
Indico Documentation

Release 0.97

Indico Team

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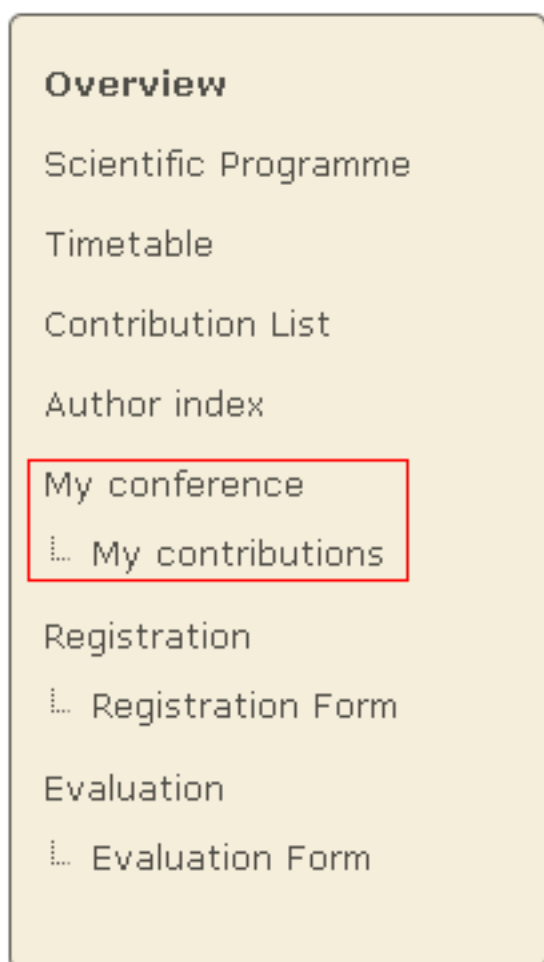
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SUBMITTER'S GUIDE

1.1 Submitter

The Submitter is able to submit material for a contribution. You are given Submitter access by either the Conference Manager, Session Manager, Contribution Manager or possibly the Session Co-ordinator.



You can access the contributions for which you can submit material by selecting *My contributions* from the menu in the event homepage. This will take you to your submission area and will list the contributions for which you can submit material.

 **Conference 1**

6-10 July 2009 *aaa*

Overview

Scientific Programme

Timetable

Contribution List

Author index

My conference

[My contributions](#)

Registration

[Registration Form](#)

Evaluation

[Evaluation Form](#)

Contributions	
Id	Name
1	Contribution 2

[support](#)

1.2 Submitting

Once in the My contributions area you can click on the contribution name to view the contribution details and start submitting material.



 **Contribution 2**

Id:

1

Place:

aaa

Starting date:

06-Jul-2009 09:00 (Europe/Zurich)

Duration:

20'

Material:

Existing material

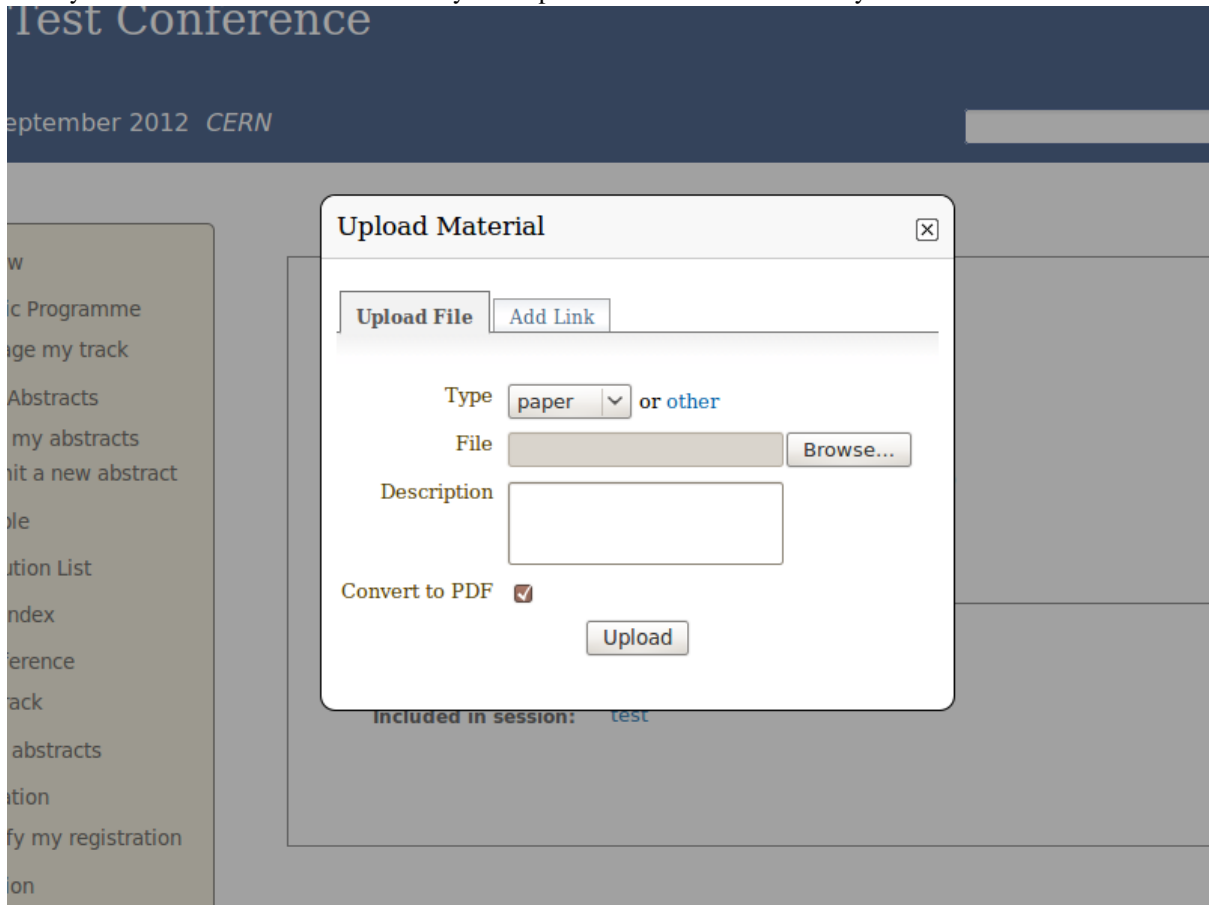
[Add Material](#)

Included in session:

[Session 1](#)

1.2.1 Submitting Material

Once you have clicked on 'Add Material' you are presented with a screen to let you submit.

The screenshot shows a web interface for a 'Test Conference' held in 'September 2012' at 'CERN'. A sidebar on the left contains navigation links such as 'w', 'c Programme', 'ge my track', 'Abstracts', 'my abstracts', 'it a new abstract', 'le', 'ition List', 'ndex', 'erence', 'ack', 'abstracts', 'ition', 'fy my registration', and 'on'. The main content area is partially obscured by a modal dialog box titled 'Upload Material'. This dialog has a close button (X) in the top right corner. It features two tabs: 'Upload File' (which is active) and 'Add Link'. Below the tabs, there is a 'Type' dropdown menu currently set to 'paper', followed by the text 'or other'. A 'File' input field is present with a 'Browse...' button to its right. Below the file field is a 'Description' text area. At the bottom left of the dialog, there is a checkbox labeled 'Convert to PDF' which is checked. An 'Upload' button is located at the bottom center of the dialog. The background of the web page shows the text 'Included in session: test'.

You can choose of which material type you want to submit, upload a file, and enter a description or comment.

When the material has been submitted it will appear in the contribution details