Speakers Committee bylaws

Revised and ratified by the Institutional Board February 1, 2016

1. Preamble

   The role of the speakers committee is to obtain the optimal exposure of Belle II at international conferences and workshops, ensuring high-quality presentations and speakers, and an equitable distribution of talks among the collaboration, while promoting the careers of members.

2. Responsibilities

   2.1 The speakers committee will organize Belle II talks at international conferences and workshops and at major laboratories. This includes soliciting talks and submitting abstracts.

   (a) Regional conferences, which include participants from a single or limited group of countries, are not the responsibility of the committee, unless explicitly requested by the relevant group within Belle II.

   (b) Computing, software, and single-detector-subsystem talks are organized by the relevant coordinator.

   (c) Personal invitations to give Belle II talks that fall within the responsibility of the committee must be reported to the committee, who must approve the invitation before it can be accepted.

   2.2 The committee will select speakers considering the following criteria:

   (a) Appropriate expertise;

   (b) Significance and visibility of the talk;

   (c) Contribution to the collaboration, particularly in areas other than physics analysis;

   (d) Priority to members who have not given a talk recently;

   (e) Career advancement;

   (f) Reasonable distribution within different geographic regions and institutions;

   (g) Input provided by management, conveners, executive board, and the collaboration as a whole, including self-nominations.

2.3 The committee will organize practice talks with appropriate reviewers for all presentations. The slides should be available 24 hours before the practice. The talks will be open to the collaboration.

2.4 Talks must receive a final approval from the committee before they can be presented.

(a) Material that includes Belle II data can be shown only if it has been approved for public presentation.

(b) As an exception, students may show non-quantitative material from their own analysis with the approval of the relevant convener.

2.5 The committee will maintain a database of potential speakers. The committee will make the record of previous and planned talks and speakers available to the collaboration, and ensure that final versions of talks and conference write ups are stored in the document server.

3. Membership

3.1 The Chair of the speakers committee will be elected by the Institutional Board (IB). Term is two years, renewable once.

3.2 The remaining members of the committee are nominated by the IB Chair, in consultation with the Spokesperson and the Chair or incoming Chair of the speakers committee. Nominees are ratified by the IB, and are appointed for a two-year term, renewable once. Half of the committee is renewed every year.

3.3 The Spokesperson and Physics Coordinator are ex-officio members of the committee.

3.4 The first election for Chair will be held at the B2GM in Fall of 2016. The initial two-year term for half of the members will start at this B2GM, and half at the Fall 2017 B2GM.