1st Science Program Announcement

Nov. 2, 20220

Dear International Science Program Committee (ISPC) and Science Program Advisory Board (SPAB) members for SRF'21,

This is the first science program announcement to initiate the process for selection of the "Invited Talks", "Keynote Talk" and "Lecturers for Tutorial SRF'21". As already announced in the first SRF'21 announcement, this conference is a virtual. Presentation time for talk is 15 minutes, and 5 min for Q&A, 20 min in total. The "Keynote Talk" will be allocate 20 minutes for presentation and 10 minutes for questions, for a total of 30 minutes. Each lecture for the SRF'21 tutorials will be for 1 hour including the question and answers portion. The information of classifications and content required for the presentations are described in the attached Excel spreadsheet. Table 1 shows the tentative timeline of the oral sessions. Table 2 shows the tentative timeline including sub-classifications for the tutorial sessions for SRF'21.

Table 1: Timeline of the oral presentation in SRF'21. Time zones: 8:00 am – 12:00 pm (US ET), 5:00 am – 9:00 am (US PT), 9:00 pm – 1:00am (Japan), 1:00pm – 5:00pm (London)

SRF'21 Virtual Conference Timeline (Tentative)

Time (US ET)	6/28(Mon)		6/29(Tue)		6/30 (Wed)		7/1 (Thu)		7/2(Fri)
8:00	Opening	8:00	Invited oral talk session	8:00	Invited oral talk session	8:00	Invited oral talk session	8:00	Invited oral talk session
8:10	Welcome Talk	8:20		8:20		8:20		8:20	
8:30	Invited oral talk session	8:40		8:40		8:40		8:40	
8:50		9:00		9:00		9:00		9:00	
9:10		9:20		9:20		9:20		9:20	Break
9:30		9:40	Break	9:40	Break	9:40	Break	9:30	Invited oral talk session
9:50	Break	9:50	Invitation oral talk session	9:50	Invited oral talk session	9:50	Invited oral talk session	9:50	
10:00	Invited oral talk session	10:10		10:10		10:10		10:20	
10:20		10:30		10:30		10:30		10:40	Keynote Talk
10:40		10:50		10:50		10:50			
11:00	Poster session	11:10	Poster session	11:10	Poter session	11:10	Poster session	11:10	Closing
								11:40	Virtual Lab tuor
12:00noon	Close	12:10	Close	12:10	Close	12:10	Close	12:40	Close

Table 2: Timeline for the tutorial SRF'21. The Time zone is 8:00 am – 12:10 pm (US ET), 5:00 am – 9:10 am (US PT), 9:00 pm – 1:10am (Japan), 1:00pm – 5:10pm (London)

SRF'21 Virtual Tutorial Time line (Tentative)					
Time (Us E	6/23 (Wed)		6/24 (Thu)		6/25 (Fri)
8:00	Basic of RF suprrconductivity and Nb material	8:00	Low/medium beta cavity design	8:00	Beam-cavity interaction
9:00	RF basics, Tmcavity design and fabrication	9:00	Cavity processing and cleam assembly	9:00	LLRF control
10:00	Break	10:00	Break	10:00	Break
10:10	Cavity performance testing: vertical Dewar and cryomodule	10:10	Pushing bulk Mb limits	10:10	Basics for cryomodule design and fabrication, assembly
11:10	Fundamental power cupler and HOM cupolers	11:10	New material beyond bulk Nb		SRF long-term operation experience and issues to be resolved
				11:30	
12:10	Close	12:10	Close	12:10	Close

On behalf of the ISPC, we ask all ISPC and SPAB members to submit your proposals for above three selection items.

To submit your proposals, we have set up the SPMS database similar to SRF'19. Please do the following:

1) Go to https://spms.kek.jp/pls/srf2021/profile.html
2) Login with your JACow username and password
3) Select the "Propose Invited Oral" option and click the "Submit" button.

To "Propose Invited Oral"
4) Select "Manage Abstracts" and then select "Propose a New Invited Oral."
    a. Add an "Abstract Title"
    b. Select "Invited Oral" as Presentation Type
    c. Select a "Main Classification" Type:
       Note "Facilities", "Fundamental research and development", "Cavities", and "SRF Technology" are main classifications for invited talks.
          i. For "Lecturers" for Tutorial
             1. Please put sub-classification in the abstract title box (Sub-classifications are in Table 2 above)
             2. Please briefly describe a justification why he/she is proposed for the lecturer. Please fill in his/her previous lecture experience and gender, age (< 45, 45-60, and > 60). These information will be useful to see the lecture's valance. Under the "Abstract" section, please briefly describe what subject matter should be covered. If you wish, you can also add a justification as to why the talk should be presented as an invited oral and /or the choice of speaker
    d. "Footnote" can be used to add relevant details such as "young speakers".
5) Please do not fill in anything for "Funding Agency"

6) Click on "Save Changes" to advance to the next step
7) "Add a New Preferred Speaker". If your speaker is not found in the database, you have the option to "Create a new speaker". If your speaker is found, select him/her in the list and click on "Use Selected Speaker", Select the speaker's affiliation.
8) Click on "Update", otherwise your speaker information is lost.
9) You can then either add a back-up speaker with "Add a New Preferred Speaker" or "Return to Selection proposal." Then you continue to add another invited oral speaker proposal or Hot Topic proposal and Lecturers Proposal.

Again, the main and sub-topics come from the classification spread sheet which is attached in this e-mail. SRF conference series has always done well at promoting early-career presence and we strongly encourage this practice for SRF'21, as well. 85% (34-35 slots) of the possible 41 oral invitation slots will be selected following process and the remaining 15% (~6) will selected from the contributed paper abstracts, which is the next step.

Our "Keynote Talk" will be similar to SRF'19. The talk will include a broader topic such as "the scientific motivation for future machines" or "pioneering experiments on existing machines." Of course, this talk should be understandable to all participants in SRF'21 and interesting. Please briefly describe what kind of topics should be covered. Please fill in a justification why the talk should be presented in SRF'21/ choice of speaker.

Tutorials will be held on June 23rd (Wednesday) – 26th (Friday), 2021 before the conference begins. The topics will be similar to previous SRF conferences.

Please cover your region but also think globally. Please refrain from reviewing proposals submitted by other members, as we would like to encourage independent thinking. We are concerned with world-wide representation, so we need to collect abstract from many different institutions across the globe. It is our hope that SPAB members will help us in achieving this goal.

Please submit your proposals by Monday, December 7, 2020. It is critical that we keep this deadline. Once we receive your proposals, we will begin a discussion and down selection via an Excel sheet in order to fill 85% of available time slots. We will have the first ISPC ZOOM meeting on around December 10, 2020. In this meeting, the proposal list will be shown and the process of the down selection method will be explained. "Keynote" and "Lecturer" portion will complete the selection by end of January 2021. Selection of Invited Speaker (85%) will be completed by February 15, 2021.

The remaining contributed speakers (15%) will be selected from the contributed poster abstracts. We will open the SPMS for normal abstract submission on December. 10, 2020. We will set up the early abstract submission deadline on Feb 10, 2021 for the "Contributed Oral" selection. Once more, we will ask ISPC to select the contributed orals by February 15, 2021. The abstract submission will continue until May 1, 2021. The SRF'21 science program will be completed by April 1, 2021.

Sincerely

Kenji Saito

SRF'21 Chair and ISPC Chair