

## Advice to Working Group Conveners

Dear Conveners,

Thank you for sending a preliminary version of the program for your parallel sessions. The productivity of this workshop depends directly on your careful planning of the parallel session agenda. The discussions and new ideas that we all hope to generate depends largely on how well we manage to communicate the various issues for discussion to all participants. With this in mind, below are some simple suggestions/reminder for your kind consideration and action:

1. CKM2005 is a workshop which should take stock of what we have managed to achieve on various topics and focus on how, in the immediate future, to do much better in measurements and precise theoretical interpretations of experimental observables. This is NOT a conference style meeting where speakers summarize just what has already been done. That would be too boring! A significant amount of time should be set aside in each session for discussion. Sometimes assigning a discussion leader (as some WGs have done ) is a great idea.

2. In order to get WG participants to think of the issues in advance of the workshop and keep the discussion focused in each parallel session, we suggest that for each session you provide (write down on the web page for that session) a session theme and issues for discussion. Pl. provide a list of questions and issues to provoke the participants. In your WG program clearly mark out the time span for the speaker's talk and time allocated for discussion. [daniele@slac.stanford.edu](mailto:daniele@slac.stanford.edu) and [rahatlou@ucsd.edu](mailto:rahatlou@ucsd.edu) are preparing template web pages for parallel sessions for your usage. Pl. read their detailed instructions towards the end of this message and contact them if you have technical problems in authoring or loading your parallel session web pages. They have tried to make this process simple and effortless.

3. In case of talks from experimentalists (e.g. Belle/Babar, CDF/D0, KTEV/NA48) , pl. make sure that there is no unnecessary duplication of well known facts. If you already have one speaker per experiment then try to divide up the important issues for discussion. These talks should not be just a summary of published results, rather they should emphasize how each experiment plans to overcome its leading sources of errors in the future. The talks should anticipate and emphasize what ADDITIONAL measurements/calculations/knowledge need to become available in the near future.

Most B experiments have been recording data for a while. From a funding point of view a question that will be asked with increasing stress in the near future is this: How much data is enough for this measurement? When is a good time to close operations and move on to newer more capable facilities?

For example, in the case of B-factories (BaBar, as an example), funding agencies want to know how much more improvement there will be if the data sets are 500fb-1, 1000 fb-1 per experiment and what is the compelling rationale for collecting data far in excess of 1000 fb-1. I am sure CDF/D0 have similar questions being asked of them in similar data units. [For example, with the unfortunate cancellation of BTeV, does the case for extended Tevatron running need to be revised for the Bs mixing chase.]

4. Thus, an important contribution this workshop must make to the community is to provide scientific guidance on the gains on various CKM observables in these different data gathering scenarios and recommend on the “must have” condition for each facility. This is an occasion to be bold but fiscally responsible.

5. Some “theory roundtables” are planned for this workshop. This is a good thing as long as it does not develop into displays of “theory machismo”. Experimentalists, who represent a large fraction of the participants must be able to follow the theory discussion and must be able to take back notes on the

measurements they should make to test various theoretical ideas. Perhaps introductory and concluding remarks from the discussion leaders can help summarize the “take home” message from such sessions.

6. In many cases, the speaker names still have not been identified in the attached WG program. Pl. attend to this ASAP. The deadline for workshop registration was Feb 15<sup>th</sup> ! Reservations at choice hotels are going fast. Vivek went thru the list of identified speakers, checked it against registered names and has contacted remaining participants to register immediately and avoid late fees. But we can not contact speakers whose names are missing.

7. Each WG will produce a review document summarizing the activities before, during and after the workshop. You are responsible for this document. These documents should have the review flavor of the PDG but, in addition, must emphasize the way forward. Pl. start discussion in your WG now on the strawman format/content of this report, identify participants who will help write it and set up the discussion/collaboration on this while every body is at the workshop. Advance preparation before a face-to-face meeting at the workshop is so much better than sending long emails [like this one ;) ].

8. Conflicts that we have noted (there may be others, so pl. carefully inspect the workshop program page for session times on the website):

- WGVI is planning a round table with WGV at the same time as WGV is planning to overrun ==> WGVI switches the order of the round tables ?

- WGI and WGIII are planning their Kaon sessions at the same time on Tuesday ==> WG I could switch the order of the sessions(?)

- WG II & IV have Neubert and Bauer participating in two sessions at the same time on Thursday 2:30-4:30 pm ==> either of the groups should switch sessions ?

9. Creating your parallel session agenda web page template and instructions :

Here are a few (I hope) easy steps to update the agenda

a) you can access the agenda through the secure web server described in detail at conveners's page: See <http://ckm2005.ucsd.edu/conveners.html>

If you do not remember the login and passwd for your WG contact Daniele del Re (daniele@slac.stanford.edu) or Shahram Rahatlou (rahatlou@ucsd.edu).

b) we have created a subdirectory for each of the parallel sessions in the WG web area. The sessions are numbered by the following scheme:

1	8:30-10:00
2	10:30-12:30
3	2:30-4:00
4	4:30-6:00

For example WG1 has  
tue3/  
wed2/

In each subdirectory there are 2 \*plain\* html files that you need to edit to add the information about the talks (speaker, title, and wall time).

For example in <https://hepweb.ucsd.edu/collab/ckm2005/wg1/> you can see:

WG1\_session1.html: this is a table in plain html with the agenda of the session

WG1\_charge\_session1.html: another plain html document to describe the theme of your particular session and the main questions that will be addressed there

- c) Download each of these files from the secure server
- d) Edit the file with your favorite text editor to add the information about the talk.

Pl. DO NOT change the fonts, colors or any other esthetic properties of the text. simply type the information.

Pl. DO NOT use html editors such as netscape composer or similar.

Pl. DO NOT use any Microsoft product (WORD, Frontpage) to edit the pages

- e) Upload the files back on the server following the instructions at point a).

The new files will be uploaded with a suffix "-2", for example  
WG1\_session1.html-2

f) Use your browser to make sure that the new file is not accidentally broken. If it looks fine, rename the old file (or eventually delete it) and rename the new file by removing the "-2" suffix.

- g) Now you can visit your agenda at e.g. <http://ckm2005.ucsd.edu/WG/WG1/tue3/>

h) Finally, the summary pages of all sessions of a WG are viewable from [http://ckm2005.ucsd.edu/WG/WG1/allWG1\\_sessions.php](http://ckm2005.ucsd.edu/WG/WG1/allWG1_sessions.php) . Pl. dont edit this page.

If you have problems please contact [ckminfo@ckm2005.ucsd.edu](mailto:ckminfo@ckm2005.ucsd.edu). This mail is read by Shahram (in Rome) and Daniele (at SLAC). So there should be round-the-clock coverage to help in case you have problems in authoring.