Indico Documentation

Release 0.97

Indico Team

January 25, 2010

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CHAPTER

ONE

CDS AGENDA USERS

Contents:

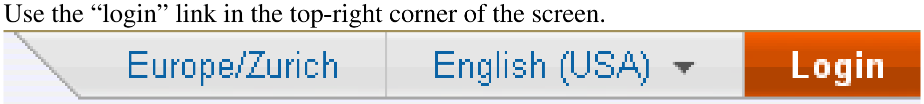
1.1 0. Preliminary Note on Indico

Indico is currently in the process of replacing CDS Agenda as the only CERN event management software. The developement of Indico was triggered by the fact that CDS Agenda was not able to cope with the administration of bigger events such as workshops and conferences which are regularly organised in the Organisation. Indico solves this issue by providing its users with tools to manage the biggest conference (nearly) as easily as the simplest lecture. In between, meeting management has also been enriched with new features such as videoconference bookings, participant management... Others will soon come, like room booking or task list management, teleconference booking... and will make of Indico a really integrated event management software. We hope you will enjoy using Indico, and please do not hesitate to contact us (indico-team@cern.ch) if you wish to propose an improvement, report a bug or simply need help...

1.2 1. General

1.2.1 1.1. Login

Use the “login” link in the top-right corner of the screen.



You may use your CERN NICE account. If you don’t have one, then choose the “If you don’t have an account” section of the login page.

The “remind me of my password” feature works only with local Indico accounts, not with NICE ones.

1.2.2 1.2. Modify Account Data

Once logged in, you may click on your name which appears in the top-right corner to modify all the information associated with your account (tel. number, affiliation...).

1.3 2. Event Creation

As in CDS Agenda, events can be created in all category which do not contain any subcategory. In such categories, a menu such as this one will appear in the top bar:

In order to create an event, click on the proper event type and fill the form in.

1.3.1 2.1. Lectures

A lecture is the simplest event possible. It consists of a title, speaker, dates, description, plus attached files. It does not contain a timetable.

1.3.2 2.2. Meetings

Create a meeting if you wish to handle a timetable with several items inside, attach files to them...

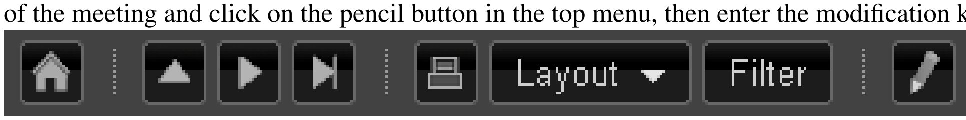
1.3.3 2.3. Conferences

You should choose to create a conference only if you need advanced features such as call for abstract, registration form, epayment. The Conference type creates a real web portal to your event, not just a timetable.

1.4 3. Event Modification

1.4.1 3.1. Using a Modification Key

As in CDS Agenda, you may use a modification key in order to modify your meeting. To do so, go to the display page of the meeting and click on the pencil button in the top menu, then enter the modification key.



Note: Unlike in CDS Agenda a modification key will not be automatically given to your meeting. (see section 4 if you want to set one for your meeting)

1.4.2 3.2. By logging In

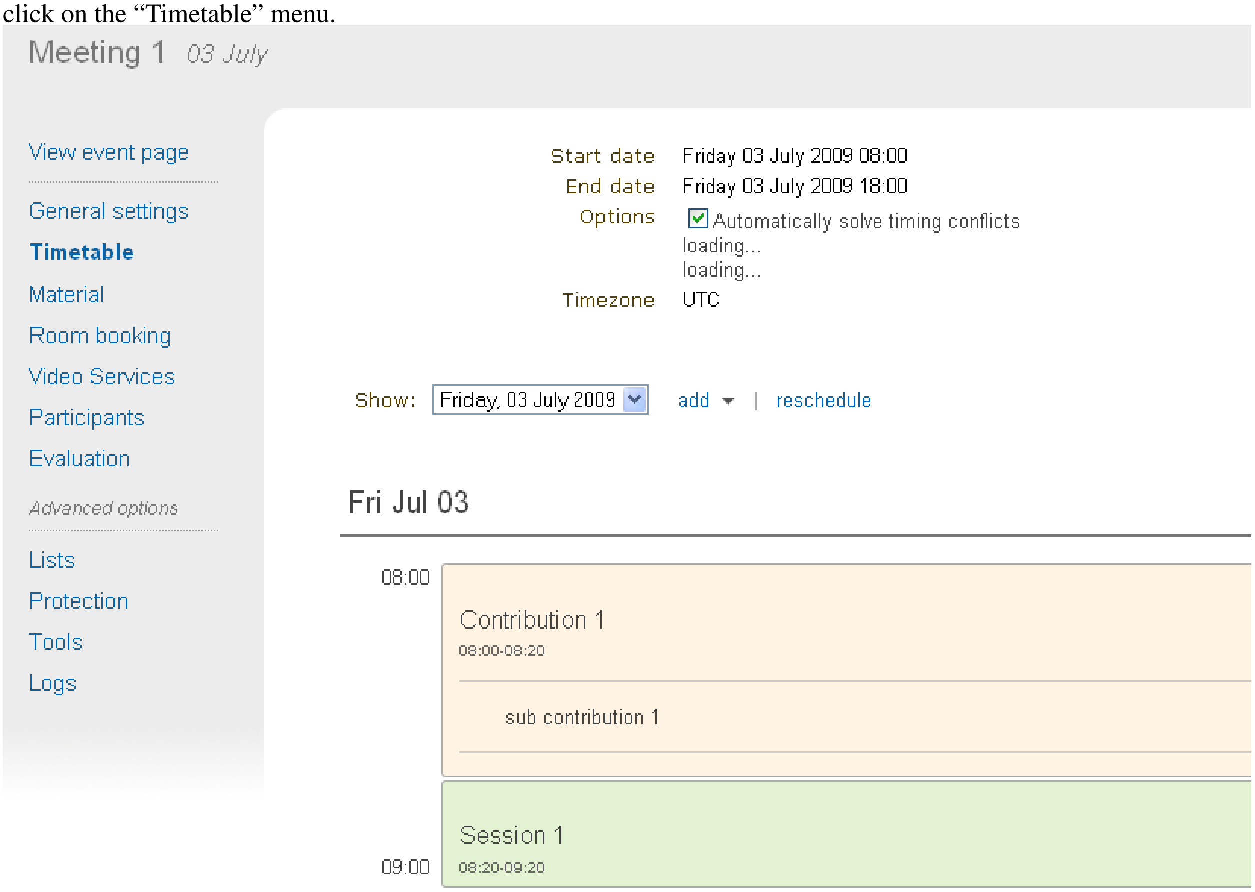
Being logged in will give you a default access to the modification of the meetings for which you have the proper rights. For example, if you have created an event, you will have this default right, as well as if you are the manager of the category in which the meeting resides. The manager of the event may also grant you modification rights on the full event or only on parts of it (a session, a contribution...).

1.4.3 3.3. Access to the Modification Interface

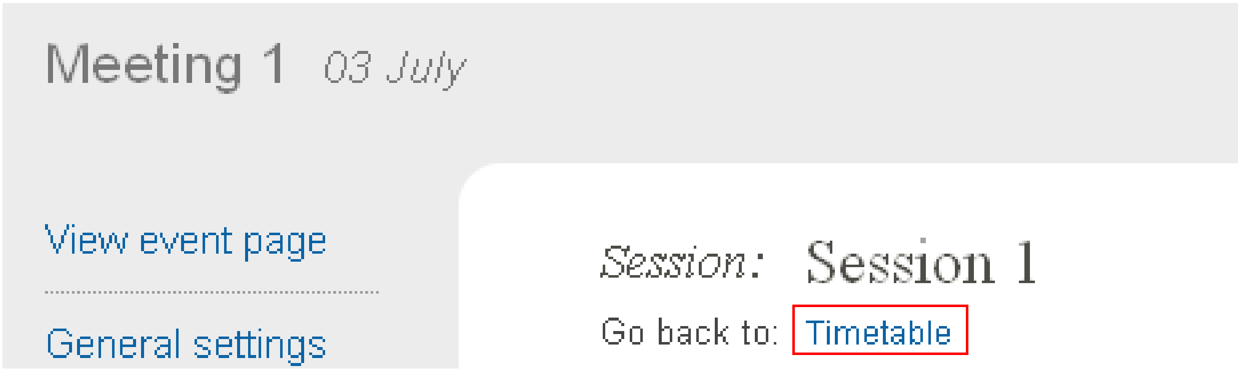
Once you have entered the modification key, or if you are logged in with rights over the event, small blue arrows will appear in the timetable next to the items you are allowed to modify. If you click on it, you will see a menu with all the options to modify, write minutes, manage material, etc.

1.4.4 3.4. Creating a Timetable

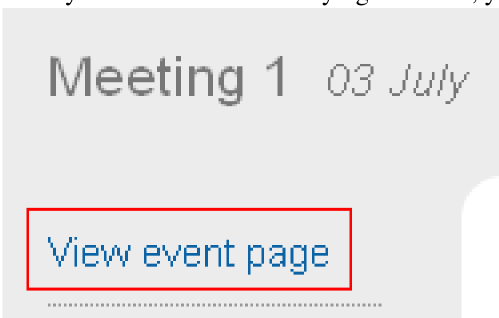
Once you have created your meeting, access the modification area by clicking the pencil button on the top bar. Then click on the "Timetable" menu.



Once there, use the "new ..." buttons to populate your timetable. If you have created a session and want to populate its inner timetable, simply click on its name. Once you have populated the session timetable, you can easily go back to the main timetable by clicking on the meeting name:

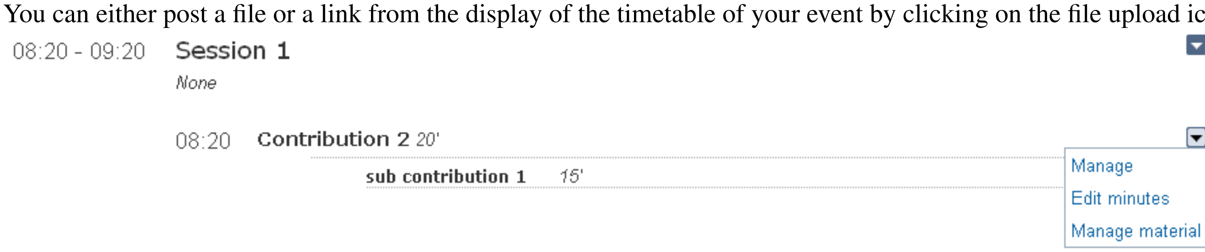


Once you have finished modifying the event, you can go back to its display page by clicking on the display icon:



1.4.5 3.5. Posting Files/Links

You can either post a file or a link from the display of the timetable of your event by clicking on the file upload icon:

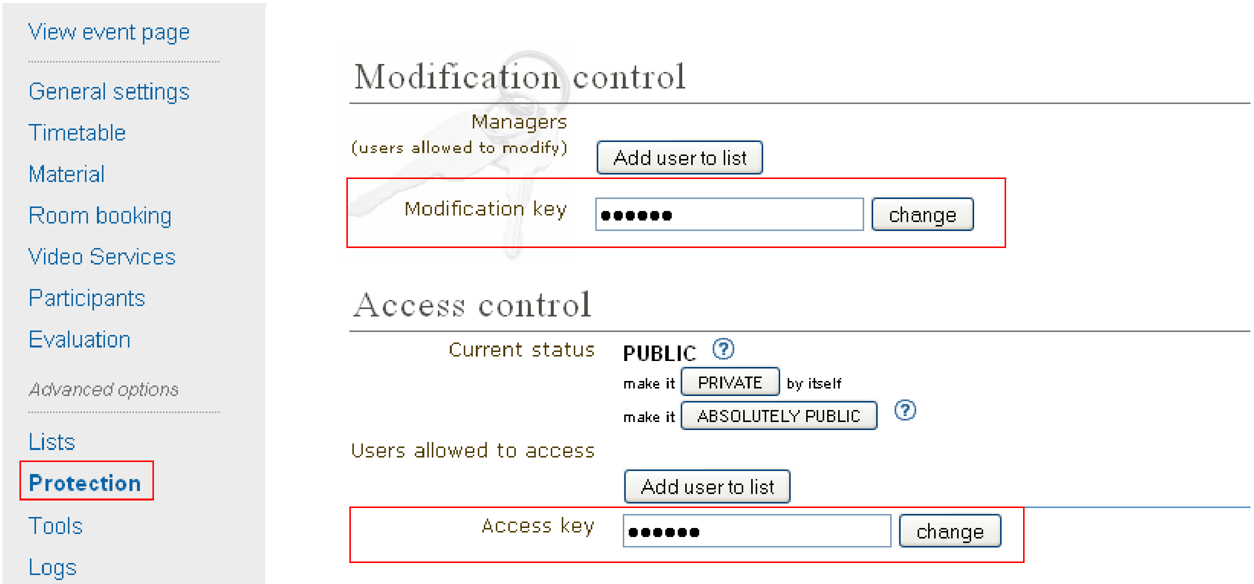


or from the modification interface of the event by choosing the "Material" menu.

1.5 4. Event Protection

1.5.1 4.1. Setting up access/modification keys

You need to enter the modification area in order to change these. Once in there, select the "Access Control" tab.



Then enter a modification password and/or an access password and validate your choice by clicking on the "change" button. *Note: If you choose to protect the access to your event, setting an access key will not be sufficient: don't forget to set the current status of the event to "PRIVATE"!*

1.5.2 4.2. Delegate Management Rights

Instead of using a modification key, you can also grant administrative rights over your meeting to a given person. For this click on the "add" manager of the "modification control" section:

Then search for the person in question in the database of Indico users. Both the local Indico database of users and the CERN NICE database will be searched. If the person in question does not have an account yet, please ask him/her to register in the system.

CHAPTER

TWO

CONTRIBUTION MANAGER'S GUIDE

Contents:

2.1 Chapter 1. Contribution Manager's Guide

2.1.1 1.1. Contribution Manager

The Contribution Mananager is responsible for managing the information in a contribution. Your are given contribution management access by either the Conference Manager, Session Manager, the existing Contribution Manager and possibly the Session Co-ordinator.

You can access your contribution by selecting *Timetable* from the menu in the event home page and finding your contribution. If you are the manager of that contribution you will see a pencil button. This will take you to your contribution management area.

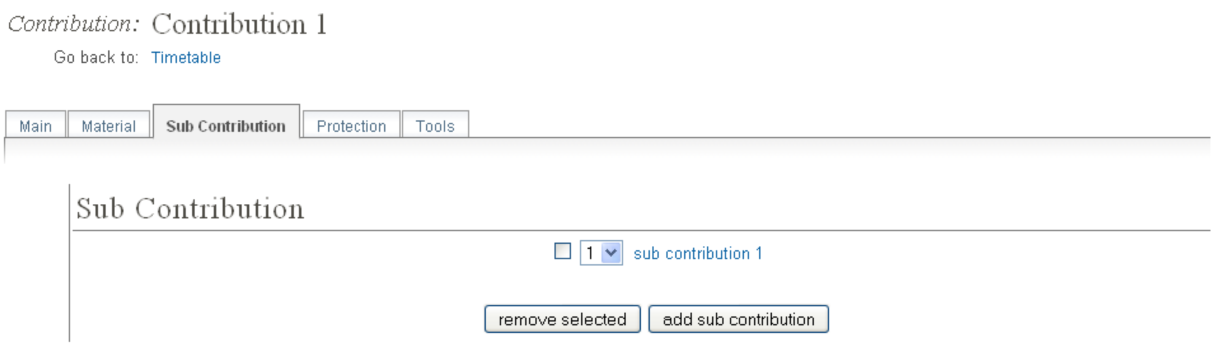
2.1.2 1.2. Contribution Management

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

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

1.2.1. Main Tab

The Main tab contains all the data about the contribution itself.



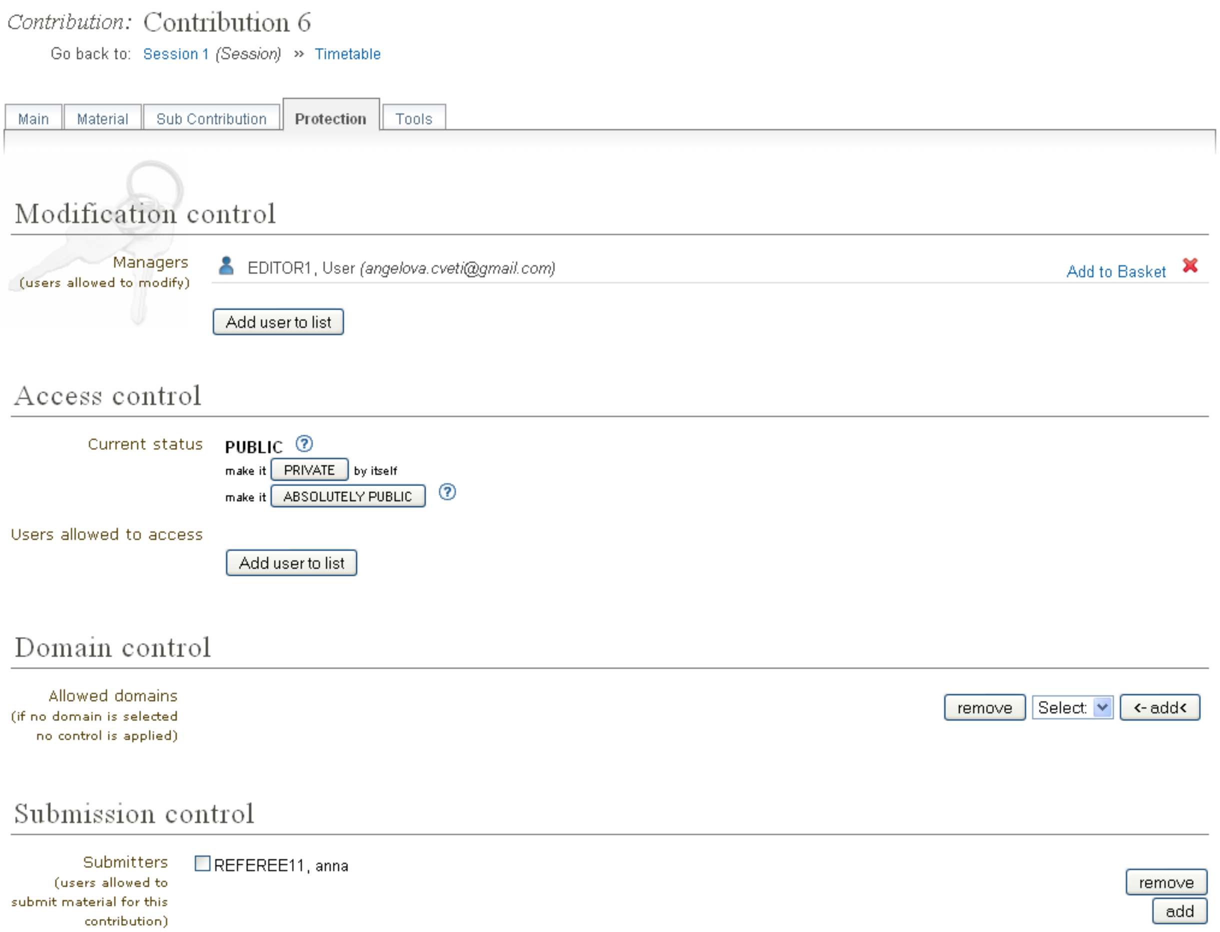
1.2.2. Sub Contribution Tab

The sub contribution tab allows you to add and remove sub contributions.

Clicking on the title of a sub contribution will take you into its management area.

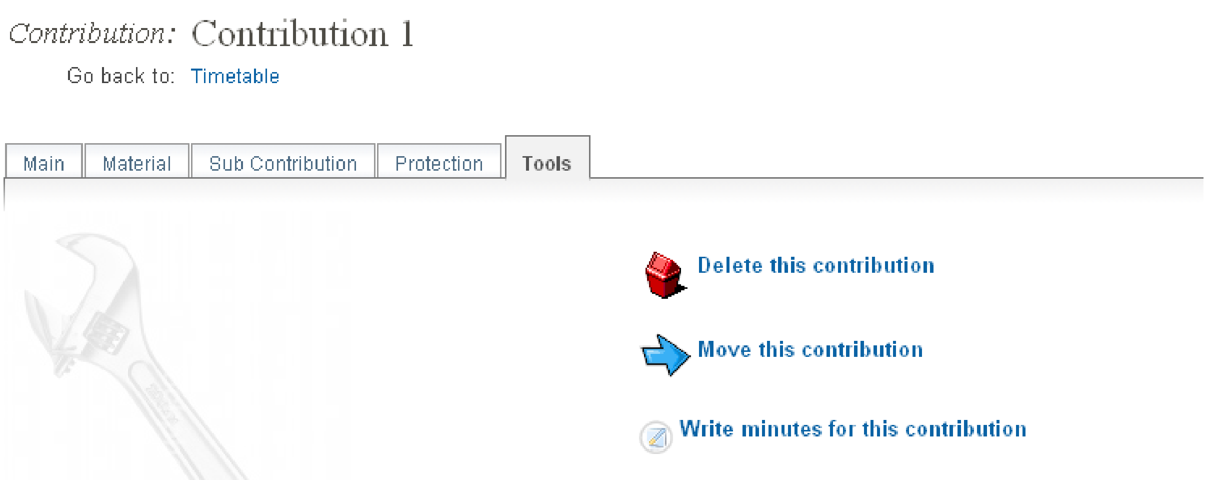
1.2.3. Access Control Tab

The access control tab allows you to add other contribution managers and to give permission for users to submit material for your contribution.



1.2.4. Tools Tab

The tools tab allows you to delete the contribution, move the contribution, and write minutes for the contribution.



CHAPTER

THREE

SESSION COORDINATOR'S GUIDE

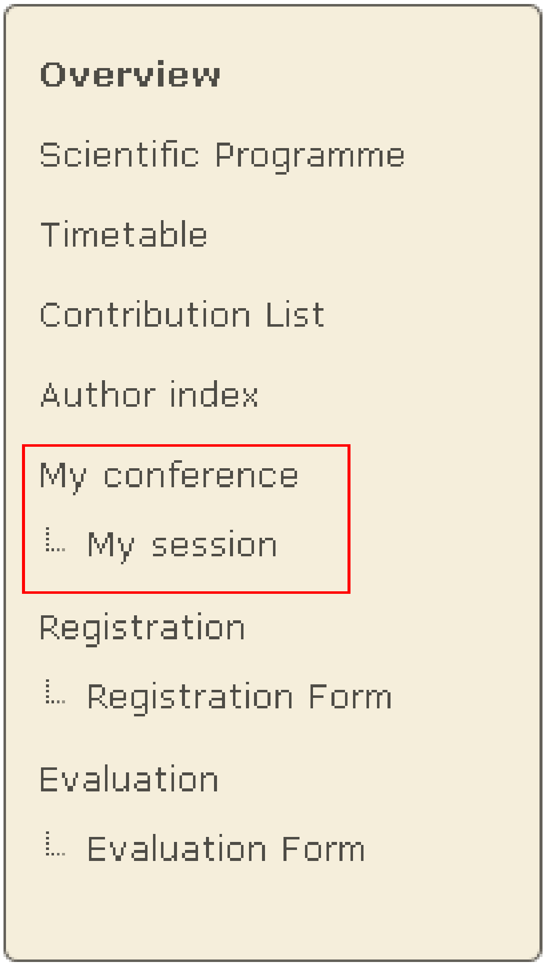
Contents:

3.1 Chapter 1. Session Co-ordinator's Guide

3.1.1 1.1. Session Co-ordinator

The Session Co-ordinator is responsible for scheduling contributions and breaks within his session. These contributions need to be imported by the Session Manager or Conference Manager before you can add them to your session.

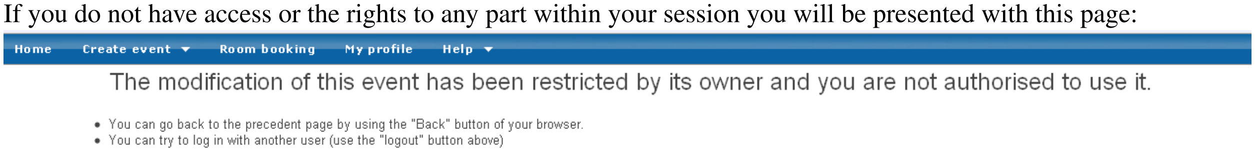
You are given this co-ordinator access by either the Session Manager or the Conference Manager. The Conference Manager sets the level of modification rights for all of the Session Co-ordinators. You can access your session by selecting *My session* from the conference menu.



3.1.2 1.2. Session Co-ordination

There are three levels of co-ordination modification that the Conference Manager can give to Session Co-ordinators, as we will see in the following sections.

If you do not have access or the rights to any part within your session you will be presented with this page:



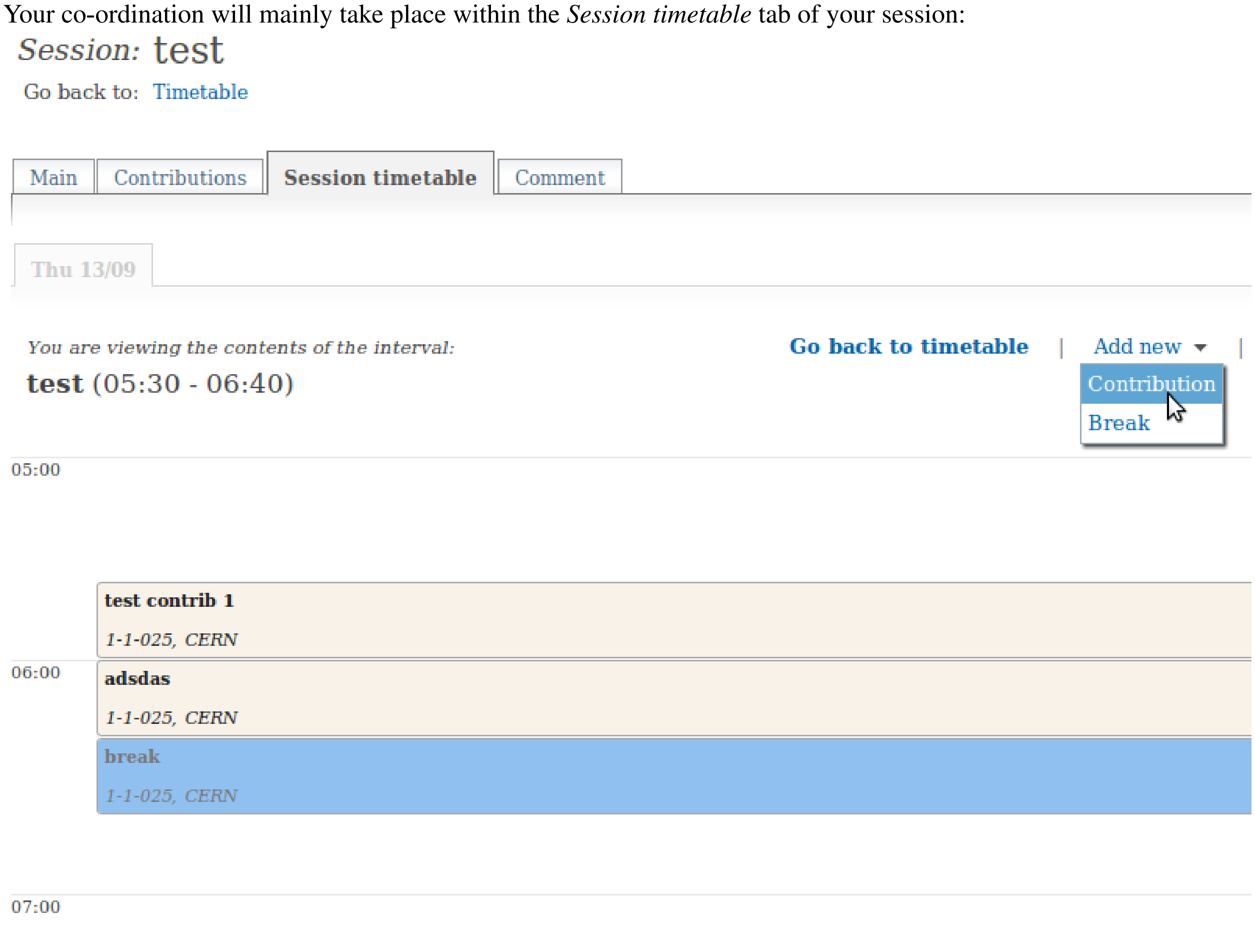
1.2.1. Basic Rights

All Session Co-ordinators can:

- Manage the timetable with restrictions: it is allowed to add contributions, create breaks, reschedule contributions and breaks; but, for instance, it is not allowed to create new sessions, new intervals, etc.

- View contribution list (cannot modify contributions)
- View the sessions' main information (cannot modify)
- View comments from the Conference Manager (cannot modify)

Your co-ordination will mainly take place within the *Session timetable* tab of your session:



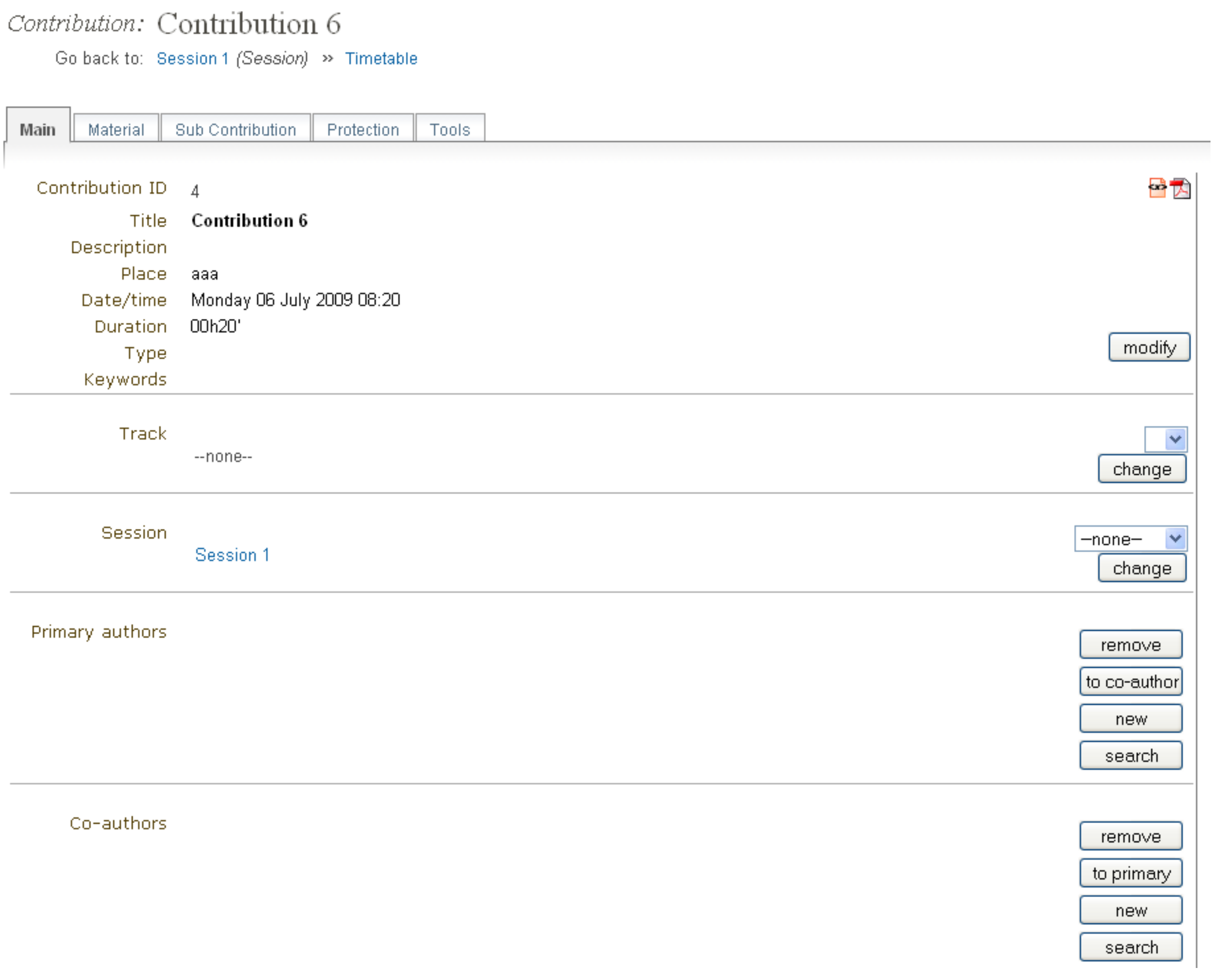
1.2.2. Contribution Modification Rights

If the Conference Manager has allowed contribution modification rights you can:

- Modify the main data of the contribution.
- Set the access controls for the contribution, i.e., give submission rights to presenters or allow others to manage the contribution.
- Add/remove sub-contributions.

To modify the contribution click on its entry item from either the timetable or the contribution list.

The contribution management area (for a more detailed explanation please see Contributions in the Indico User Guide):

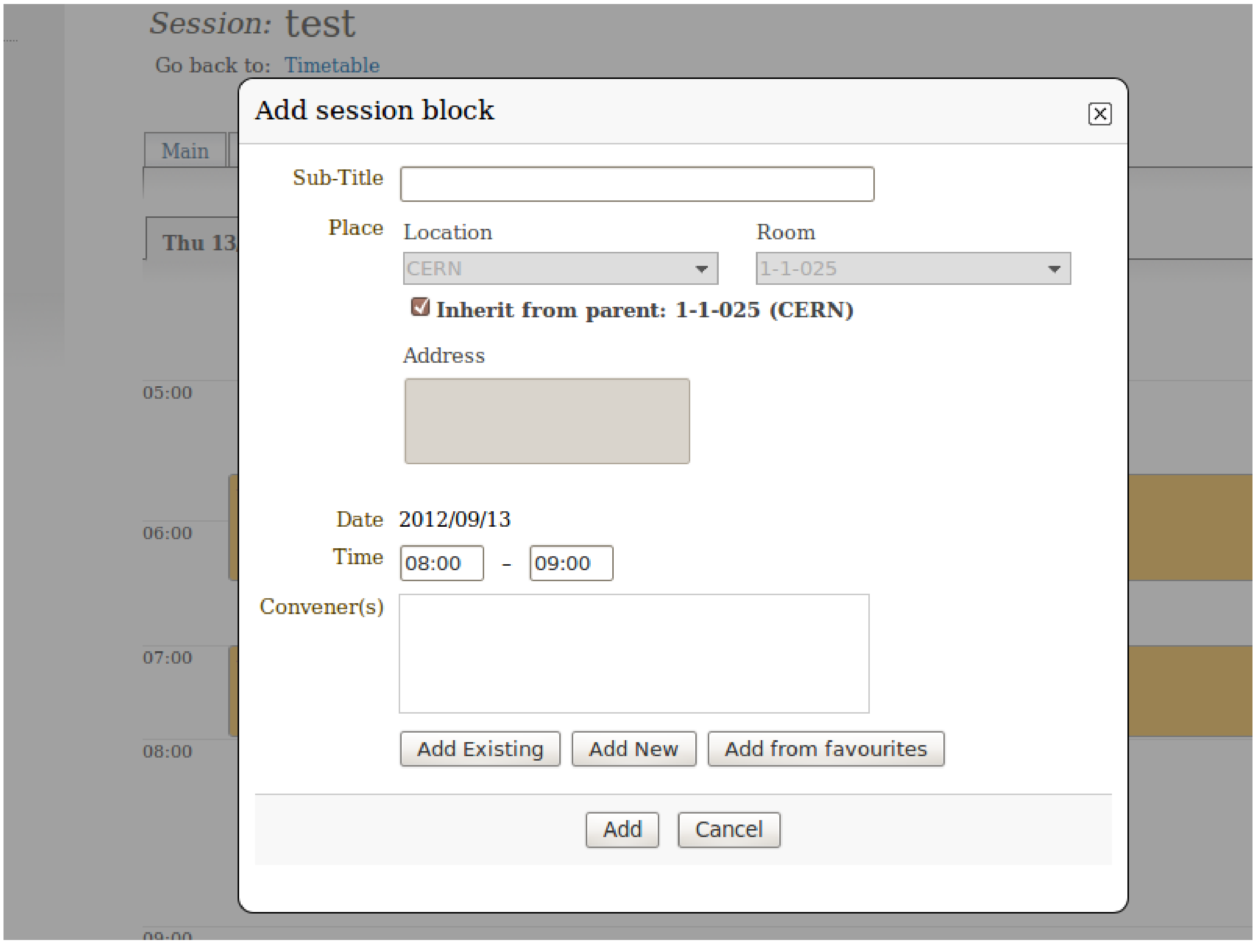


1.2.3. Unrestricted Timetable Management

If the Conference Manager has allowed you unrestricted timetable management rights you can:

- Add contributions and breaks, reschedule contributions and breaks as before
- Add, Edit and Delete session intervals

The timetable management area will be the same as with the basic rights with the options to manage the intervals:


Session: test
Go back to: Timetable
Main
Thu 13
05:00
06:00
07:00
08:00
Add session block
Sub-Title
Place
Location
Room
CERN
1-1-025
Inherit from parent: 1-1-025 (CERN)
Address
Date
2012/09/13
Time
08:00
09:00
Convener(s)
Add Existing
Add New
Add from favourites
Add
Cancel

CHAPTER

FOUR

SESSION MANAGER'S GUIDE

Contents:

4.1 Chapter 1. Session Manager's Guide

4.1.1 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.

4.1.2 1.2. Session Management

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

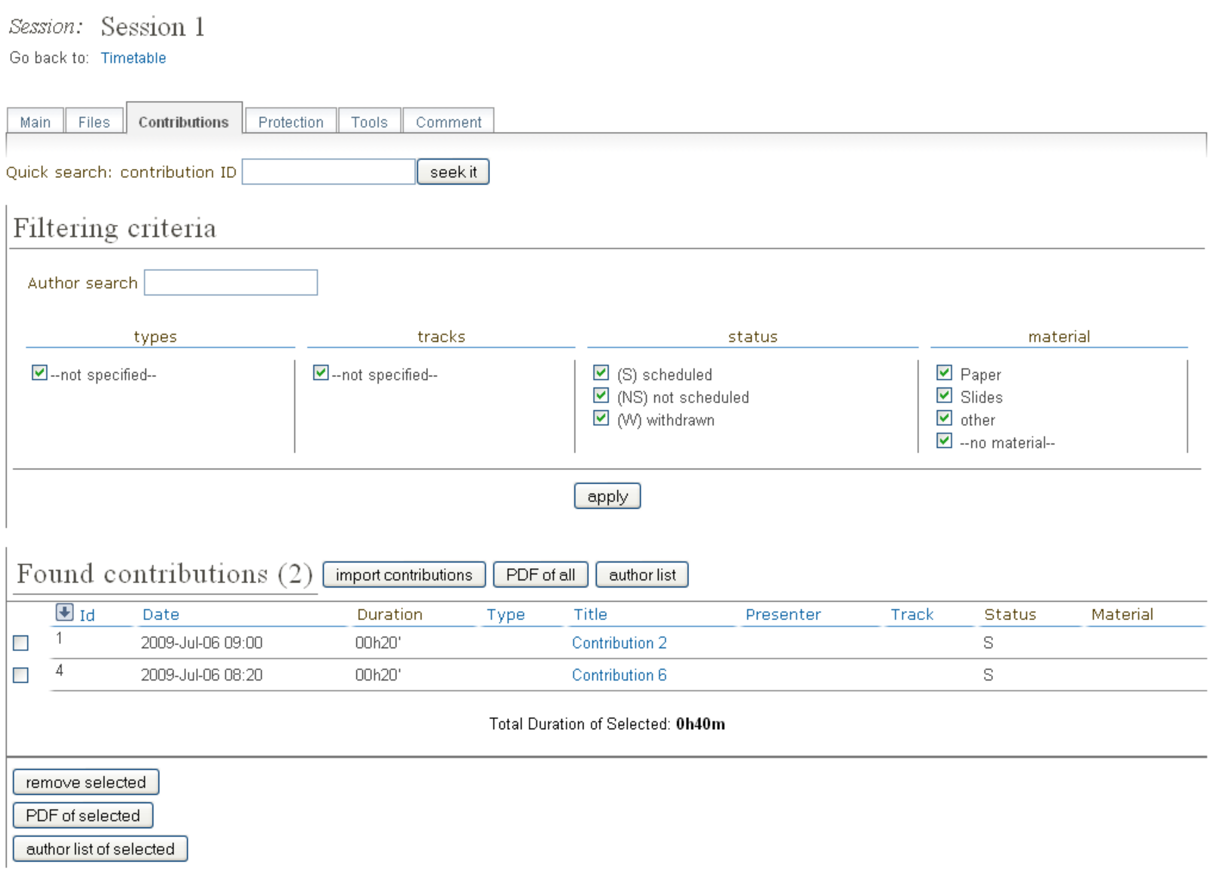
This is just a quick start guide for session management, for an in-depth explanation please see Session Management in the Indico User Guide.

1.2.1. Main Tab

The Main tab contains all the data about the session itself

1.2.2. Contributions Tab

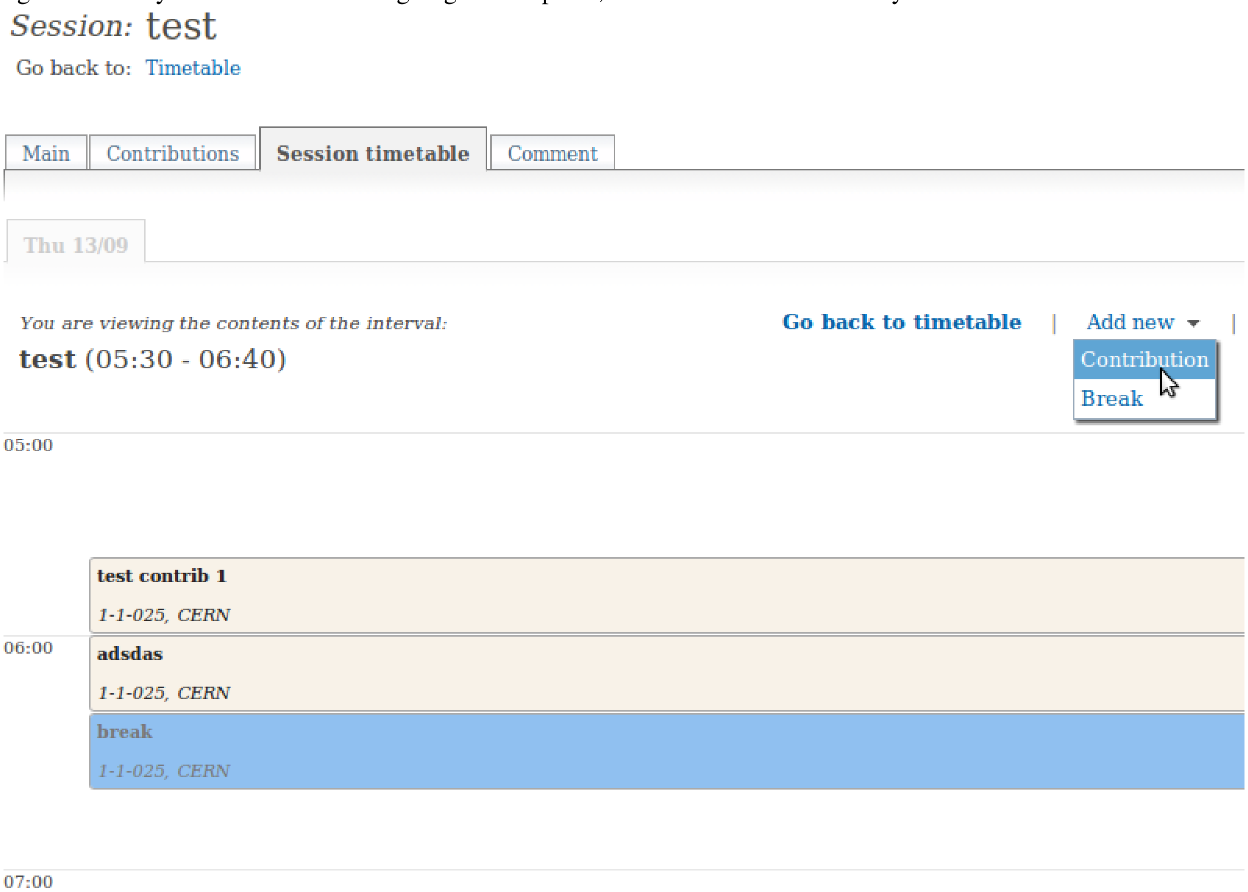
The Contributions tab gives a list of all the contributions associated with your session.



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

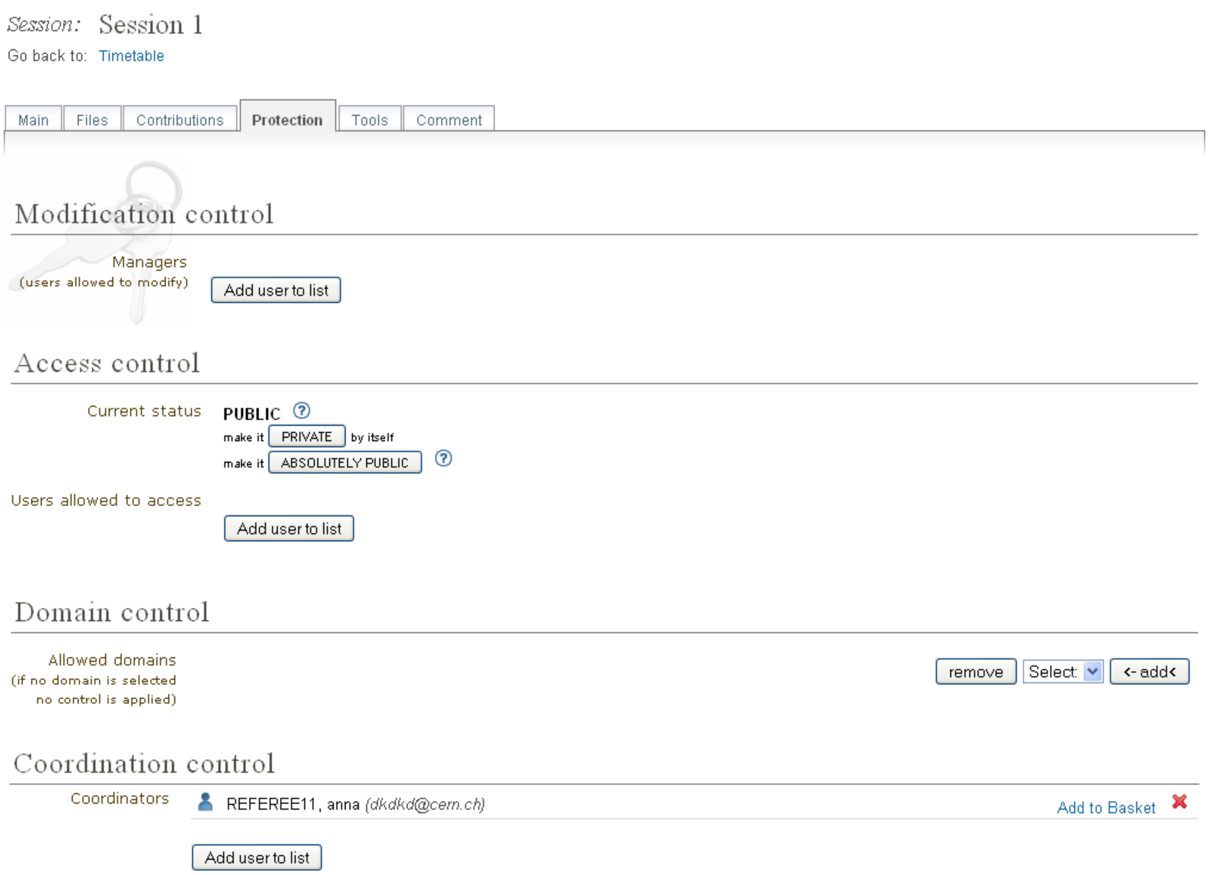
The Session Timetable tab lets you arrange the scheduling for your session, you can add/edit/delete session intervals, organise when your contributions are going to take place, and include breaks within your session.



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.



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.

1.2.5. Tools Tab

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

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
Comment
Session comment
No Session Comment Entered
modify

CHAPTER

FIVE

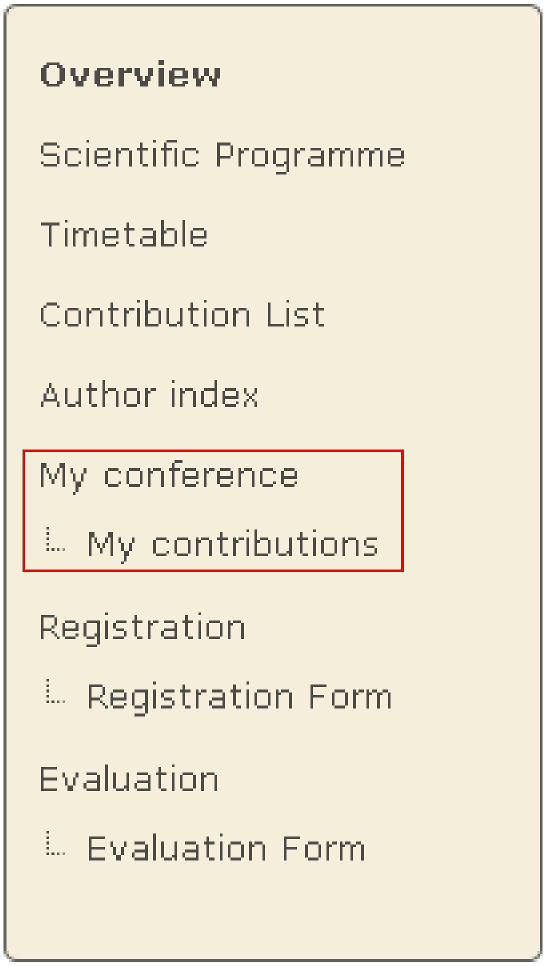
SUBMITTER'S GUIDE

Contents:

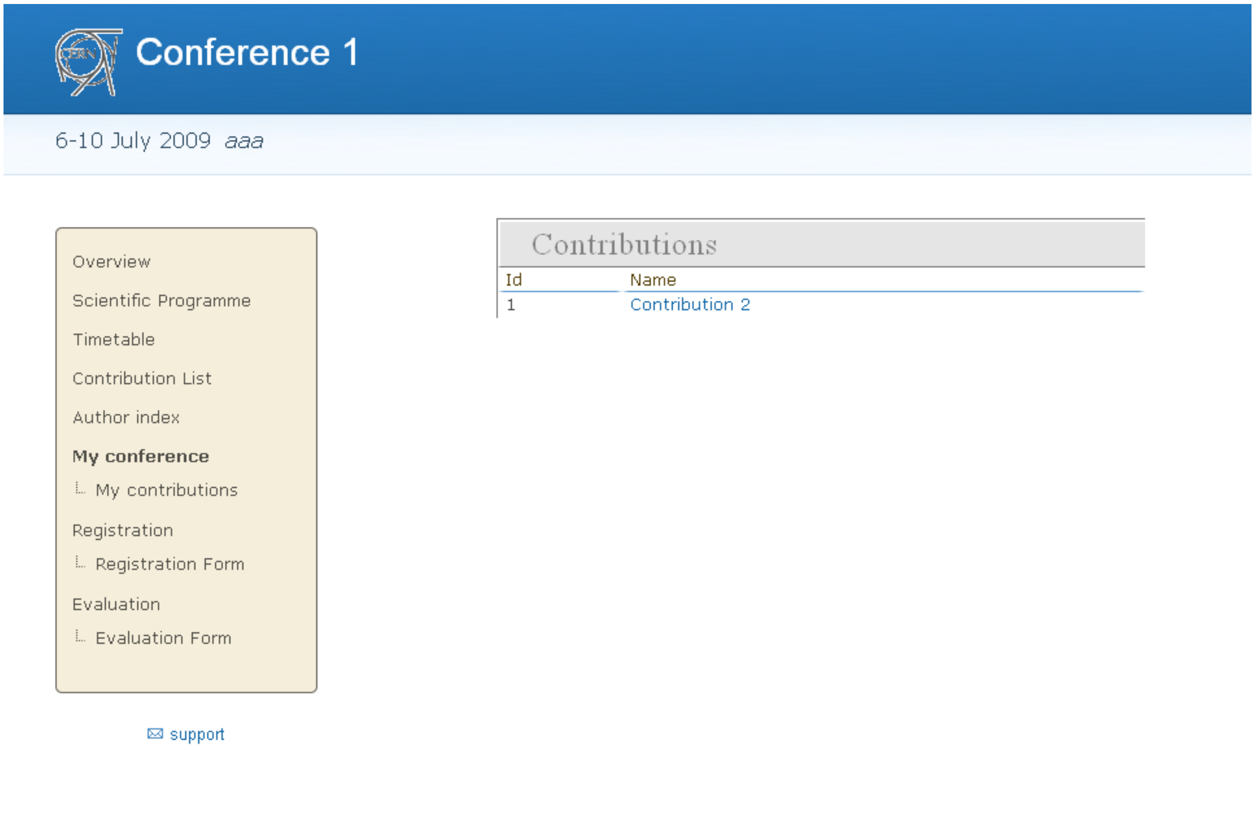
5.1 Chapter 1. Submitter's Guide

5.1.1 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.

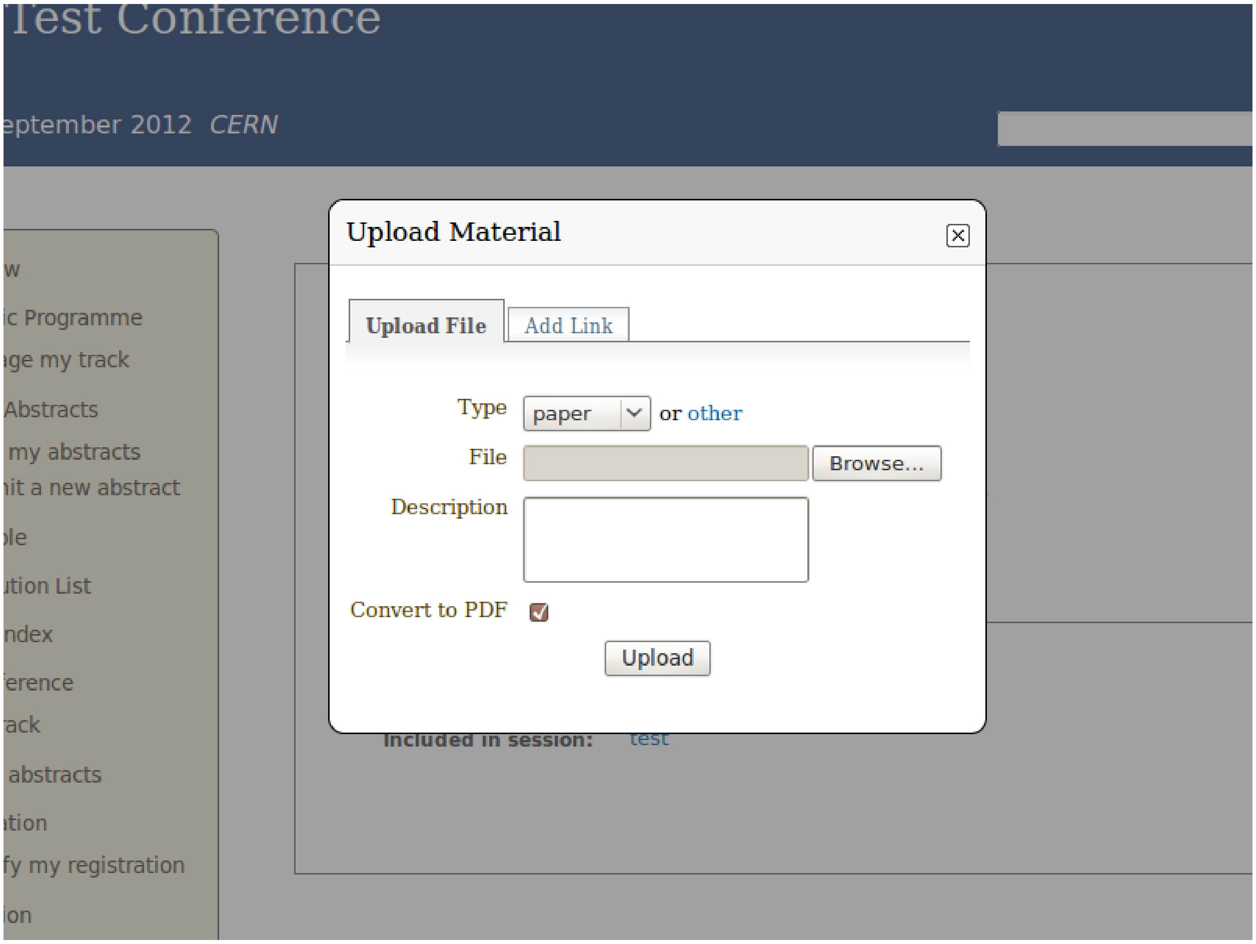


5.1.2 1.2. Submitting

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

1.2.1. Submitting Material

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



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

CHAPTER

SIX

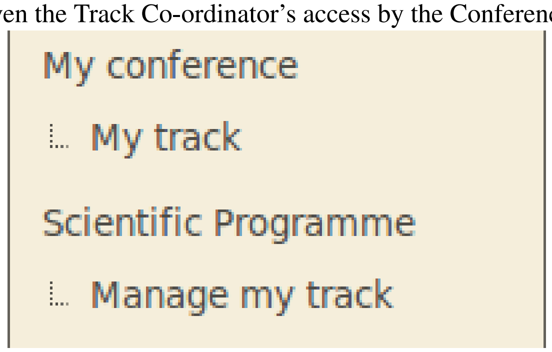
TRACK CO-ORDINATOR'S GUIDE

Contents:

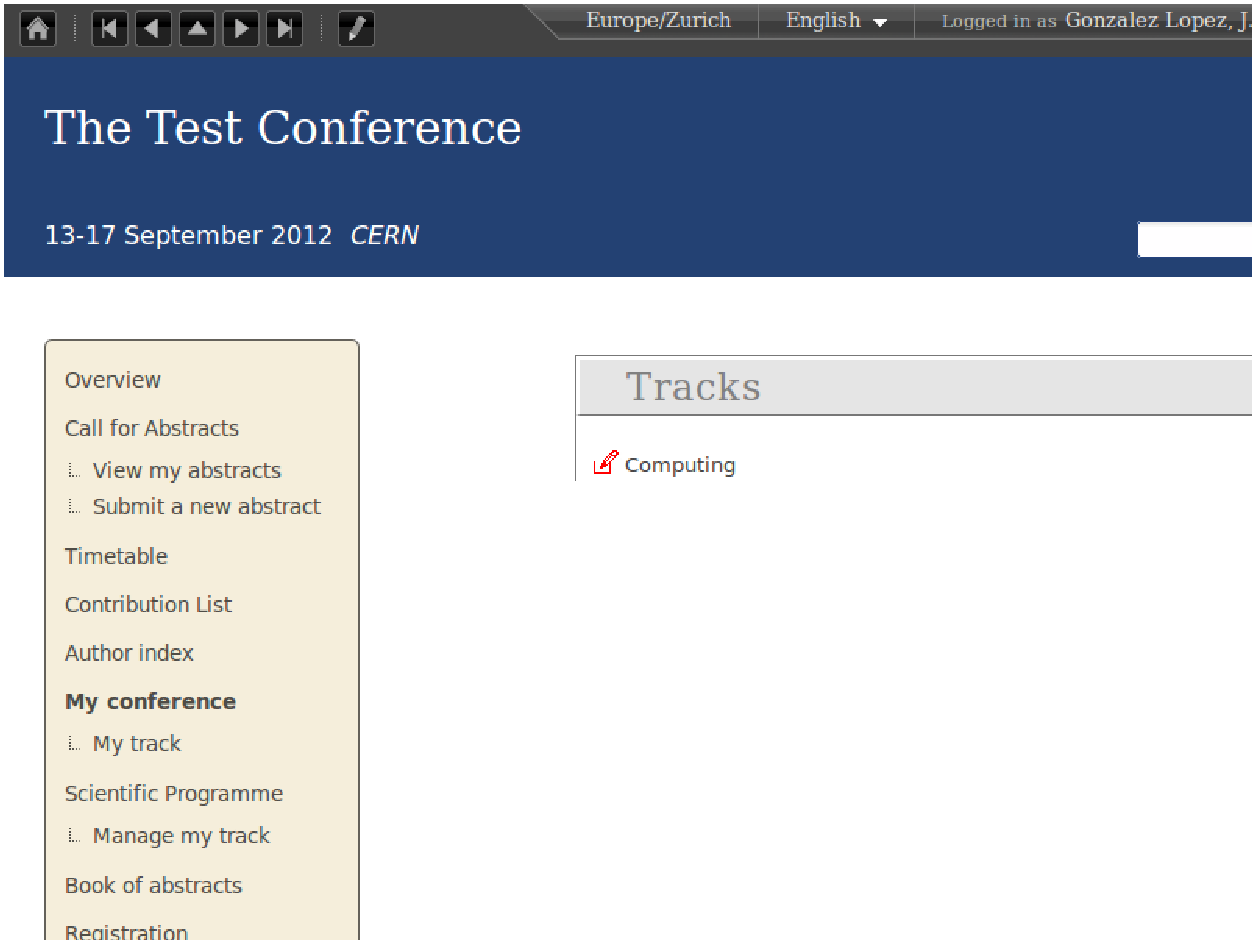
6.1 Chapter 1. Track Co-ordinator's Guide

6.1.1 1.1. Track Co-ordinator

As a Track Co-ordinator you are able to propose the acceptance or rejection of abstracts within your track. Your are given the Track Co-ordinator's access by the Conference Manager.



You can access your tracks by selecting *My tracks* or *Manage my tracks* from the conference homepage menu under *My conference* or *Scientific Programme*. This will take you to the list of tracks you are co-ordinating or straight into your track if you co-ordinate only one track.

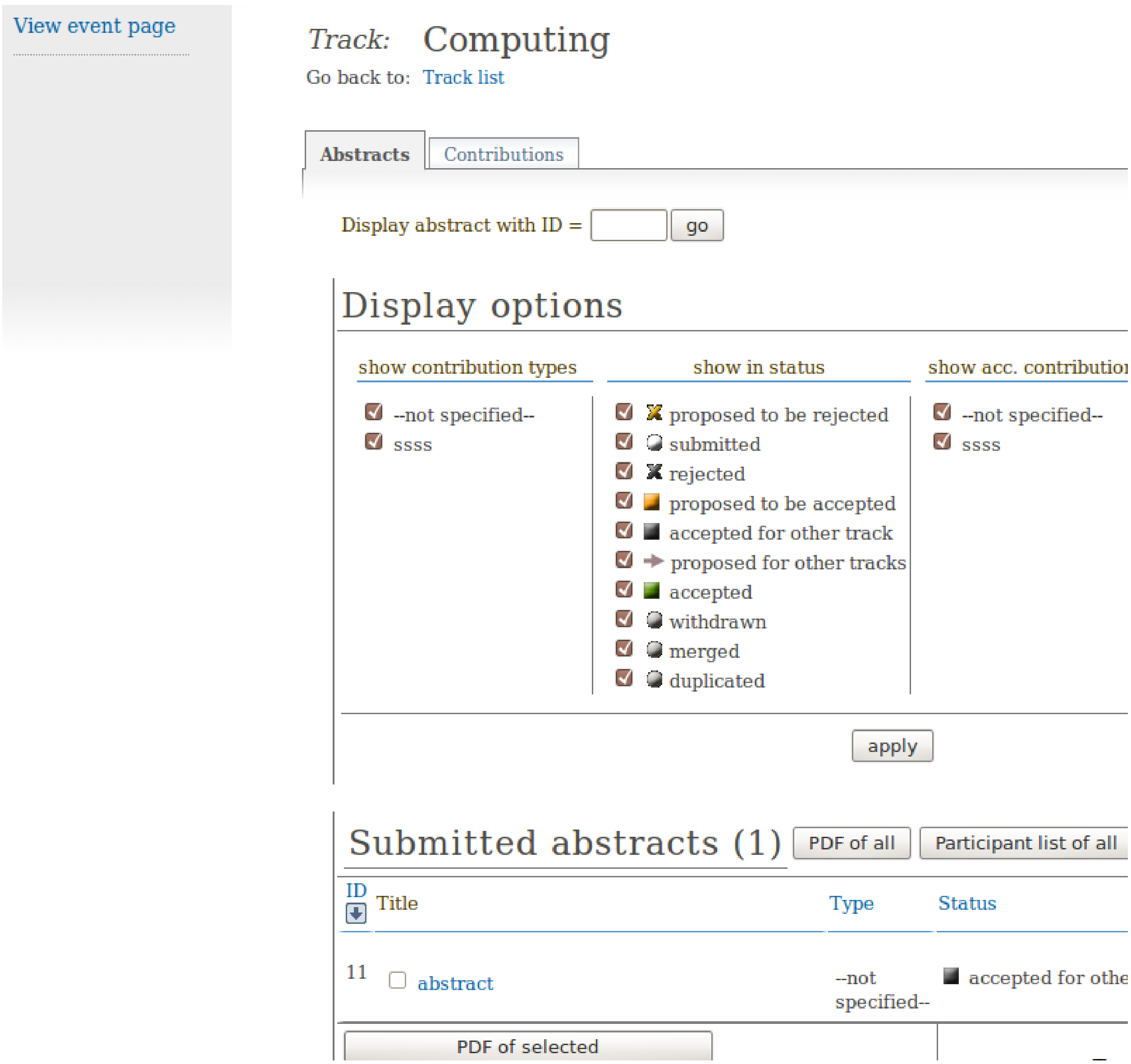


6.1.2 1.2. Track Co-ordinating

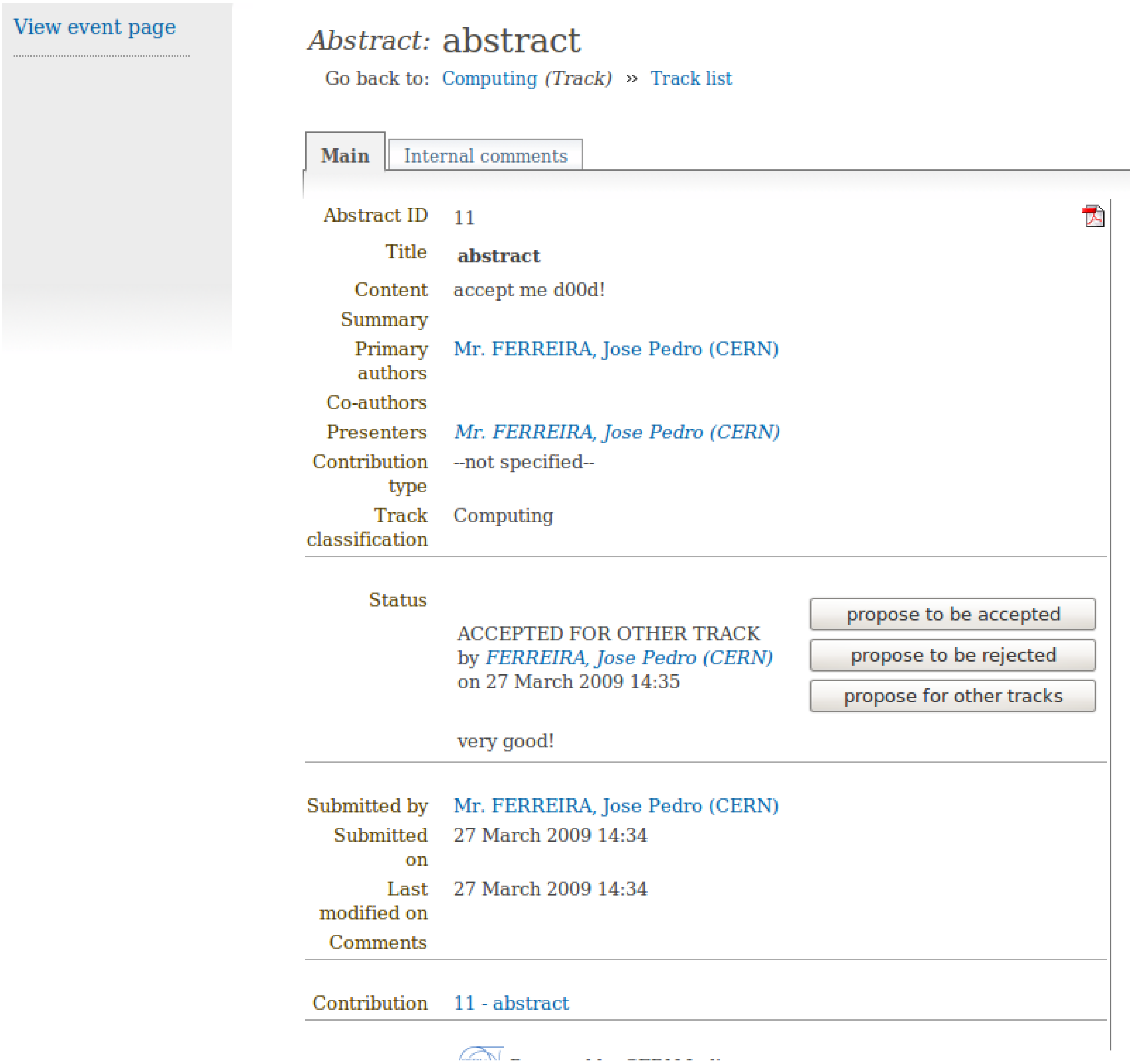
Once in the My tracks area you can click on the small red pen to the left of the track name to access the co-ordination area of that track.

1.2.1. Abstracts Tab

The Abstracts tab lists all the abstracts that have been submitted for your track and their status.



If you click on an abstract's name you will be taken to the Abstract's Management area. From here you can view the abstract's details and propose whether you want to accept, reject, mark as duplicated, or suggest the abstract for another track.



1.2.2. Internal Comments Tab

The Internal comments tab allows you to view and add any comments attached to the abstract.


Europe/Zurich
English
Logged in as Guinea, P.
Search
Create event
Room booking
My profile
Help
TEST Category » The Test Conference » Computing » abstract
Test Conference 13 September
vent page
Abstract: abstract
Go back to: Computing (Track) » Track list
Main
Internal comments
new comment
--no internal comments--
new comment