2. It should not be a surprise that *some* review committees make slow progress. Although automatic reminders are sent out to the committee, consider sending a follow-up email to the committee chair encouraging a timely review process, if needed.

4.6 Collaboration-Wide Review

Once the *ad hoc* committee is satisfied with the paper, the Collaboration-wide review can begin. This request should come from the contact author with concurrence from the *ad hoc* chair.

1. Collect the following information/items.

   Get the final version of the title (it does occasionally change), the target journal, lead author list, run period (e1, eg1, ...), and the exact data taking period (required to generate the author list). Request the latest version of the paper and upload it to the review website with the comment 'Collaboration-wide review version'. Get the *ad hoc* committee membership. The review website is accessible from the ongoing `Paper and PAC reviews` website.

   `https://www.jlab.org/Hall-B/shifts/index.php?display=admin&task=paper_review`

2. Put a copy of the revised paper into the appropriate directory which has a name like the following.

   `/u/site/www/html/Hall-B/secure/claschair/pubs2017`

   This area is accessible from the JLab CUE machines (*e.g.* jlabl2). The filename of the paper should include the number of the paper for that year along with the target journal, run period, abbreviation for the title, author, and text to indicate the Collaboration-wide review version. For example, the second paper received in 2017 was to be submitted to Physical Review C. It was about two-pion electroproduction by E.L. Isupov *et al.* so the filename was `02_prc_2pi_isupov_collabReview.pdf`.

3. Go to the CLAS publications page at `https://clasweb.jlab.org/membership/edit.php`. Click on `Publications` and you should get something like Figure 4. Click on `New Publication` and you should get a page that looks like Figure 5. Fill out the `New Publication` form as required. The default comment period is one month, but the CLAS Charter requirement is for 15 days. For the pdf location put the full path to the paper including the filename so it should be something like the following (using the same example from above).

   `https://www.jlab.org/Hall-B/secure/claschair/pubs2017/02_prc_2pi_isupov_collabReview.pdf`

   Put in the dates of the data taking, beam (the choices are electron, photon, or both), and set status to 'review'. Check the pdf made it onto the publications page (`https://clasweb.jlab.org/membership/publist.php`). Check the pdf is on the opt-in page (`https://clasweb.jlab.org/membership/edit.php`). The archive and comment are usually left blank.

   If you want an example and there is an ongoing Collaboration-wide review you can check the opt-in page at (`https://clasweb.jlab.org/membership/pubForm.php`).
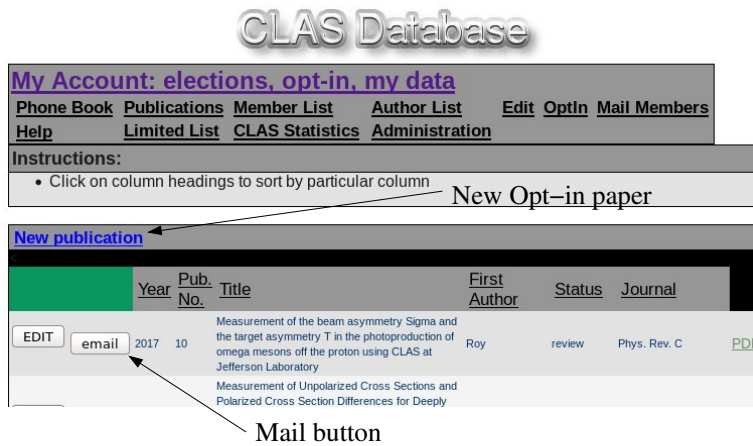
Figure 4: Top portion of publications page (`https://clasweb.jlab.org/membership/publist.php`).

Figure 5: Web-based form for Collaboration-wide review.

4. Send an email to the Collaboration announcing the comment period. See below for the template. Use the mass mailing button on the the publications page entry

   `https://clasweb.jlab.org/membership/publist.php`

   shown in Figure 4.

   `Dear CLAS Collaborators,`

The paper entitled "Target and Beam-Target Spin Asymmetries in Exclusive pi0
Electroproduction for Q2>1 GeV2" by P.E.Bosted (same contact author) is now
undergoing Collaboration-wide review. The collaboration-wide review started
today, and will end on October 20. To check the status of this Collaboration-wide
review, read the latest version, and contribute your comments, please login to
the CLAS database https://clasweb.jlab.org/membership/phonebook.php and access
the OPT-IN page.

As a reminder, you are entitled to opt-in to the author list if
[See CLAS Charter, Section XI.B and Bylaw C7]:
- You were a full or term member at the time of data taking that led to the publication.
- You are a current full member.
- You are a current term member, after successful completion of an initial probationary
period.
- You are a limited member, and the lead authors have agreed to include you on the
author list.
- You are a former full or term member who has withdrawn from the CLAS Collaboration,
but the review takes place less than six months following your departure

If you are unsure about your eligibility, please discuss with your institutional
representative and/or me.

Best regards,

CLAS Chair

5. When the comment period is complete check with the ad hoc committee that they reviewed the comments and there are no significant changes to be made to the paper. If there are issues consult the charter [1].

4.7   Set up the author check

Once the time limit for the Collaboration-wide review has been reached, the charter requires at least seven days to allow Collaboration members to check they are on the author list.

1. Once the Collaboration-wide review is tentatively finished put a copy of the revised paper with the full author list in the appropriate directory.

   /u/site/www/html/Hall-B/secure/claschair/pubs2017/

   with the same template for the filename as the collaboration-wide-review version, but replace the appropriate text to indicate author check. The example above in Section 4.6.2 would now be something like 02_prc_2pi_isupov_authorCheck.pdf.

2. The author-check version should also be placed on the review website.

3. After putting the author check version in the area mentioned in Section 4.7.1 above, update the entry on publications page at https://clasweb.jlab.org/membership/publist.php.

   The results should show up here:
   https://www.jlab.org/Hall-B/shifts/index.php?display=utils&task=publications.

4. Send the author check email to the Collaboration from this website: https://clasweb.jlab.org/membership/publist.php. See Fig. 4 to locate the email button.

   The author check period for a CLAS paper is required to be at least seven days. The default in the database is two weeks.

Template for author check:

```
Hi Folks,

The comment period for the paper entitled "The Beam-Target E asymmetry
for \vec gamma \vec n -> pi- p in the N resonance region"
(D. Ho et al., contact author Andy Sandorfi) is complete and we have
now entered the author check stage which will last until April 5.
The final version of the paper is available on the CLAS paper review
site at the address below (you'll have to login to the CLAS secure
webpage first).

https://www.jlab.org/Hall-B/shifts/index.php?display=admin&task=paper_review

The direct link to the review page for this paper is the following.

https://www.jlab.org/Hall-B/shifts/index.php?display=admin&task=
paper_review&rid=2259083&operation=view

Look for 'Author check' under the notes on the right-hand side and
then click on the filename. Please check your authorship status on
the paper. If you did not OPT-IN for this paper and your name is
missing, send the contact author Andy Sandorfi (sandorfi@jlab.org)
and me an email.

You can also go to the publications page on the opt-in website.

https://clasweb.jlab.org/membership/publist.php

Cheers,

CLAS Chair
```

5 PAC Reviews

The JLab Program Advisory Committee (PAC) will usually make a call for proposals for new beamtime in the spring in preparation for the PAC meeting in the summer. The Collaboration Chair is responsible for organizing internal reviews of potential new proposals. The proposals fall into two categories. A new run group proposal is a set of experiments that will collect data together and the spokespersons request new beamtime from the PAC to do that. The Collaboration's role here is to review the set of experiments and endorse submission to the PAC (or not). The second category is an addition to an existing, previously approved run group. These proposals are usually for a single experiment that will run parasitically with another run group. They are reviewed internally by the Collaboration which decides to endorse (or not). These proposals are not reviewed by the PAC, but the proposals and the internal, Collaboration reviews are passed on to the PAC.

Much of the work for organizing the reviews falls on the Physics Working Groups, but the Collaboration Chair must manage that process and communicate the timeline and other requirements to the Collaboration. Once the PAC makes the announcement (usually in the spring) of the upcoming meeting, the Chair should alert the Physics Working Group Chairs and prepare a timeline for the internal, CLAS reviews. The timeline is prescribed in the Bylaws Section G, pages 14-15 [2]. Experience shows it is helpful to extend the timeline. For example, the submission of a draft proposal to the Chair must be "at least four weeks before the PAC submission deadline". This due date could be extended by two weeks to give more time to complete the review. The timeline should be announced to the Collaboration at the appropriate Collaboration meeting or through email to follow the timeline in the Bylaws. The review committees will work with the CLAS

Coordinating Committee to make a final decision the endorsement of the proposals. The Collaboration Chair should prepare a website to collect information on the proposals as they are being reviewed internally.

6 Election of the Next CLAS Collaboration Chair

The CLAS Charter has guidance for election of the Collaboration Chair on pages 6-8. To be consistent with the timeline in the CLAS Charter, the Collaboration Chair should begin forming a nominating committee around the time of the spring Collaboration meeting. At that meeting the Collaboration Chair should make a call for nominations from the entire Collaboration and announce the formation of the nominating committee. The same message should be emailed to the entire Collaboration. It is important to broadcast widely the call for nominations and the formation of the nominating committee. Once the ballot is formed, the election is carried out by the Membership Committee Chair. Each member of CLAS votes via the same website used for Opting-in on papers.

7 Templates of Standard Email Messages

Throughout this document we have included samples of the routine messages the Collaboration Chair has to send. These can and should, like this manual, evolve in time. The templates are stored in an easy-to-use text file at the following address.
    https://userweb.jlab.org/~gilfoyle/CLAStemplates/

8 CLAS12 Analysis Reviews

All data analysis that is to be submitted for publication from the CLAS Collaboration must be reviewed by an internal, Collaboration committee. In the CLAS6 era, this committee was usually not formed until an analysis note describing the work was near completion and it was reviewed within a single Physics Working Group. With the start of CLAS12 operations, many running periods contain a large number of different experiments from different Physics Working Groups. To study the different analyses, the Collaboration Chair can appoint a review committee before the run period begins. This step was recommended by the Common Tools Committee to speed the route to publication [4]. The run schedule is usually known up to eighteen months in advance so the Collaboration Chair should set up the analysis review committee well in advance of the start of running to be ensure the preparations done by the run group are adequate.

9 Suggestions for Procedure Changes

1. Early selection of CLAS Collaboration meetings - It would help overseas collaborators to know 1-2 years in advance of upcoming Collaboration meetings. Gluex is apparently able to do this.

2. Extend the timeline for submissions of draft, PAC proposals to the Collaboration Chair by two weeks - This would give the review committees more time to work with the authors to prepare for the PAC meeting. See Section 5.

3. Former chairs act as post-chairs - This change will help make the transition smoother and it could be required to update this manual so it remains relevant for new chairs.

4. Form analysis reviews before the run period - The First Experiment Analysis Review committee was formed for the first CLAS12 production run to make the time from experiment to publication shorter. Consider modifying the charter to make this permanent.

5. Bluejeans manager for Collaboration meetings - This person would free up the Collaboration Chair to focus more on the meeting than the technical details.

6. Compile listing of all CLAS6 run dates - This would relieve the authors from tracking this information down.

10   Helpful Contacts

The table below is a compilation of helpful people for different Collaboration Chair responsibilities. To obtain their contact information use the 'staff' command on any CUE machine.

Person	Task
Linda Ceraul	Everything
Kari Heffner	indico
Chris Williamson	Audi-visual support
Stephanie Vermeire	Meeting planning and on-line registration
Josh Cameron	Auditorium and F-113 setup

Table 2: Table of support stuff for Collaboration Chair duties.

References

[1] CLAS Collaboration Charter. Technical report, Jefferson Lab, 2017. `https://www.jlab.org/Hall-B/secure/claschair/CBdocs/CLAS_COLLABORATION_CHARTER_Oct2017.pdf`.

[2] CLAS Collaboration Bylaws. Technical report, Jefferson Lab, 2017. `https://www.jlab.org/Hall-B/secure/claschair/CBdocs/Bylaws_of_the_CLAS_Collaboration_Oct2017.pdf`.

[3] CLAS Collaboration Information. Technical report, Jefferson Lab, 2017. `https://wiki.jlab.org/clas_chair/index.php/Main_Page`.

[4] Report of the Ad Hoc Committee on Common Tools. Technical report, Jefferson Lab, 2016. `https://www.jlab.org/Hall-B/secure/claschair/nov16/CommonToolsReportNov2016.pdf`.