Indico Hands-On Session - Meetings

The goal of this Indico hands on session is to familiarize with the management of a simple meeting and discover the main features of the tool. The management of a whole conference is more complex and needs a special training.

All information to perform the following exercises can be found in 2 places:

- The Indico website help: http://indico.cern.ch/help.py
- Ask the teacher.

Hints described below are usually not in the user guide, but save time and mouse clicks.

Exercises will be done with your direct neighbor.

Agenda

- Short presentation by the teacher, presentation of Indico features.
- Hands-On: please complete all the following steps. If you don't know how to achieve something, check the online Indico user guide or ask the teacher.
- Open questions and tutorials: feel free to ask any question and procedure, the teacher will try to address the problem.

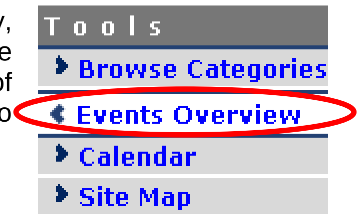
Finding, creating and modifying an event

A. Navigating using Overview and Calendar

This first part focuses on locating meetings in the Indico hierarchy of events. You're going to find a meeting held today, located somewhere inside the "Departments" category, using two different methods – the Events Overview and the Calendar.

Using Events Overview

1. Enter http://indico.cern.ch, click on the "Departments" category, then on the Events Overview link in the menu on the right (see picture), and locate the meeting called "Indico" in the list of meetings. Click on this meeting to enter the meeting's Indico page.



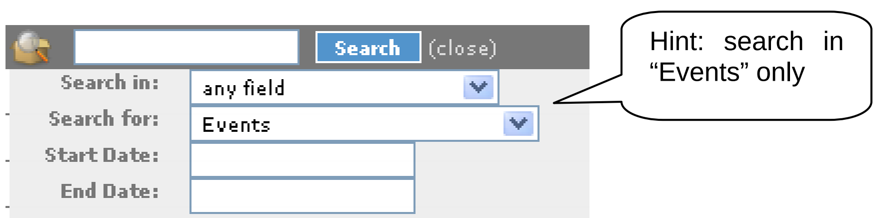
Hint: clicking on the top left corner icon will bring you to the category for the event – one level up in the hierarchy. Clicking on the INDICO Integrated Digital Conference icon brings you to the Indico home page.

Using the Calendar

2. Go back to the Indico home page, navigate to the "Departments" category, and then click on the Calendar link in the menu on the right. By hovering your mouse pointer over today's date, you'll find the same meeting as above. Click on the meeting to enter it.

B. Using Indico's search facility

3. Use the search feature from Indico home page to find the "TWEPP-08" workshop.



4. Click on "Event details" to access the event.
5. Go back to Indico home page.

C. Locate the category where you will create your meeting

6. Start at http://indico.cern.ch and navigate to the "Hands-on Training" category (full path is Home > Departments > HR > Training > Technical Training > Office software > Hands-on Training).

Hint: To quickly find an event or category in Indico, click on **Site Map** *in the menu on the right, which will expand the entire tree of categories. Then use the "find in page" feature of your web browser (Ctrl+F in Internet Explorer).*

7. Log in using your NICE credentials.

D. Create a Meeting

8. In the “Hands-on Training” category, create a meeting and give it your full name as a title, starting date one week from now, starting at 8am and finishing at 12am.
9. After validating the meeting creation form, you are redirected to the management area of the meeting.
10. Assign a modification password to your meeting (“Protection” tab > “Modification key”). Set the password by pressing the button labeled “Change”.
11. Click on the tab “Timetable” to create a timetable which includes 2 sessions (titles: “open session” and “closed session”) separated with 1 “coffee break”.
12. Add 2 contributions to each of your sessions (name them “contribution 1” to ”contribution 4”). NOTE: to add “contribution 1” and “contribution 2” to the “open session”, click on the session title first to access its inner timetable.

Hint: When editing the timetable of a session, click on the meeting title to go back to the general timetable.

13. Switch back to the display of the event by pressing the icon to check the result.

E. Modify a Meeting

14. When you are logged in and have modification rights over an event, small red icons () will appear directly on the timetable, allowing you to directly access some modification features. Logout and see the result (the red icons will disappear)
15. Use the previously assigned modification password to get the modification icons back

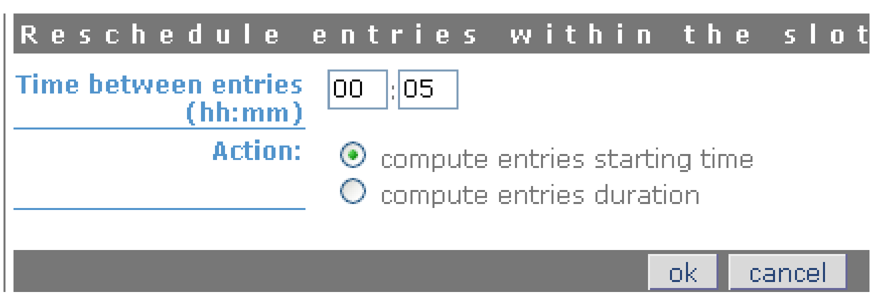
Hint: When a modification password has been assigned to an event, you don’t need to login in order to modify this event. Simply click on “manage” in the top menu bar and enter the password.

16. Add a 15 mn “Tea break” at the end of the “closed session” inner timetable, right after “contribution 4”
17. Move it in between the 2 contributions by clicking the up and down arrows (↓ ↑).
18. Change the duration of the break to 10 mn. A 5 mn gap appears between the break and contribution 4.
19. Reschedule your session so that the gap disappears.

Hint: Use the “reschedule” button with the option “compute entries starting time”

20. Reschedule your session to leave 5mn gaps in between each timetable item.

Hint: Use the “reschedule” button with the “time between entries” option set to 5 mn, as illustrated below.



Access/Modification Rights

F. Protect a session

21. Set the access rights on "closed session" to "Private".

Hint: Click on the "closed session" title in the general timetable of the management area, choose the "Protection" tab, and click the "Private" button.

G. Assign modification rights to another user

22. Modify "contribution 1" by assigning it a new presenter. This new presenter will be your neighbor.

Hint: Use the "search button" in the "Main" tab of the contribution.

23. Add also your neighbor to the list of authorized submitters ("Protection" tab). This will give him or her the right to attach a file to this contribution.

H. Attach a file to a meeting

24. Leave the management area and go to your neighbor's meeting. You should see only the first session (since the second one was protected).

Hint: From the display page of a meeting, you can go directly to its father category by clicking the "category" link in the top menu.

25. Log in. If your neighbor has already granted you submission rights on the first contribution, you should see the modification icons next to it.
26. Upload a file to the contribution (use the icon)
27. Write some minutes in the contribution (use the icon)

Other features

I. Clone

28. Go back to your own meeting.
29. Clone your meeting once, one week after the current date.

Hint: The clone feature is reachable either from the display of the event (icon), or from the management area of the meeting, "Tools" tab.

J. Alarm

30. Go to the management area of the clone meeting.
31. Set up an alarm triggered 1 day before the meeting, including a text version of the agenda. Use the "Send me the alarm as a test" in order to get a preview of the alarm in your mailbox.

Hint: The alarm feature is accessible in the management area of your event, "Tools" tab.

K. Export to personal calendaring tool (Outlook)

32. Add your own first meeting to your personal calendaring tool.

Hint: Click on the  *icon in the top menu of the event display page, or in the list of events in the category page.*

L. Manage Participants

33. Go back to your first meeting and add 2 participants to the list of participants.
34. Now, allow to **apply for participation**

Hint: The starting date of the event has to be in the future in order to see the option that will allow you to activate it.

35. [You now act as a participant] Open another browser in which you are not logged in. Go to the event and apply for participation using any first name, family name and email.
36. [You now act as the manager] Accept the participation request from the prior step

Hint: Look for it in the management area: Participants tab > pending participants.

37. Activate auto-accept and try again the step 33.

M. Close your first meeting

38. Close your first meeting by clicking on the Tools tab (making sure you're within the Meeting context) and choose "Close this meeting".

N. Delete your second meeting

39. Delete your second meeting by clicking on the Tools tab and then the button "Delete this meeting".

Congratulations, the basic Indico hands-on session is complete; please feel free to ask any question and further details on Indico.