

# Make your talk public through the Speakers Bureau

## A new function in the SB system to export public talks

We have setup a way to export the final, as-given version of your talks to a public area.

The system uses the [Speakers Bureau](#) database, which is already familiar to all of us since it is used for tracking collaboration:

- [talks](#)
- [plots](#)
- approvals for talks (see e.g. [a list of GENERAL talks in need of approval](#)) and [plots](#)

Please NOTE that this new system:

- DOES NOT REPLACE the usual procedure for posting talks and plots for approval: this will continue as is
- each talk will have two confluence pages linked to its SB entry:
  - an internal private collaboration page for posting drafts of your talk and collecting comments
  - a public page that should ONLY contain the public version of your talk, and potential addenda like tables of the data points shown in some of the plots (if agreed with your science group); please DO NOT post comments to the public pages

We invite you to start using the system now.

## Instructions for making a talk public

- AFTER your talk is approved and AFTER you have given your talk in public, when you have a final version that is ready for being exported to the public area, go back to the SB entry of your talk and click the button *Make this talk public*, as shown in the example below

The screenshot shows the Fermi LAT Speakers Bureau interface. At the top, there's a navigation bar with links like Home, Talks, Plots, etc. Below that, the main header reads 'Fermi LAT Speakers Bureau'. A table lists talks, with one entry highlighted: 'Remond: Very High Energy Phenomena in the Universe'. To the right of this entry, there's a button labeled 'Make this talk public'. Below the table, there's a section for 'This information may be modified by the talk's speaker or a Speakers Bureau Administrator ONLY'. It includes a link to 'Add Another Presentation' and a button to 'Withdraw This Talk'. The bottom part of the screenshot shows a form for editing the talk, with fields for Title, Speaker, Change Speaker, Author List, and various checkboxes for presentation status and approval.

- you will be prompted with a new page that gives you a link to the public confluence page where you can upload your talk. See an example below

The screenshot shows the Fermi LAT Speakers Bureau interface. At the top, there's a navigation bar with links like Home, Talks, Plots, etc. Below that, the main header reads 'Fermi LAT Speakers Bureau'. A message states: 'This Presentation has been marked as public. Please upload your talk to the Confluence Page. Contact the Speakers Bureau Administrator if you have any questions.' Below this message, there's a link to 'Return to Conference List'.

- A new confluence page will be automatically created by the system. NOTE that this is a PUBLIC page. All the relevant fields (presenter, title, conference) are copied from the SB entry of your talk, and you should not need to edit the page. If you really need, you can edit the page. NOTE that in principle you can edit pages belonging to other team members, so be careful when you do so.
- attach the public version of your talk, as in the example below

## The Fermi Large Area Telescope in Orbit PublicTalkID 1084

Added by Speakers.Bureau, last edited by Speakers.Bureau on Mar 15, 2013

Talk: The Fermi Large Area Telescope in Orbit  
Presenter: Luca Latronico  
Authors:  
Conference: Moriond: Very High Energy Phenomena in the Universe

Please use this form to upload the latest - public version of the talk

Name	Size	Creator	Creation Date	Comment
 latronico_Fermi_Moriond2013.pdf	2.12 MB	Luca Latronico	Mar 15, 2013 08:29	

File uploaded successfully

/Users/latronico/Documents/meetings/2009/moriond2009/1

**Labels**

- the SB administrator and Giovanna Senatore are emailed when a talk becomes public
- you can monitor the list of public talks at this [link](#). NOTE this is currently INTERNAL, and will become public after a short period of test (1-2 weeks from now march 15)

## Contacts

In case of questions or problems, please notify the SB mailing list ([speakersbureau@glast2.stanford.edu](mailto:speakersbureau@glast2.stanford.edu)) and Giovanna Senatore ([giovanna@stanford.edu](mailto:giovanna@stanford.edu))