

Appendix I

WAO Participants Language Guidelines

The Workshop on Accelerator Operation (WAO) is an international workshop with participants from North America, Europe, Asia and Africa. The official language of the workshop is English. Especially if the workshop is held outside North America, a big part of the audience does not speak English as the first language. Therefore speakers are kindly asked to stick to the following language code. This would not only help the audience to better understand the presentations, but would also make it easier for many people to participate in discussions, which are a vital part of the workshop.

Therefore all participants are kindly asked to:

- speak slowly. Otherwise part of the audience will have so much trouble concentrating on the language that they might miss the topic.
- avoid local dialects. Although many people are proud of their regional provenance, the use of local dialects should be restricted to the social part of the workshop.
- explain all abbreviations. Abbreviations like 'ES&H', 'ALARA' or 'LOTO' are well understood in North America, but a puzzle for many participants from elsewhere. In some cases (SLAC, RHIC, ...) the abbreviations are better known than the real names of the laboratories or machines, but this needs careful judgement.
- avoid laboratory slang. Phrases like 'rookie book', 'swing shift' or 'End Station A' are well known in some places, but need some explanation for other people.

These guidelines are not meant to discourage those who do not speak perfect English, but to motivate native English speakers to use their language as transparent as possible.

Hopefully these guidelines will help to improve the communication between all participants of the workshop and increase the number of active participants in the discussions during the workshop.