## **Indico Documentation**

Release 0.97

**Indico Team** 

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## **CHAPTER 1. SUBMITTER'S GUIDE**

#### 1.1 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.

#### Overview

Scientific Programme

Timetable

Contribution List

Author index

My conference

My contributions

Registration

🗀 Registration Form

Evaluation

Evaluation Form

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





6-10 July 2009 aaa

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Contributions

Id Name
Contribution 2

support

## 1.2 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

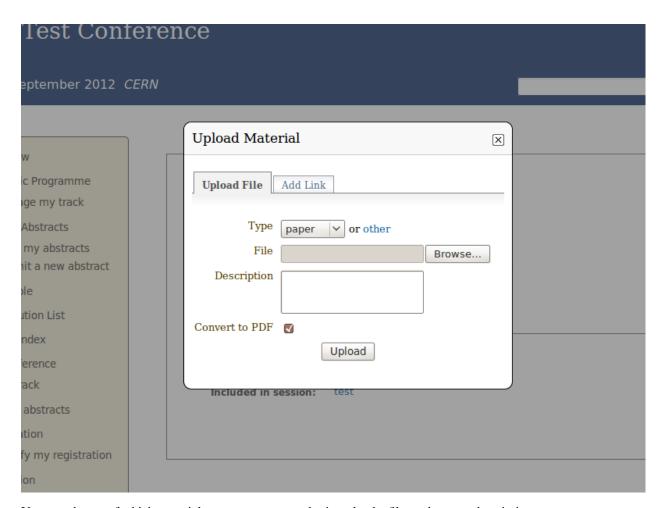
Add Material

Included in session: Session 1

### 1.2.1 1.2.1. Submitting Material

Once you have clicked on 'Add Material' you are presented with a screen to let you submit.

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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