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# **Indico Documentation**

***Release 0.98***

**Indico Team**

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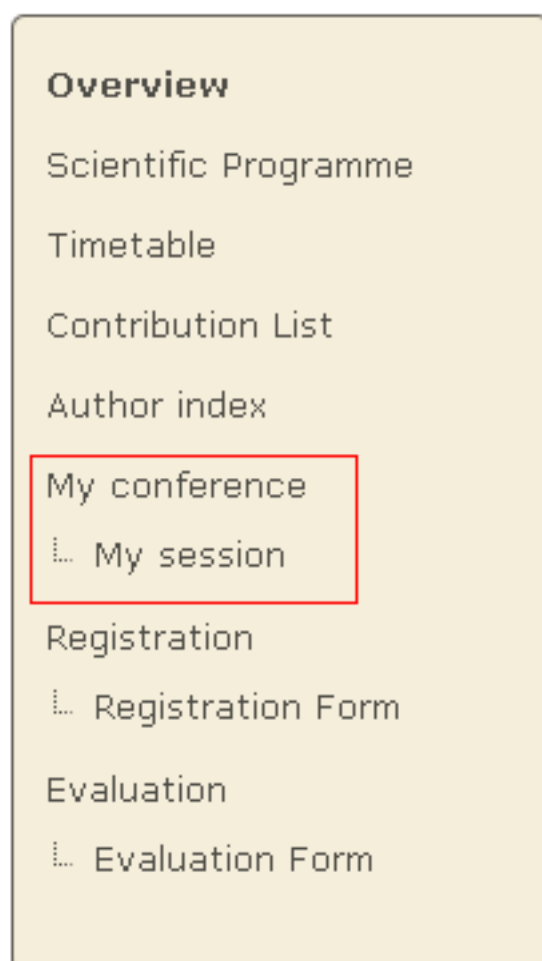


# SESSION CO-ORDINATOR'S GUIDE

## 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.

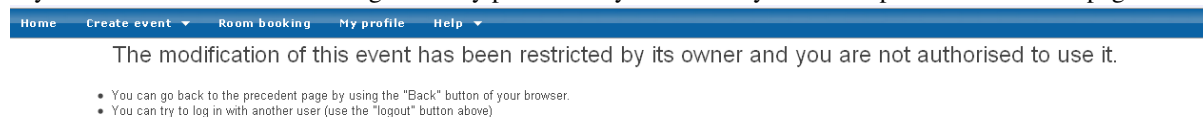
You are given this co-ordinator access by either the Session Manager or the Conference Manager. The Conference Manager sets the level of modification rights for all of the Session Co-ordinators. You can access your session by selecting *My session* from the conference menu.



## 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:



Home Create event Room booking My profile Help

The modification of this event has been restricted by its owner and you are not authorised to use it.

- You can go back to the precedent page by using the "Back" button of your browser.
- You can try to log in with another user (use the "logout" button above)

If you are not allowed access and you think you should, please contact a conference manager immediately.

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### 1.2.1 Basic Rights

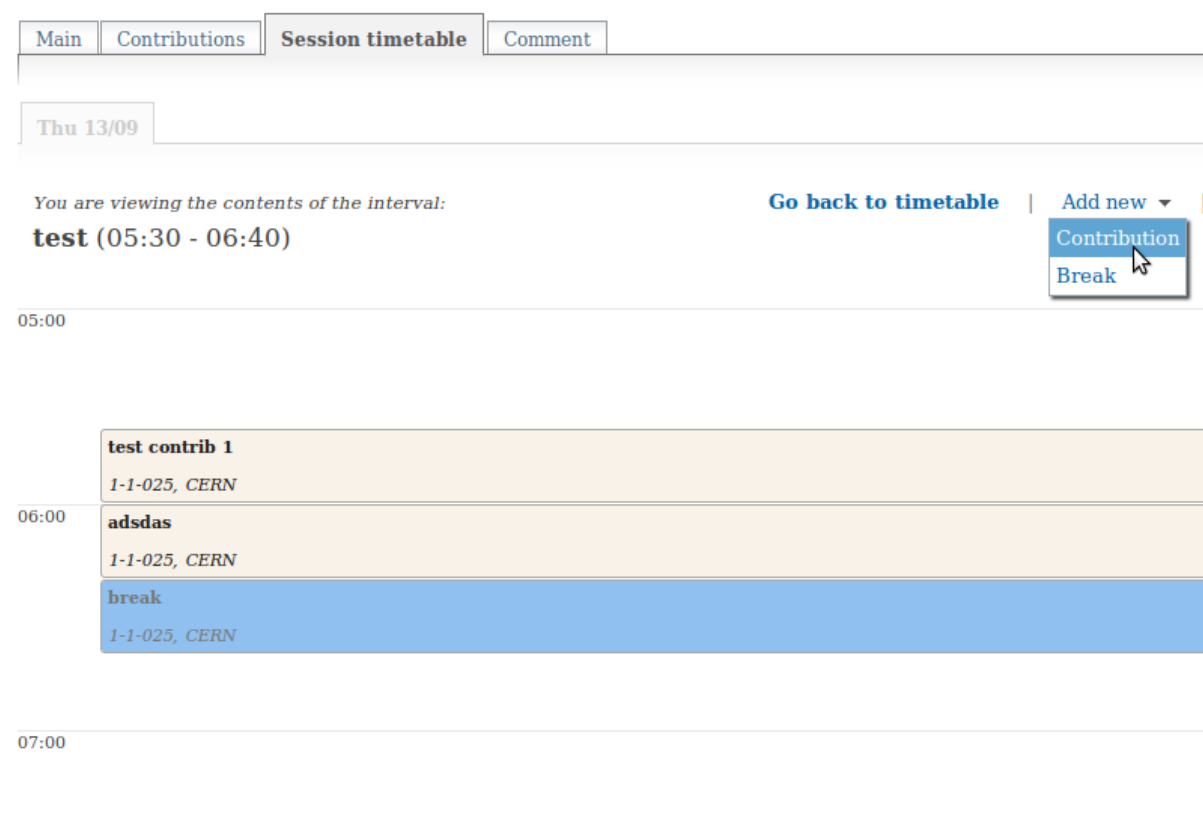
All Session Co-ordinators can:

- 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 blocks, 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:

*Session:* **test**

Go back to: [Timetable](#)



Main Contributions **Session timetable** Comment

Thu 13/09

You are viewing the contents of the interval: **test (05:30 - 06:40)**

Go back to timetable | Add new ▾ |  
Contribution  
Break

05:00

06:00

test contrib 1
1-1-025, CERN
adsdas
1-1-025, CERN
break
1-1-025, CERN

07:00

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## 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):

Contribution: **Contribution 6**

Go back to: [Session 1 \(Session\)](#) » [Timetable](#)

Main	Material	Sub Contribution	Protection	Tools
Contribution ID	4			
Title	<b>Contribution 6</b>			
Description				
Place	aaa			
Date/time	Monday 06 July 2009 08:20			
Duration	00h20'			
Type				<input type="button" value="modify"/>
Keywords				
Track	--none--			<input type="button" value="change"/>
Session	Session 1			<input type="button" value="change"/>
Primary authors				<input type="button" value="remove"/> <input type="button" value="to co-author"/> <input type="button" value="new"/> <input type="button" value="search"/>
Co-authors				<input type="button" value="remove"/> <input type="button" value="to primary"/> <input type="button" value="new"/> <input type="button" value="search"/>

## 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 blocks

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

Session: test  
Go back to: [Timetable](#)

Main

Thu 13

05:00

06:00

07:00

08:00

09:00

Add session block

Sub-Title

Place

Location

CERN

Room

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