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# **Indico Documentation**

***Release 0.97***

**Indico Team**

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# SESSION MANAGER'S GUIDE

## 1.1 Session Manager

The Session Manager has full control of a session. However, your Conference Manager may request you not to edit some parts of the session. You are given the Session Manager rights by your Conference Manager.

You can access your session by selecting *My session* from the conference menu.

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## 1.2 Session Management

Once in the session management area you can start managing your session using the following tabs.

This is just a quick start guide for session management, for an in-depth explanation please see Session Management in the Indico User Guide.

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### 1.2.1 Main Tab

The Main tab contains all the data about the session itself

Session: Session 1

Go back to: [Timetable](#)

Main	Files	Contributions	Protection	Tools	Comment
------	-------	---------------	------------	-------	---------

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Code	0
Title	Session 1
Description	
Place	aaa
Start date	Monday 06 July 2009 08:00
End date	Monday 06 July 2009 10:20
Contribution duration	00h20'
Time table type	standard
Background Color	<input type="color" value="#e3f2d3"/>
Text Color	<input type="color" value="#777777"/>

modify

---

Conveners	<input type="checkbox"/> Ms. Referee11, anna
-----------	--

remove new search

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## 1.2.2 Contributions Tab

The Contributions tab gives a list of all the contributions associated with your session.

Session: Session 1

Go back to: [Timetable](#)

Main
Files
Contributions
Protection
Tools
Comment

Quick search: contribution ID

Filtering criteria

Author search

types	tracks	status	material
<input checked="" type="checkbox"/> --not specified--	<input checked="" type="checkbox"/> --not specified--	<input checked="" type="checkbox"/> (S) scheduled <input checked="" type="checkbox"/> (NS) not scheduled <input checked="" type="checkbox"/> (W) withdrawn	<input checked="" type="checkbox"/> Paper <input checked="" type="checkbox"/> Slides <input checked="" type="checkbox"/> other <input checked="" type="checkbox"/> --no material--

Found contributions (2)



<input type="checkbox"/>	Id	Date	Duration	Type	Title	Presenter	Track	Status	Material
<input type="checkbox"/>	1	2009-Jul-06 09:00	00h20'		Contribution 2			S	
<input type="checkbox"/>	4	2009-Jul-06 08:20	00h20'		Contribution 6			S	

Total Duration of Selected: 0h40m

Contributions need to be imported into your session before you can schedule them. By clicking on the contribution name you can then enter the modification area of that contribution.

## 1.2.3 Session Timetable Tab

The Session Timetable tab lets you arrange the scheduling for your session, you can add/edit/delete session intervals, organise when your contributions are going to take place, and include breaks within your session.



## Session: test

Go back to: [Timetable](#)

[Main](#) [Contributions](#) **Session timetable** [Comment](#)

Thu 13/09

You are viewing the contents of the interval:

**test (05:30 - 06:40)**

[Go back to timetable](#) | [Add new](#) ▾ |

[Contribution](#)  
[Break](#)

05:00

**test contrib 1**  
1-1-025, CERN

06:00 **adsdas**  
1-1-025, CERN

**break**  
1-1-025, CERN

07:00

To change the start times of each entry, click on the entry and a balloon with the timing info will be displayed; close to the time there is an [edit] link that allows you to modify it.

### 1.2.4 Access Control Tab

The Access Control tab is the area in which you can set access rights for your session. Please check with your Conference Manager before changing anything in here as he may wish to set all the access rights himself.


Session: Session 1

Go back to: [Timetable](#)

Main	Files	Contributions	<b>Protection</b>	Tools	Comment
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### Modification control

 Managers  
(users allowed to modify)

[Add user to list](#)

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### Access control

Current status **PUBLIC** [?](#)

make it  by itself

make it  [?](#)

Users allowed to access

[Add user to list](#)

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### Domain control

Allowed domains  
(if no domain is selected  
no control is applied)

[remove](#) [Select](#) [-< add](#)

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### Coordination control

Coordinators  REFEREE11, anna (dkdkd@cern.ch) [Add to Basket](#) 

[Add user to list](#)

You can assign users the rights to be Session Co-ordinators or to be Managers alongside yourself. A co-ordinator can schedule contributions and breaks, he can only change slots if they Conference Manager has given him that right. A session co-ordinator cannot change details of the session itself.

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## 1.2.5 Tools Tab

The Tools tab allows you to delete the session and to write minutes for the session.

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## 1.2.6 Comment Tab

The Comment tab stores any comments about your session. You can view this comment but only the Conference Manager can modify the comments.

*Session:* Session 1

Go back to: [Timetable](#)

Main	Files	Contributions	Protection	Tools	<b>Comment</b>
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### Session comment

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No Session Comment Entered

[modify](#)