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# **Indico Documentation**

***Release 0.97***

**Indico Team**

February 22, 2010



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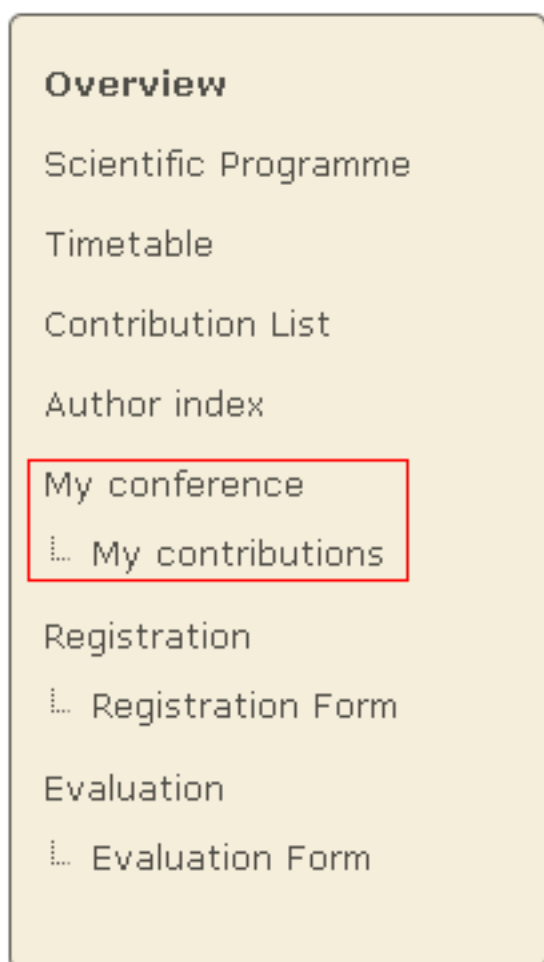
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# SUBMITTER'S GUIDE

## 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	<a href="#">Contribution 2</a>

[support](#)

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## 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](#)

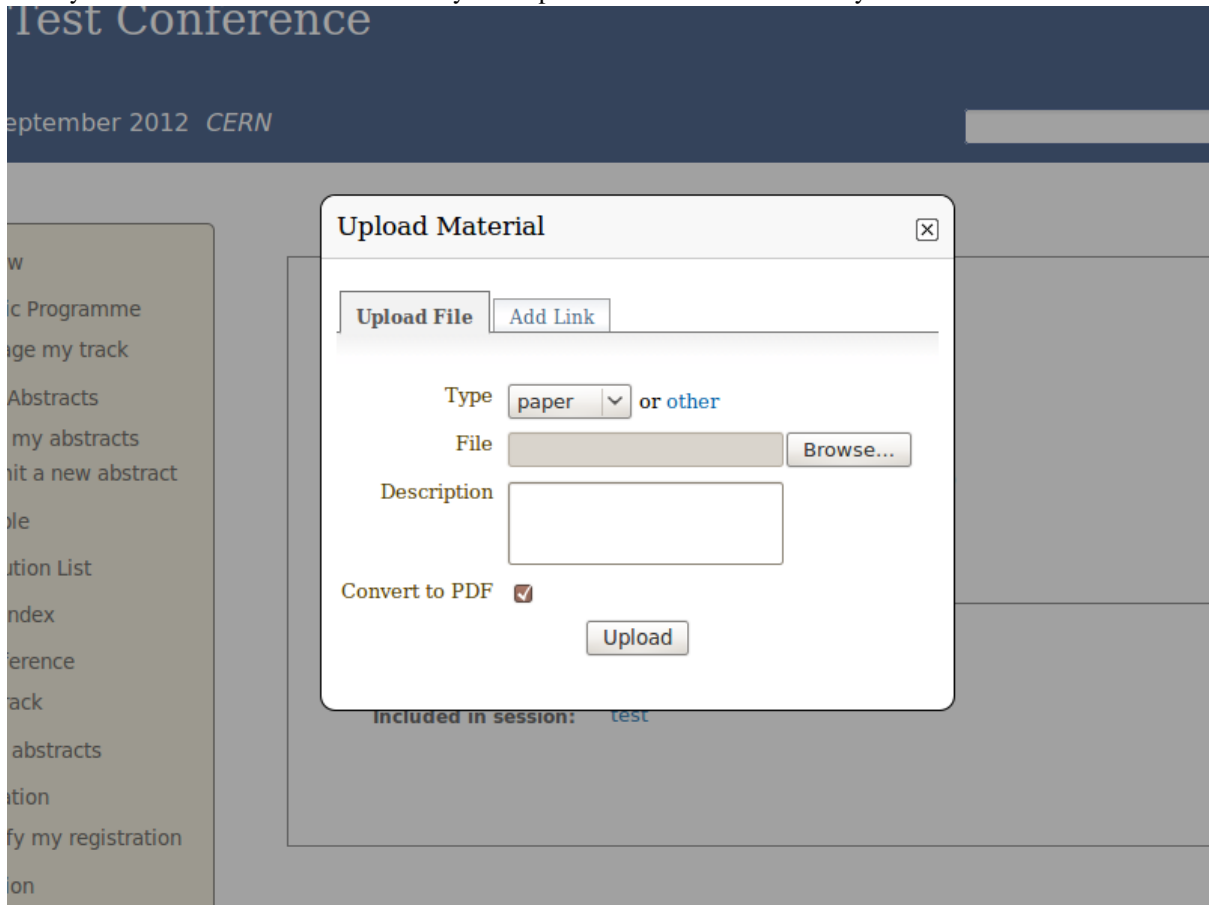
**Included in session:**

[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 the 'Upload Material' dialog box in the Indico interface. The dialog has a title bar with a close button (X). Inside, there are two tabs: 'Upload File' (selected) and 'Add Link'. Below the tabs, there is a 'Type' dropdown menu set to 'paper', followed by the text 'or other'. Below this is a 'File' input field with a 'Browse...' button to its right. Underneath the file field is a 'Description' text area. At the bottom left, there is a checkbox labeled 'Convert to PDF' which is checked. At the bottom center is an 'Upload' button. The background of the page shows a sidebar with various links like 'Abstracts', 'my abstracts', 'Add a new abstract', 'Session List', 'Index', 'Reference', 'Track', 'Abstracts', 'Session', 'Verify my registration', and 'Logout'. The main content area shows '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