

Tutorial: how to submit an Abstract on the INDICO platform

INDICO is an open-source software for scientific event management.
The IOM 2024 INDICO event is kindly hosted by the CERN.

We have prepared a short tutorial for you to follow, both in this PDF file and in 4 companion videos
This tutorial will cover:

- 1) Creating your profile on INDICO (https://www.youtube.com/watch?v=K6DE_kS9gMM)
- 2) Editing your profile on INDICO (<https://www.youtube.com/watch?v=zZ508ZCtn2A>)
- 3) Login to your INDICO profile (<https://www.youtube.com/watch?v=CYP8W8W8W8>)
- 4) Submitting an Abstract (<https://www.youtube.com/watch?v=EKLcQOmnNOk>)

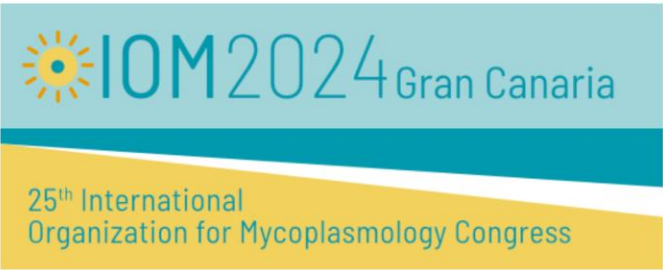
Step 1: Creating your profile on INDICO

INDICO is an open-source software for scientific event management.

The IOM 2024 INDICO event is kindly hosted by the CERN.

An account must be created to deposit abstract.

Please follow this tutorial



IOM2024 Gran Canaria


25th International Organization for Mycoplasma Congress

Jul 7 – 11, 2024
GMT timezone

Overview
Abstract Submission

The 25th International Organization for Mycoplasma Congress



 **Starts** Jul 7, 2024, 8:00 AM
Ends Jul 11, 2024, 6:00 PM
GMT

 [IOM 2024 Website](#)

 **The call for abstracts is open**
You can submit an abstract for reviewing. [Submit new abstract](#)

Your language is set by default based on your location but can be manually adjusted



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First, create an INDICO account.
Click on « Login »



CERN Single Sign-On

Sign in with a CERN account

Username

Password

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[Forgot Password?](#)

Or use another login method

- [Two-factor authentication](#)
- [Kerberos](#)

By logging in, you agree to comply with the [CERN Computing Rules](#), in particular OCS. CERN implements the measures necessary to ensure compliance.

Sign in with your email or organisation

- [Home organisation - eduGAIN](#)
- [External email - Guest access](#)

Sign in with a social account

By clicking on the buttons below, you consent to CERN's transfer of your login request to the social provider and to receive your account name, name and e-mail for authenticating you. See more details in our [Privacy Notice](#).

- [Google](#)
- [LinkedIn](#)
- [GitHub](#)
- [Facebook](#)

Select « External email – Guest access »



CERN Single Sign-On

Email

Password

[Sign In](#)

[Forgot Password?](#)

By logging in, you agree to comply with the [CERN Computing Rules](#), in particular OC5. CERN implements the measures necessary to ensure compliance.

New user? [Register](#)



Select « Register »



CERN Single Sign-On

* Required fields

Email *


Password *

Confirm password *

First name *

Last name *

Captcha:
The code is valid only for 60 seconds. Your answer will be considered incorrect if you don't answer within 60 seconds. You can always reset the timer by generating a new code with the "Reload" button below.



Code:

[« Back to Login](#)

Fill in the required fields.
Please use the same email address as the one used to register to the Congress

Click « Register »



CERN Single Sign-On

⚠ You need to verify your email address to activate your account.

An email with instructions to verify your email address has been sent to your address

Haven't received a verification code in your email?
[Click here](#) to re-send the email.



Go to your mailbox – you should have an email in the next few seconds. If not: remember to check your spam folder



Search mail

1 of 1

Verify email Inbox x

CERN Login <no-reply-ss0@cern.ch> to me

Someone has created a Guest access account with this email address. If this was you, click the link below to verify your email address

[Link to e-mail address verification](#)

This link will expire within 1 day.

If you didn't create this account, just ignore this message.

3:11 PM (31 minutes ago)

Reply Forward



Click « Link to e-mail address verification »

Quick settings

See all settings

Apps in Gmail

Chat and Meet
Customize

Density

Default
 Comfortable
 Compact

Theme

View all

Inbox type

Some inbox types rely on smart features and personalization in Gmail, Chat, and Meet. Turn on this setting.

Default
 Important first
 Unread first
 Starred first
 Priority Inbox
 Multiple Inboxes



CERN Computing Rules

The use of CERN's computers, networks and related services, such as e-mail, are subject to the [CERN Computing Rules](#). CERN implements the measures necessary to ensure compliance of these rules, in particular Operational Circular No. 5 (OC5).

Privacy Statement



The CERN Computer Security Team collects data from the usage of computing resources at CERN. This is detailed in the Digital Privacy Statement of [CERN's Computer Security Team](#). All standardized CERN privacy policies can be found on the [Service Portal](#).





Click « Accept »

Create a new Indico profile

Email address
abstraction2024@gmail.com

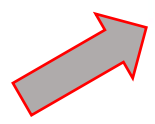
First name *  Last name * 

Affiliation 

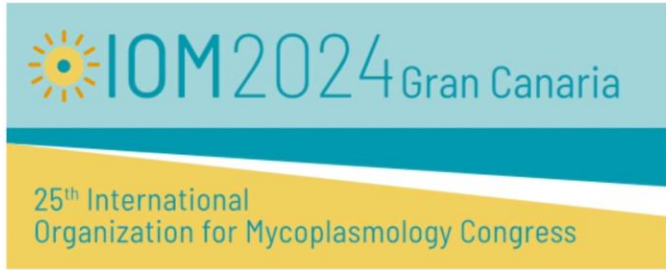
Phone number 



You can edit the grey fields by first clicking on the green box. Note that these fields can be edited later on, and will be used when you deposit your abstract.



Finalize your account creation by clicking « Create my Indico profile »



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✓ You have successfully registered your Indico profile. Check [your profile](#) for further details and settings.

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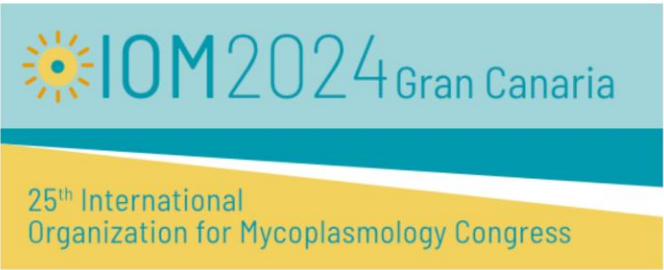
The call for abstracts is open
You can submit an abstract for reviewing. [Submit new abstract](#)

You are now logged-in

Click here to edit your profile

Option: Editing your profile on INDICO

Your INDICO profile can be edited at any moment.
Please make sure to correctly fill-in the various fields, as they are automatically used during the abstract submission



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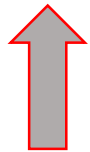
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Test Account
abstraction2024@gmail.com

- My profile
- My preferences
- My language (English (United States))
- Logout



To access your profile click on your name, then « My profile »



Dashboard



Test Account

Last login Feb 8, 2024, 3:56 PM

Test

abstraction2024@gmail.com

Settings



Your categories

You have no categories.

Happening in your categories

You have no categories.

Your events at hand

Jul 7, 2024 IOM 2024 Gran Canaria

Click on « Settings »





My Profile

- Dashboard
- Personal data**
- Profile picture
- Emails
- Preferences
- Accounts
- Favorites
- Applications
- API tokens
- HTTP API
- Data export

Details

Title
None

First name * Test **Last name *** Account

Affiliation
Test

Address

Phone number

Email address
abstraction2024@gmail.com
You can manage your email addresses [here](#).

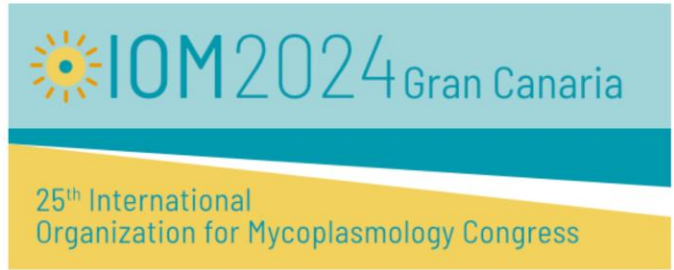
Save changes



You can now edit your profile. Remember to save !

Option: Login to your INDICO profile

In order to submit an abstract, you must be logged-in



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- [GitHub](#)
- [Facebook](#)



Click on « External email – Guest access »



CERN Single Sign-On

Email

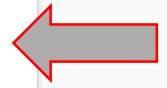
Password

[Sign In](#)

[Forgot Password?](#)

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New user? [Register](#)

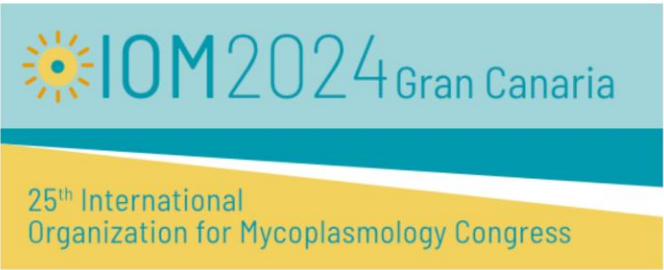


Sign in with your account credentials

Step 2: Submitting an Abstract

You can submit submit multiple abstracts

1. Your abstract is limited to 350 words, and can only contain text.
2. You must select one main scientific theme associated to your abstract in the "Tracks" option. Pick the Tracks that best fit your abstract's content. Note that your abstract might be moved to another Tracks upon reviewing by the Scientific Committee.
3. If you intend to apply to a student Award, or a Travel Grant, you need to do so by selecting the appropriate option in the "Student Awards application" and "Travel Awards" options.
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[Submit new abstract](#)

Click « Submit new abstract »






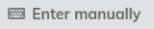
Fill the required fields in the Abstract form

Submit new abstract

Please don't forget to read the [submission instructions](#) before submitting an abstract.

Title * This is the title of my abstract

Content * 
This is the content of my Abstract and all the cool research i want to present
334 words left

Authors * There are no authors
 Add myself  Add from search  Enter manually

Contribution type * No type selected

Comments

Track *

Keywords
Provide a list of up to 6 keywords separated by a semi-colon (";").

Students Awards application
 No selection
 Candidate for the Harry Morton Award (for pre-doctoral trainees enrolled in graduate studies before April 30, 2024)
 Candidate for the Louis Dienes Award (post-doctoral trainees no more than 5 years after receiving their PhD)
Do you wish to apply to the Harry Morton Award or the Louis Dienes Award?

Do you want to apply to a travel award?
 No selection
 Yes, I want to apply to a travel Award

Title of the Abstract

Abstract text (max. 350 words)

Click « Add myself » to add yourself as an author

Submit new abstract

Please don't forget to read the [submission instructions](#) before submitting an abstract.

Title * This is the title of my abstract

Content * **B** / *I* | |

Edit Person

You are updating details that were originally linked to a user. Please note that its identity will remain the same.

Title	Affiliation
None x	Affiliation
First Name	Family Name
Test	Account
Email	
abstraction2024@gmail.com	
Address	Telephone

You can now modify your information if necessary

Submit new abstract

Please don't forget to read the [submission instructions](#) before submitting an abstract.

Title * This is the title of my abstract

Content *
B *I* | [Link](#) [Code](#) [Image](#) | [List](#) [List](#) **T** [Undo](#) [Redo](#) [Info](#)
This is the content of my Abstract and all the cool research i want to present
334 words left
This is the content of my Abstract and all the cool research i want to present

Authors *
Authors
 Test Account
abstraction2024@gmail.com (Affiliation) **Author** Co-author
!? [Add myself](#) [Add from search](#) [Enter manually](#)

Contribution type * No type selected

Comments

Track *

Keywords
Provide a list of up to 6 keywords separated by a semi-colon (";").

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Do you wish to apply to the Harry Morton Award or the Louis Dienes Award?

Do you want to apply to a travel award?
 No selection
 Yes, I want to apply to a travel Award

Submit Cancel

Click « Enter manually » to create an new author

Submit new abstract

Please don't forget to read the [submission instructions](#) before submitting an abstract.

Title * This is the title of my abstract

Content * **B I** | [Link](#) [Image](#) [Code](#) [Table](#) [List](#) [Text](#) [Quote](#) [Undo](#) [Redo](#)

This is the content of my Abstract and all the cool research i want to present

Enter Person

Title Affiliation

First Name Family Name

Email

Address Telephone

Save Cancel

Enter the information for the new author

Please don't forget to read the [submission instructions](#) before submitting an abstract.

Title * This is the title of my abstract

Content * **B I** | This is the content of my Abstract and all the cool research i want to present
334 words left

Authors *
Authors
• Test Account
abstraction2024@gmail.com (Affiliation) Author Co-author ✎ ✕
• Friendly Author
friendly.author@cool-lab.com (Cool Lab) Author Co-author ✎ ✕
🔍 Add myself 🔍 Add from search 🗑 Enter manually

Contribution type * Poster

Comments

Track *

- Keywords
- Animal Mollicutes
 - Cell biology and Metabolism
 - Chemotherapy and resistance
 - Diagnostic and Epidemiology
 - Genome engineering and Synthetic Biology
 - Human Mollicutes
 - Immunology and Vaccines
 - Omics Studies
 - Phylogeny and Taxonomy
 - Plant and Insect Mollicutes
 - Structural Biology
 - Virulence and Pathogenesis

Students Awards application
Do you want to apply to a travel award?
 No selection
 Yes, I want to apply to a travel Award

Submit Cancel

Select the Track that best corresponds to your Abstract's topic

Please don't forget to read the [submission instructions](#) before submitting an abstract.

Title * This is the title of my abstract

Content * **B I** | This is the content of my Abstract and all the cool research i want to present
334 words left

Authors *
Authors
: Test Account
abstraction2024@gmail.com (Affiliation) Author Co-author ✎ ✕
: Friendly Author
friendly.author@cool-lab.com (Cool Lab) Author Co-author ✎ ✕
Add myself Add from search Enter manually

Contribution type * Poster

Comments

Track * Phylogeny and Taxonomy

Keywords
Provide a list of up to 6 keywords separated by a semi-colon (",").

Students Awards application
 No selection
 Candidate for the Harry Morton Award (for pre-doctoral trainees enrolled in graduate studies before April 30, 2024)
 Candidate for the Louis Dienes Award (post-doctoral trainees no more than 5 years after receiving their PhD)
Do you wish to apply to the Harry Morton Award or the Louis Dienes Award?

Do you want to apply to a travel award?
 No selection
 Yes, I want to apply to a travel Award

Submit Cancel

You can add keywords to your abstract

If you want to apply to a Student Award or a Travel grant, please select the corresponding option



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✓ Your abstract 'This is the title of my abstract' has been successfully submitted. It is registered with the number #16. You will be notified by email with the submission details.

- Overview
- Abstract Submission

Abstract Submission



You can submit your abstracts to the IOM 2024 Congress by clicking the link below. You will first need to create an Indico account (see tutorial:) You will then be able to deposit your abstract (see tutorial:)

Please note that:

1. Your abstract is limited to 350 words, and can only contain text.
2. You must select one main scientific theme associated to your abstract in the "Tracks" option. Pick the Tracks that best fit your abstract's content. Note that your abstract might be moved to another Tracks upon reviewing by the Scientific Committee.
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- 4) You have the possibility to edit or withdraw your abstracts until the last day of the Call.

The call for abstracts is open
You can submit an abstract for reviewing. [Submit new abstract](#)

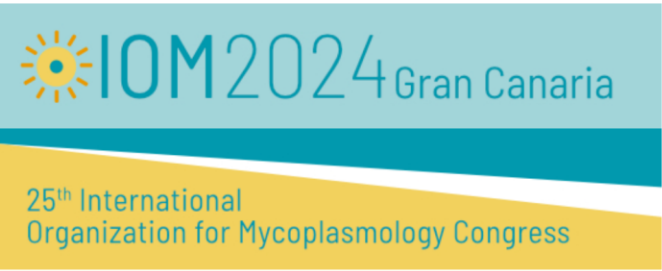
- #### My abstracts
- 15. [Title](#)
Last modified: Feb 8, 2024
Submitted
Abstract
 - 16. [This is the title of my abstract](#)
Last modified: Feb 8, 2024
Submitted
This is the content of my Abstract and all the cool research I want to present



Confirmation of Abstract submission. You should also receive an email of confirmation

Your submitted Abstracts are listed here. To access an Abstract, click on the blue title





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- Overview
- Abstract Submission**

Call for Abstracts

This is the title of my abstract #16

Withdraw



You can edit (or withdraw) your Abstract

Submitted Test Account submitted this poster
For track: Phylogeny and Taxonomy

Authors: Test Account, Friendly Author
This is the content of my Abstract and all the cool research i want to present

T Test Account submitted this abstract · Feb 8, 2024

As contribution type:
Poster

For track:
Phylogeny and Taxonomy

Authors:
Test Account (Affiliation) Friendly Author (Cool Lab)

Keywords:
No answer

Students Awards application: No answer

Do you want to apply to a travel award?: No answer

The history of your Abstract (submission, edits, reviewing) is listed here