
Indico Documentation

Release 0.97

Indico Team

August 15, 2011

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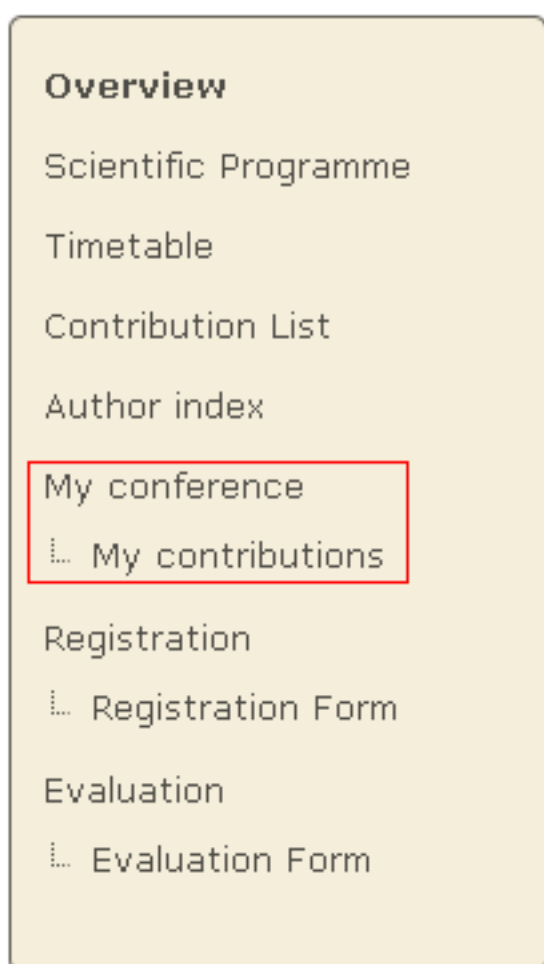
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SUBMITTER'S GUIDE

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

26-29 July 2011 *CERN*
Europe/Zurich timezone

- Overview
- Scientific Programme
 - Manage my tracks
- Call for Abstracts
 - View my abstracts
 - Submit a new abstract
- Timetable
- Contribution List
- Author index
- My conference
 - My track
 - My contributions**
- Book of abstracts

Contributions

Id	Name	
0	Contribution 1	View

1.2 Submitting

Once in the My contributions area (previous screenshot) you can click on *View* in order to display the contribution details and start submitting material.

Contribution 1

Id: 0
Place: CERN
Starting date: --not yet scheduled--
Duration: 20'
Primary Authors: COSTACHE, Anamaria (CERN - IT/UDS)
Material: [Add Material](#)

Sub-contributions:

- [Sub contribution 1](#)
- [Sub contribution 2](#)
- [Sub contribution 3](#)

To submit material, click on *Add Material*. A popup will appear, from which you can choose the material type (slides, video etc.) and upload it. You also need to set the protection level, (see *Access Control Policy* (in *Indico User Guide*)), and you can add a description and display name. If you set the material to be private, a *Protection* tab will appear, where you can add users or groups that are allowed to access your material, set the visibility (hidden, visible) and if you wish, set an access key.

The screenshot shows a dialog box titled 'Upload' with a close button (X) in the top right corner. A yellow callout bubble points to the 'Protection' tab, stating 'You can specify users using this tab'. The dialog has three tabs: 'Basic', 'Protection' (selected), and 'Advanced'. Under the 'Protection' tab, there are two sections. The first section, 'Location', has two radio buttons: 'Local file' (selected) and 'External resource (hyperlink)'. Below these is a text input field, a 'Browse...' button, and a blue link 'more'. A checkbox labeled 'Convert to PDF (when applicable)' is checked. The second section, 'Material type', has a dropdown menu set to 'Slides' and a blue link 'or other'. Below this is a red text instruction: 'This will be the first resource of type **Slides**. Please select who will be able to access this material type:'. There are three radio buttons for access: 'Same as for the parent Contribution (currently **open** to everyone, but can change)' (unselected), 'Private: Can only be viewed by you and users/groups chosen by you from the list of users' (selected), and 'Public: Can be viewed by everyone' (unselected). At the bottom is a 'Create Resource' button.

Upload ✕

Basic Protection Advanced

Location ☒ Local file ☐ External resource (hyperlink)

[more](#)

☒ Convert to PDF (when applicable)

Material type Slides ▼ [or other](#)

*This will be the first resource of type **Slides**. Please select who will be able to access this material type:*

☐ Same as for the parent Contribution (currently **open** to everyone, but can change)

☒ Private: Can only be viewed by you and users/groups chosen by you from the list of users

☐ Public: Can be viewed by everyone

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