

Session Chairperson

The following Instructions have been produced specifically for use within the EGEE 03 INDICO Conference management system for session Chairpersons only. If you encounter problems with the system, there is a 'Support Email' link on the front page, which links directly to the author of this document.

Please read these instructions fully first, then contact the support with any unanswered questions.

Overview

Step 1 – Contact all your presenters within your session and tell them to create an account for themselves using the instructions below (cut and paste into an email).

Step 2 – Create an Account for yourself

Step 3 – Contact the 'support' email on the front page and get granted access rights.

Step 4 – Manage your session presentations

Account Creation

Open a browser window and point it to

<http://indico.cern.ch/conferenceDisplay.py?confId=0513>

You will see the 'Overview Page' for the EGEE 03 Conference. At the top right hand corner of the page, click the 'log-in' icon, which takes you to the Log In / Account creation page.

Click the link that looks like this:

▶ If you **don't have an account**, you can create one [here](#)

Fill in the fields that are presented on the next page, and **make sure that your email is entered correctly** – this is very important.

For the Login and password, you can set your own, but we suggest you use your email for the login and your NICE or similar password so that you can easily remember it.

Once all the fields are completed, click 'Submit' and the system will send an email to the address you entered asking you to verify yourself, follow the instructions in the email and that's it, you have an account.


Gaining Access Rights

When you log in to your new account, you will only have viewing rights, and you will be unable to edit any of the features at this stage. Your access rights will have to be granted to you by the Conference manager, contactable via the 'Support' link on the front page.

In this email, please include the following information:

- Your Full name (including Title ie Mr, Dr., Prof. etc)
- The session title(s) that you will be chairing (NB Please use the exact titles used on the timetable* to avoid confusion)
- The date and time of the session (to avoid confusion)

You will receive a reply after a short while (not an auto-response) informing you that your access rights have been granted, to activate you will need to log in to the system again.

Once you are logged in, click 'Timetable' and find your session. When you click your session, if you have been granted access rights to this session you should see a small red pen  icon next to the session title, click this icon to get to the session management page. If this is not the case, please contact the support email with as much detail as possible.

Under the 'Timetable' tab, you will notice that all the sessions have been populated by a number of dummy presentations with code numbers, you should be able to change the timing of presentations, rename, delete, add and move presentations around within the session and allocate access rights for the presenters to upload their material to specific presentations. Please refer to the next section for details.

VERY IMPORTANT


Session timing must be coordinated by the Conference Manager in the proper context of the overall scheduling, therefore, if you need to extend your session (or shorten it) then you must contact the 'Support' email to do it, the same applies for room allocation and moving sessions between timeslots or days.

N.B. You do have sufficient rights to make such changes, BUT PLEASE

**** UNDER NO CIRCUMSTANCES ATTEMPT TO DO THIS YOURSELF****

CONTACT THE SUPPORT EMAIL AND THE CONFERENCE MANAGER WILL ATTEMPT TO CATER FOR YOUR NEEDS

Session Management

The session management section is accessible via the  icon next to the session title, accessible via the timetable link on the main menu. (as described in the previous section)

NOTE:
This is the tab which tells you which session you are editing!

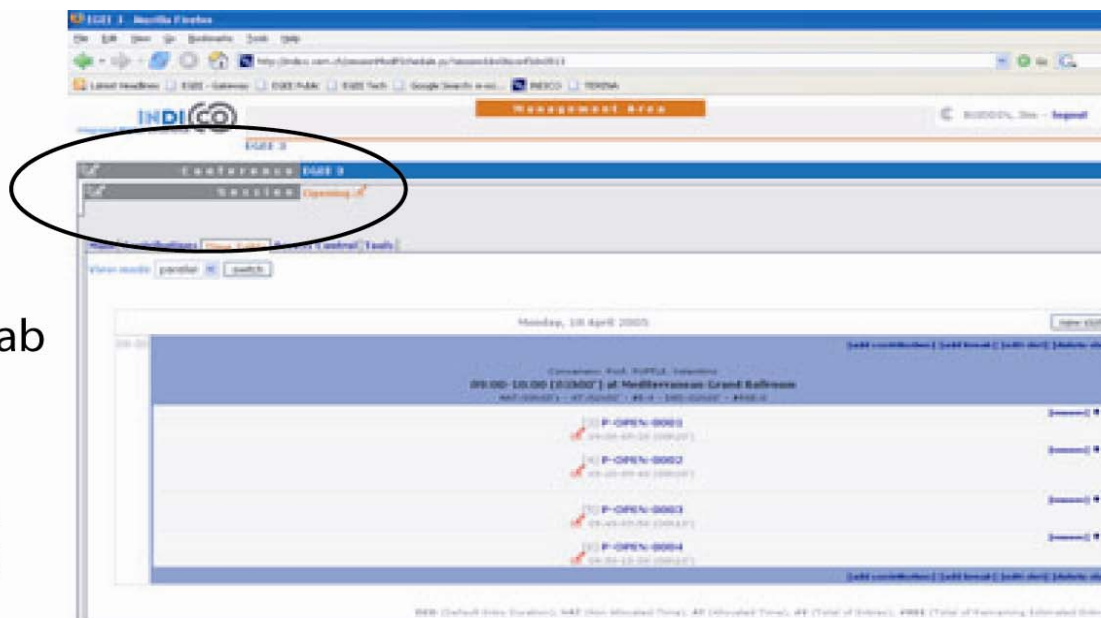


Fig. 1 Session Management Page

Note at the top of the page, the dark grey bar on the left hand side now says 'Session' to denote the management area you are in.

Once you can see the screen depicted in figure 1, you will notice 5 tabs available to you, 'Main', 'Contributions', 'Time Table', 'Access Control' and 'Tools'. These are described below:

Main

The session Code – a short code to describe the session

Title – The title of the session

Description – A description of the overall session contents

Place – DO NOT CHANGE

Room – DO NOT CHANGE – contact support

Start dates and times – DO NOT CHANGE – contact support

End dates and times – DO NOT CHANGE – contact support

Contribution Duration – DO NOT CHANGE – contact support

Timetable type – DO NOT CHANGE

Colour – DO NOT CHANGE

Conveners – The session Chairperson's name

Material – Material that is related in general to the session (i.e. not individual presentations' material)

Contributions

This tab presents a list of the presentations that are associated with this session. When you click on a presentation title, you are taken to that presentation's management page.

Time Table

The Time Table tab represents the presentations within the session in a timetable format, you can also access the presentation's management page by clicking the presentation's title in the timetable.

Access Control

There are various levels of access available within INDICO, but there is no need to enter this section at all, all access rights are granted by the Conference Manager except for upload rights for the presentations in your session, which you allocate in the Presentation Management area. You should see your name in the 'Modification Control' section, do not remove yourself.

Tools

There are two options under this tab, one you must never choose and one which you may wish to choose.

Delete Session – DO NOT USE THIS OPTION


Write minutes for this session – if you have a secretary available to do this, please feel free to use this feature.

*If you don't see your session in the timetable, please contact the support email with the full details of your session;

- Title
- Length (hh:mm)
- No. of attendees expected
- Any special AV / network requirements
- Parallel sessions that you must not clash with
- Parallel sessions that you would prefer not to clash with.
- Number of presentations within the session.

Please note: Any new sessions will have to be reviewed and accepted by the PEB *before* it gets entered into the official programme.

Presentation Management

Within the session 'Timetable' tab, you can now click each presentation to get to its details page. Again, firstly you will see the overview for the presentation, but by clicking the  icon next to the title, you will be able to edit all the details for the presentation.

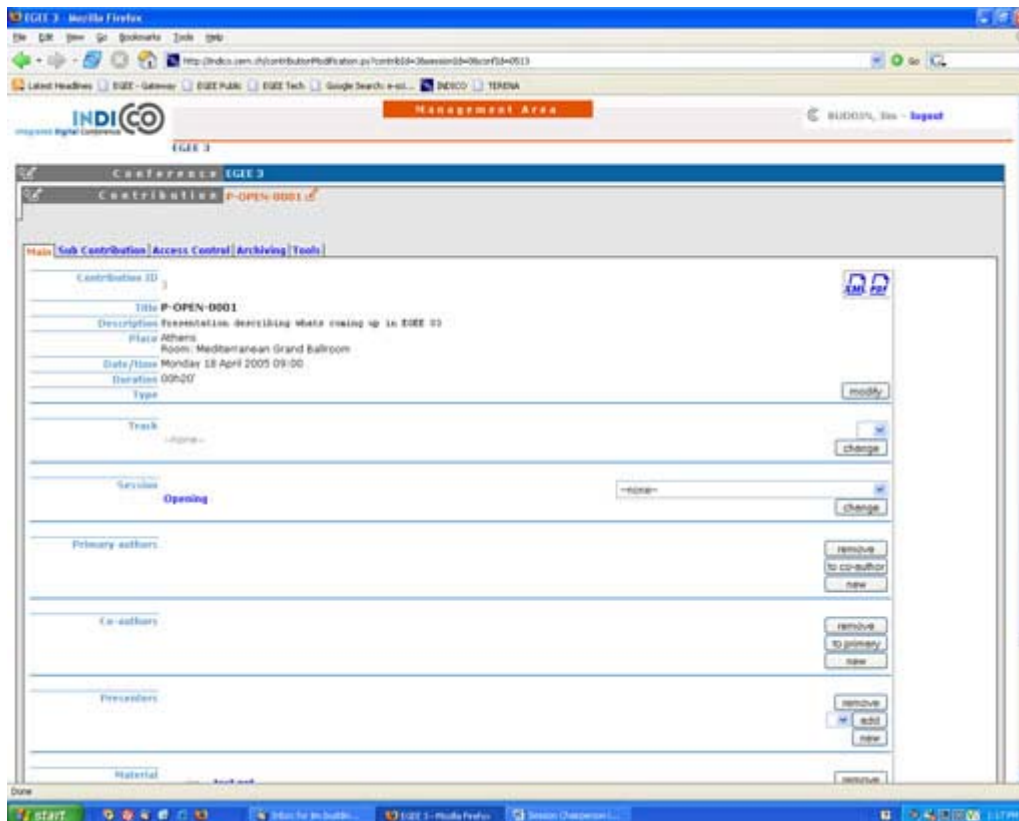


Fig. 2 Contribution (Presentation) Management Page

Note at the top of the page, the dark grey bar on the left hand side now says 'Contribution' to denote the management area you are in. Contribution = Presentation.

Granting Upload Rights to Presenters

Under the 'Access Control' Tab of the presentation's management area, add the people to the 'Submission Control' that you wish to be able to upload slides etc to this presentation.

NB : The Presenters must have created an account in order that they show up in the search results, this is why you must contact all the presenters in your session to follow the account creation instructions before you can manage the session.

Editing Presentation Details

You can edit any of the presentation's details by clicking the 'Main' tab, where you can change the title, description and just about anything else to do with the presentation. You only need to alter the following details:

Title - When you first enter the presentation, this will be the preliminary code for the presentation, (e.g. P-ABCD-0001); You should change this code to a proper presentation title.

Description - You can enter a brief description of the presentation here.

Place - This will never change, do not alter it.

Room - Although you can change the room, please DO NOT alter this. There is no automatic double booking prevention within INDICO, so please, if you think you need to change the room, contact the support email to do it.

Duration - This is the duration in hours and minutes of the presentation. You can change this, of course, but beware that if your session is set to 1 hour, you can not have presentations that overrun this hour. (e.g. you cannot have 3x30 minute presentations in an hour session). So, if you find that there is insufficient time for all the presentations within your session time, please contact the support email with as much detail as possible and we will try to accommodate your requirements.

Please note that the overall timing of your session **must be finalised in good time**, as last minute changes *may not be possible* to accommodate.

Primary authors - Feel free to enter these details if you feel it necessary.

Co-authors - Feel free to enter these details if you feel it necessary.

Presenters - This is the Presenter's details – and is separate from the Access Control Section where you allow presenters to upload their slides to the presentation. Click New to add a new presenter and enter his or her details (at least the name and title, and if required, email which becomes linked wherever their name appears) into the boxes provided.

Material - This is a link to the presentation slides and other material that the presenter has uploaded to the presentation. As you have modification control, you are also able to upload / remove slides on behalf of the presenters if you should need to.

If you require further assistance, please contact the 'support' email link on the front page of INDICO.