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# **Indico Documentation**

***Release 0.97***

**Indico Team**

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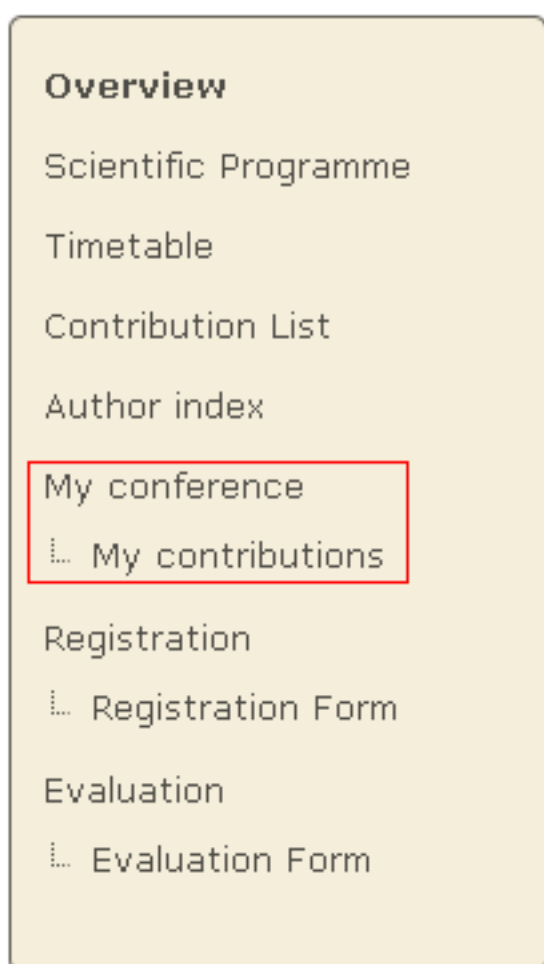
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# SUBMITTER'S GUIDE

## 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	<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](#)

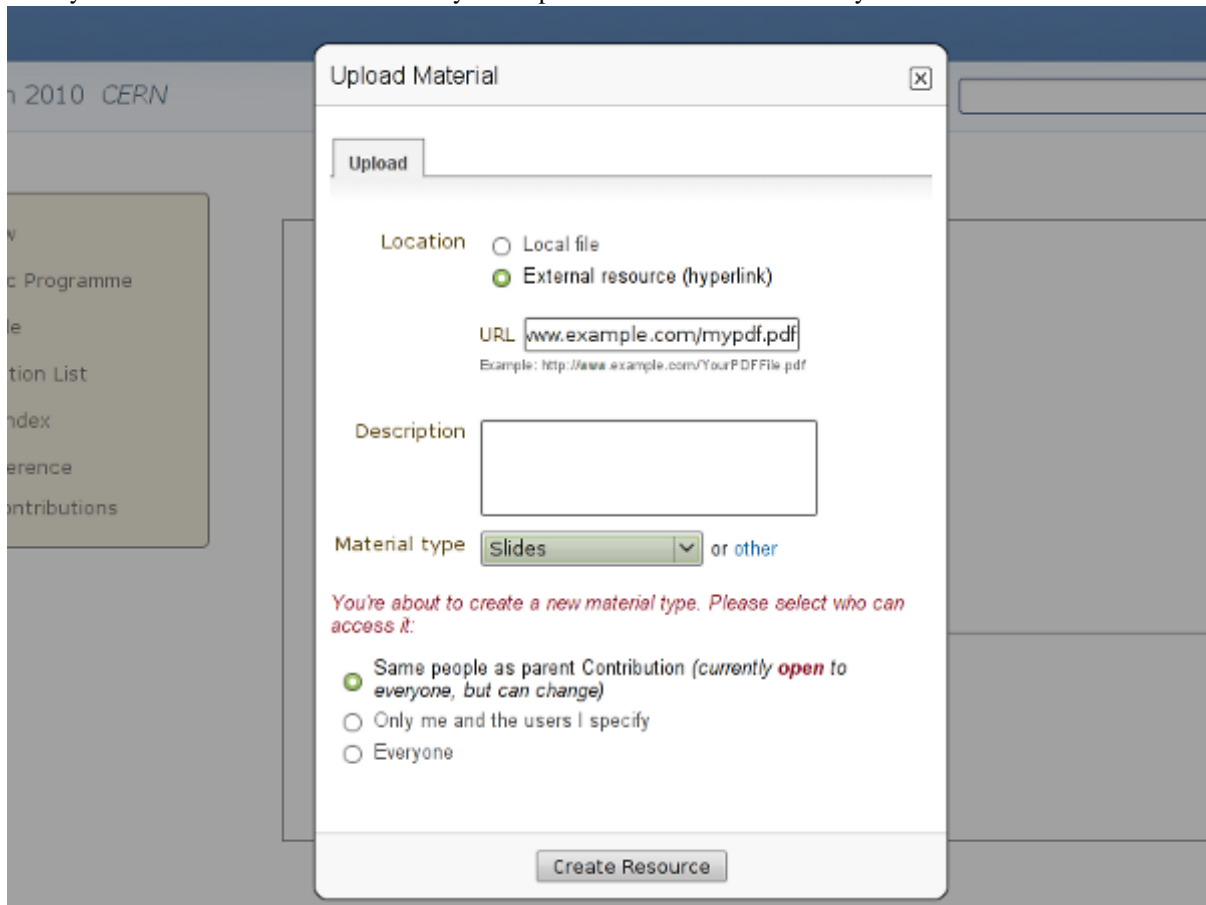
**Included in session:**

[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 a web interface with a sidebar on the left containing links like '2010 CERN', 'Programme', 'List', 'Index', 'Reference', and 'Contributions'. The main area displays a modal dialog titled 'Upload Material' with a close button (X) in the top right corner. The dialog has a tab labeled 'Upload'. Inside, there are two radio buttons for 'Location': 'Local file' and 'External resource (hyperlink)'. The 'External resource (hyperlink)' option is selected. Below this is a text input field for 'URL' containing 'www.example.com/mypdf.pdf', with a small example text below it: 'Example: http://www.example.com/YourPDFFile.pdf'. There is a text input field for 'Description'. Below that is a 'Material type' dropdown menu showing 'Slides' and a link 'or other'. At the bottom, there is a red warning message: 'You're about to create a new material type. Please select who can access it:'. Below this are three radio buttons: 'Same people as parent Contribution (currently open to everyone, but can change)' (selected), 'Only me and the users I specify', and 'Everyone'. At the very bottom of the dialog is a 'Create Resource' button.

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