





🖰 10-14 November 2024 💿 University of Malta, Valletta Campus, Malta 🛛 um.edu.mt/events/adass2024

## Contents

Presenter Instructions	2
Remote Presenter Instructions	2
Poster Instructions	4
Proceedings Instructions	6
Deadline	6
Copyright Form	6
ADASS XXXIV Editor	6
Proceedings Contributions Page Limits	6
Paper IDs	7
Instructions for paper preparation	7
Downloading manuscript preparation materials	7
Using Overleaf?	8
Check your manuscript	8
Package and submit your paper	8
Makefile commands	8
Upload your proceedings contribution	9

# **Presenter Instructions**

The Local Organizing Committee (LOC) has created a shared Google Drive to host all conference presentations, posters, recordings, lightning talks, and other resources. Any files uploaded to Pretalx will also be uploaded here (by the LOC). For files over 10 MB, such as pre-recorded talks or large presentations, please upload your file to a content-sharing platform (e.g., Google Drive, Dropbox) and provide us with a download link; we'll handle the transfer to our Google Drive.

- Submission Deadline: All presentations should be submitted one week before the event to ensure a smooth setup. The submission deadline is Sunday 3<sup>rd</sup> November 2024.
- 2. **Presentation Format**: We recommend PowerPoint presentations since the primary computer in the Aula Magna will be running Windows. PDF presentation will also be accepted.
- 3. **Backup**: We advise presenters to bring a backup of their presentation on a USB stick for any last-minute changes or unforeseen technical issues.
- 4. Use of Personal Laptops: While presenters may use their laptops, we highly encourage submitting the presentation beforehand to avoid delays. Please note that compatibility issues between their laptops and our setup may arise, leading to further delays.
- 5. **Screen Aspect Ratio**: The screen aspect ratio will be 16:9 with resolution 1920 by 1080p. Please ensure presentations are designed accordingly.
- 6. **Video and Sound**: Videos with sound are supported. Please ensure any embedded videos in the presentation file work properly to avoid technical issues.
- 7. **Screen Sharing**: Presenters wishing to demonstrate software live may either pre-record the demo and show it as an embedded video, or join the active Zoom session and share their screen.

#### Remote Presenter Instructions

1. Delivery Mode: Remote presenters should join the Zoom channel for their

session prior to their allocate time slot. For their talk, they can share their screen and present their talk live. Zoom channel IDs will be published in due course.

2. **Pre-Recorded Talk**: In case of technical issues (from both sides) we suggest that remote presenters prepare a pre-recorded talk and submit this to us by the 3<sup>rd</sup> of November 2024.

# **Poster Instructions**

ADASS 2024 will feature electronic posters instead of physical ones. These posters will be showcased on electronic displays located in the same area as the coffee breaks and demo sessions. Each display will present a selection of approximately 10 to 12 posters. The displays will be numbered and will include a list of the posters they are showing. Additionally, all posters will be available online, indicating which displays they are featured on, and may be accompanied by a pre-recorded lighting talk if the author chooses to provide one.

The Local Organizing Committee (LOC) has created a shared Google Drive to host all conference presentations, posters, recordings, lightning talks, and other resources. Any files uploaded to Pretalx will also be uploaded here (by the LOC). For files over 10 MB, such as pre-recorded talks or large posters, please upload your file to a content-sharing platform (e.g., Google Drive, Dropbox) and provide us with a download link; we'll handle the transfer to our Google Drive.

- Submission Deadline: All presentations should be submitted one week before the event to ensure a smooth setup. The submission deadline is Sunday 3<sup>rd</sup> November 2024. The poster and optionally the lightning talk must be uploaded to <u>Pretalx</u>.
- 2. **Poster Dimension**: The electronic displays will be 9:16 with a resolution of 1080 by 1920p (like a standard HD TV set up in portrait mode).
- 3. **Poster Format**: The poster needs to be uploaded in JPEG and PDF formats. The JPEG will be used for the electronic display, whilst the online poster will be hosted as PDF.
- 4. Poster Template: To assist with poster creation you can use this poster template. The template is a PowerPoint slide set to the correct aspect. While you are not required to use the template's design, we strongly recommend adhering to the suggested font sizes, especially the minimum, to ensure your poster is clearly legible. Once your poster is ready, export it in both JPEG and PDF formats. If prompted for image resolution, use 2160 x 3840 pixels. Additionally, ensure any images included in your poster are of high resolution for optimal display quality.
- 5. Lightning Talk: Poster presenters are encouraged to submit a pre-recorded lightning talk, up to 5 minutes, saved in a common format such as MP4. These talks will be displayed in dedicated rooms throughout the conference (except

during BoFs). This cinema-style format allows attendees to view your presentation at their convenience, and each room will feature a list of poster talks scheduled for display. We suggest you use HD resolution and a 16:9 aspect ratio.

- 6. **Proceedings**: Poster authors are encouraged to submit up to four pages for the proceedings (see Author instructions below).
- 7. **Slack**: A slack channel will be created to encourage discussions about individual posters.
- 8. **Agenda**: The agenda for ADASS 2024 does not include sessions for poster presentations.

## **Proceedings Instructions**

#### Adapted from ADASS XXXII

If you contribute to ADASS 2025, you are expected to submit a paper for the proceedings. Invited speakers are required to submit a paper and everyone else is strongly encouraged to do so. ADASS Proceedings are published by the Astronomical Society of the Pacific (ASP) as an open-access part of their <u>Conference Series</u>.

#### Deadline

The deadline for the final publishable version is **15<sup>th</sup> December 2024**.

#### **Copyright Form**

ASP will not publish your paper without a completed <u>copyright form</u>. Please take care to fill in the copyright form completely. (Microsoft <u>Word</u> version). The completed form can be signed with an image of your signature or by printing, signing, and scanning back to PDF. Please do so at your earliest to avoid chaser emails in the future.

#### ADASS XXXIV Editor

- Andrea DeMarco, University of Malta (contact: <u>andrea.demarco@um.edu.mt</u>)
- Jackson Said, University of Malta

## Proceedings Contributions Page Limits

Software and data science change rapidly and continually. Contributions to the literature of astronomical software data systems generally fall into a few categories, such as project status updates, user documentation, decadal white papers, and so forth. ADASS proceedings fill a unique role in providing the opportunity for an instantaneous snapshot. (One might imagine compiling ADASS papers of a project like IRAF from successive proceedings and rifling through them like an animated flipbook.) Contributions to the ADASS proceedings may provide links to key contemporaneous partners or to online resources, whether permanent or ephemeral, and a typical ADASS contribution will touch on the high points of current work, not generally on an exhaustive review of a project's entire history. The page limits are a trade-off between accommodating as many projects as possible and providing a few pages to summarize your key work while remaining within a single volume each year.

- Invited Talks: 10 pages
- Contributed Talks: 4 pages
- Poster Papers: 4 pages
- BoFs: 4 pages
- Focus Demos: 4 pages
- Tutorials: 4 pages

## Paper IDs

Each paper has been assigned an ID in the format **XNnn**, where **X** is one of:

- I for Invited talk (including the Prize talk)
- **C** for Contributed talk
- **P** for Poster (plus three digits)
- **B** for BoF
- **F** for Focus demo
- **T** for Tutorial

and **Nnn** is a three-digit number. The first digit represents the topical theme, and the others are a one-indexed running number in order of submission for posters or presentation for talks.

- 1. Proposal and Observation Preparation Tools
- 2. The rise of AI for science and data center operations
- 3. Extending the life of software and data
- 4. User experience
- 5. Data management and trusted repository in the Open Data era
- 6. Roadblocks in Astronomical Data Analysis
- 7. Metadata, semantics and data models applicable to data formats
- 8. Real-time and near real-time processing pipelines

For example, the first submitted poster ID in the "User Experience" theme is **P401**.

## Instructions for paper preparation

We have provided the ADASS2024.tar proceedings package archive with style files, check scripts, and documentation to help you prepare papers for submission. Among the list of files, you will find:

- ASP Instructions for Authors and Editors (manual2010.pdf)
- *Guidelines for preparing an ADASS paper* (ManuscriptInstructions.pdf)

Please follow the guidelines carefully because the manuscript must be delivered to ASP in print quality. The more issues are solved early on in the process, the more time we all save

## Downloading manuscript preparation materials

The first step in preparing your paper is to download the <u>ADASS2024.zip</u> file. Then unzip this into a convenient parent directory to create the ADASS2023\_author\_template subdirectory (folder). If you author two papers, create a separate ADASS2023\_author\_template directory for each paper. **Do not submit multiple proceedings in the same directory.** 

Authors will receive an email soon for downloading materials and uploading their manuscripts.

### Using Overleaf?

Editing your paper in Overleaf is also known to work: simply upload the .tex template, the two asp2014 files, and optionally your BIB file and EPS figures to your Overleaf project (don't start from scratch, or your file will be likely named main.tex, which is what you don't want!) The easiest way is to run make overleaf, which will produce a single ZIP file with the required content, which you can upload to Overleaf in one go.

### Check your manuscript

Your paper should typeset without generating any LaTeX errors or warnings. Overfull hbox warnings, in particular, need to be fixed. The make check command runs a python script that looks for a number of common problems that have been found in submitted papers. You should run it on your paper before packaging it up for submission and should fix any problems it finds. This test is a copy of a basic paper checking program that will be run by the ADASS editors on all submitted papers. It is also possible to run the check manually with the PaperCheck.py script. See ManuscriptInstructions.pdf for detailed instructions on how to check your manuscript.

#### Package and submit your paper

Your Paper ID (PID) is listed on your abstract listed on the meeting agenda.

You should create a .tar.gz file with a name based on the identifier for your paper, e.g., <PID>.tar.gz. This should contain:

- The <PID>.tex LaTeX file
- The <PID>.bib file defining any cited references
- And <PID\_\*.eps graphics files used by the paper
- The makedefs file
- The resulting <PID>.pdf file for the paper, so we can see how you got it.
- A signed copyright form with a filename copyrightform\_<PID>\_<AuthorName>.pdf.

#### Makefile commands

If everything in the ADASS2024\_author\_template directory is set correctly, you should be able to run the following make commands:

- make pdf # Build the PDF file (possibly twice to get rid of some errors
- make check # Check the manuscript for issues
- make tar # Build the tar file for submission
- make overleaf # Prepare a ZIP file to bootstrap your overleaf project

Please note that in order to get all the make commands working correctly, you should be working in the ADASS2023\_author\_template folder.

## Upload your proceedings contribution

If your <PID>.tar.gz is smaller than the 10 MB limit, please upload your file to Pretalx under your login. Otherwise, please email <PID>.tar.gz to <u>adass2024@um.edu.mt</u>. And if that doesn't work email the same address and we'll make alternate arrangements.