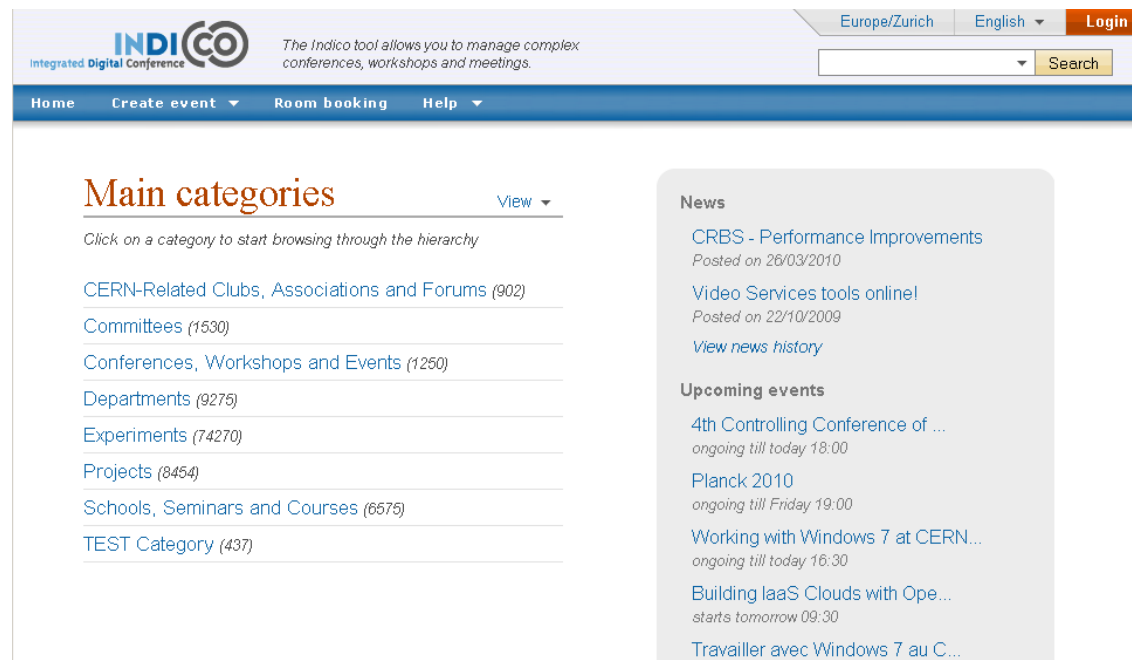




Indico

indico-support@cern.ch

- Indico
 - Official **event management** web application
 - Official **room booking** site
 - <http://indico.cern.ch>



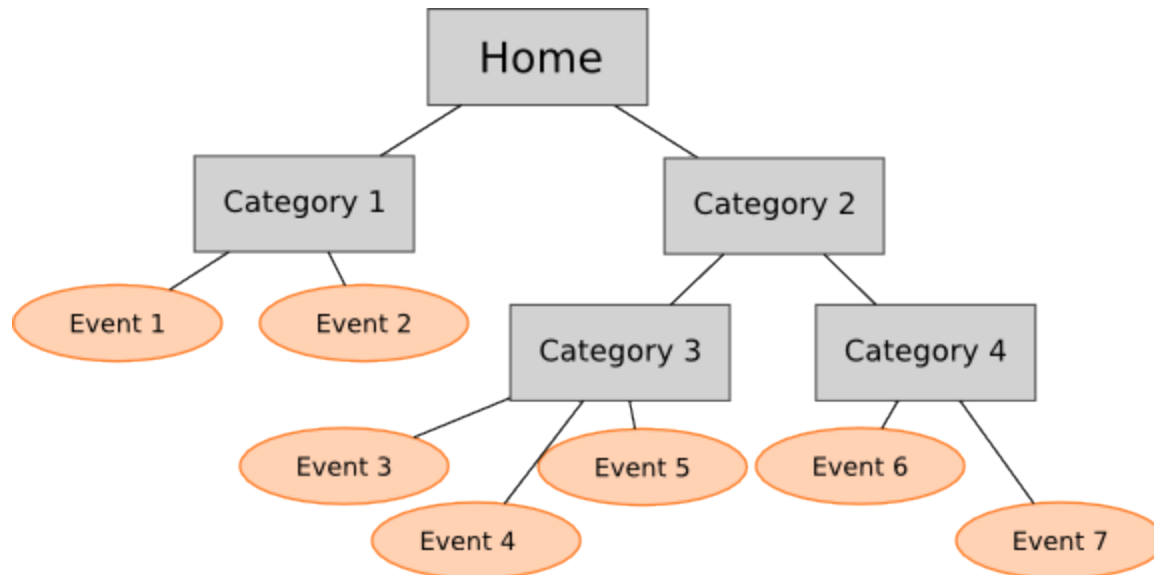
The screenshot shows the Indico web application interface. At the top, there is a navigation bar with the Indico logo (Integrated Digital Conference) and the tagline "The Indico tool allows you to manage complex conferences, workshops and meetings." The navigation bar includes links for "Home", "Create event", "Room booking", and "Help". On the right side of the navigation bar, there are dropdown menus for "Europe/Zurich" and "English", a "Login" button, and a search box. The main content area is divided into two columns. The left column is titled "Main categories" and lists various categories with their respective counts: "CERN-Related Clubs, Associations and Forums (902)", "Committees (1530)", "Conferences, Workshops and Events (1250)", "Departments (9275)", "Experiments (74270)", "Projects (8454)", "Schools, Seminars and Courses (6675)", and "TEST Category (437)". The right column is titled "News" and "Upcoming events". The "News" section includes "CRBS - Performance Improvements" (Posted on 26/03/2010) and "Video Services tools online!" (Posted on 22/10/2009). The "Upcoming events" section includes "4th Controlling Conference of ..." (ongoing till today 18:00), "Planck 2010" (ongoing till Friday 19:00), "Working with Windows 7 at CERN..." (ongoing till today 16:30), "Building IaaS Clouds with Ope..." (starts tomorrow 09:30), and "Travailler avec Windows 7 au C..."



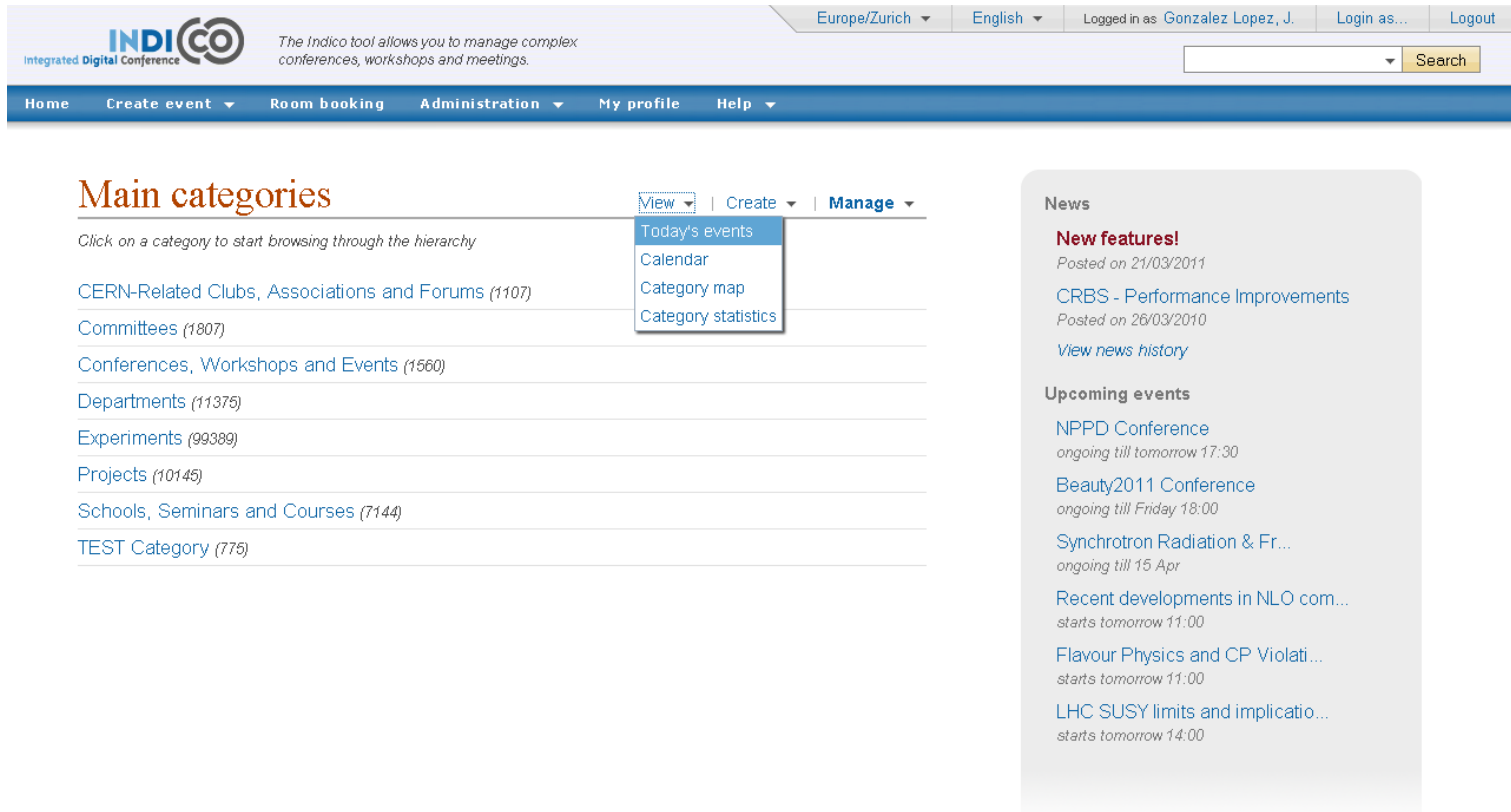
RETRIEVING INFORMATION



- Indico is a tree-based event storage:
 - An Indico server contains several categories
 - For instance: Home > Departments > PH



- *View* menu provides several options



The screenshot displays the Indico web interface. At the top, there is a navigation bar with the Indico logo and tagline: "The Indico tool allows you to manage complex conferences, workshops and meetings." The navigation bar includes links for "Home", "Create event", "Room booking", "Administration", "My profile", and "Help". A search box is also present. Below the navigation bar, the "Main categories" section is visible, listing various categories such as "CERN-Related Clubs, Associations and Forums", "Committees", "Conferences, Workshops and Events", "Departments", "Experiments", "Projects", "Schools, Seminars and Courses", and "TEST Category". A "View" menu is open, showing options: "Today's events", "Calendar", "Category map", and "Category statistics". On the right side, there is a "News" section with "New features!" and "Upcoming events" listed.

Browsing Indico (III)

- *View by date:*

INDICO
Integrated Digital Conference

Europe/Zurich English Logged in as Gonzalez Lopez, J. Login as... Logout

Home Create event Room booking Administration My profile Help

Home

Home (events overview) [Go back to category page](#)

<< < Wednesday 06 April 2011 > >>

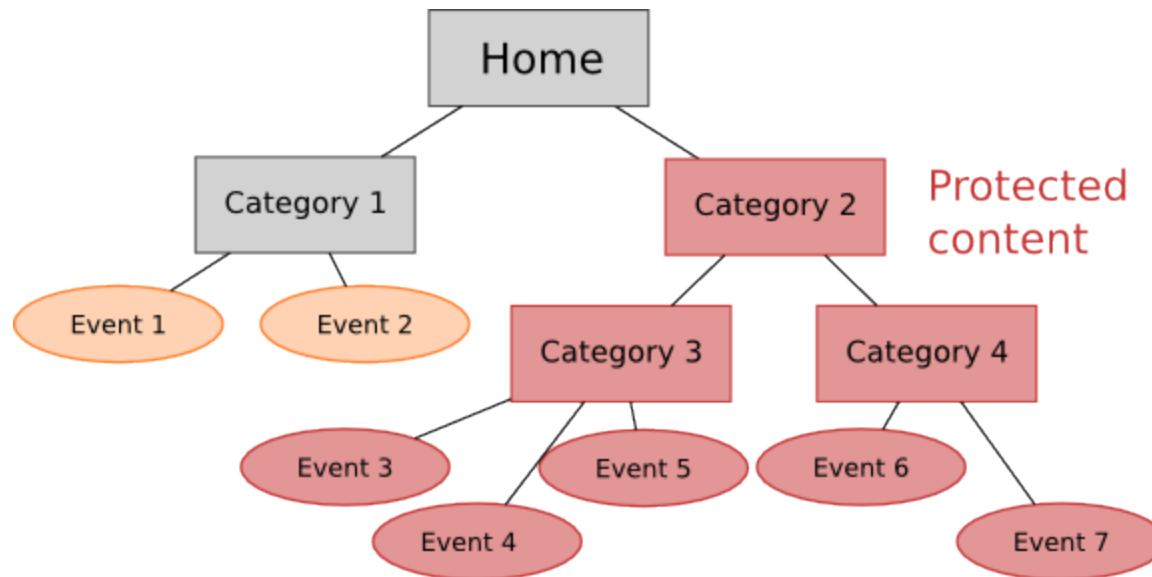
April, 2011						
Today						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Select date						

Display options:
Period:
Detail level:

Legend:
 ALICE Meetings
 Schools, Seminars an...
 CYPRUS - Cyprus-CERN
 NA49
 CMS meetings
 TH Theoretical Semin...

- 08:00 TE-MPE Technical Meeting (CERN)
- 08:00 7th meeting (CERN)
- 08:00 No Title (CERN)
- 08:00 Weekly Tracker DPG Meetings (Dr. Speer, Thomas; Dr. Delaere, Christophe)
- 08:00 monitoring meeting (CERN: 186 (TAC))
- 08:00 Synchrotron Radiation & Free Electron Lasers (Dr. BARLETTA, William; Dr. BAILEY, Roger)(Erice, Italy)
- 08:00 TE-MPE Technical Meeting (CERN)
- 08:00 Symposium for the Inauguration of the LHC Cryogenics
- 08:00 Weekly Higgs Group Meetings (Prof. Sharma, Vivek; Paus, Christoph)(CERN)
- 08:00 Offline and Computing Week (Lucia/Tommaso/Liz)(40-2-A01)
- 08:00 OSCT - Security operations meeting (phone) (CERN: (phone only))
- 08:00 H->ZZ->2l2b analysis (working meeting) (Vidal Marono, Miguel; De Cosa, Annapaola)(CERN: Various rooms)
- 09:00 Beauty2011 Conference (Amsterdam)
- 09:00 Offline and Computing Week (CERN: 354-1-019)
- 09:00 TPC Weekly Meeting (Lippmann, Christian)(CERN: 160-R-009)
- 09:00 NA62 DCS extended meeting (CERN: 20-1-004)

- Some content may be protected
 - i.e. CMS Meetings, ATLAS Physics, etc...
 - Sub-categories inherit protection from parent
 - In this case you'll be asked to log in



- If you are logged in and still cannot access a resource...

Your request could not be completed:

Authorization - The access to this page has been restricted by its owner and you are not authorised to view it

- You can go back to the precedent page by using the "Back" button of your browser.
- You can try to refresh this page by using the "Refresh" button of your browser.
- You can contact the owner of this event.

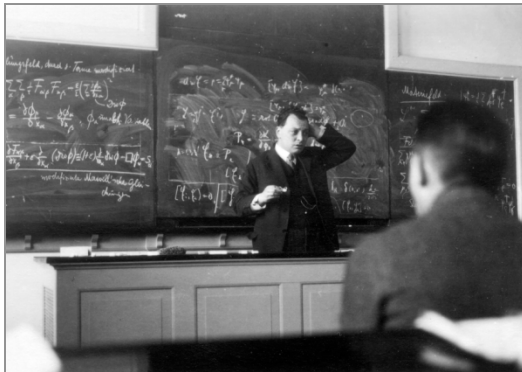
- You should ask for permission to the event/
category managers:
 - Experiments – contact service desk;



MANAGING EVENTS

- Three kinds of event:

Lectures



Meetings

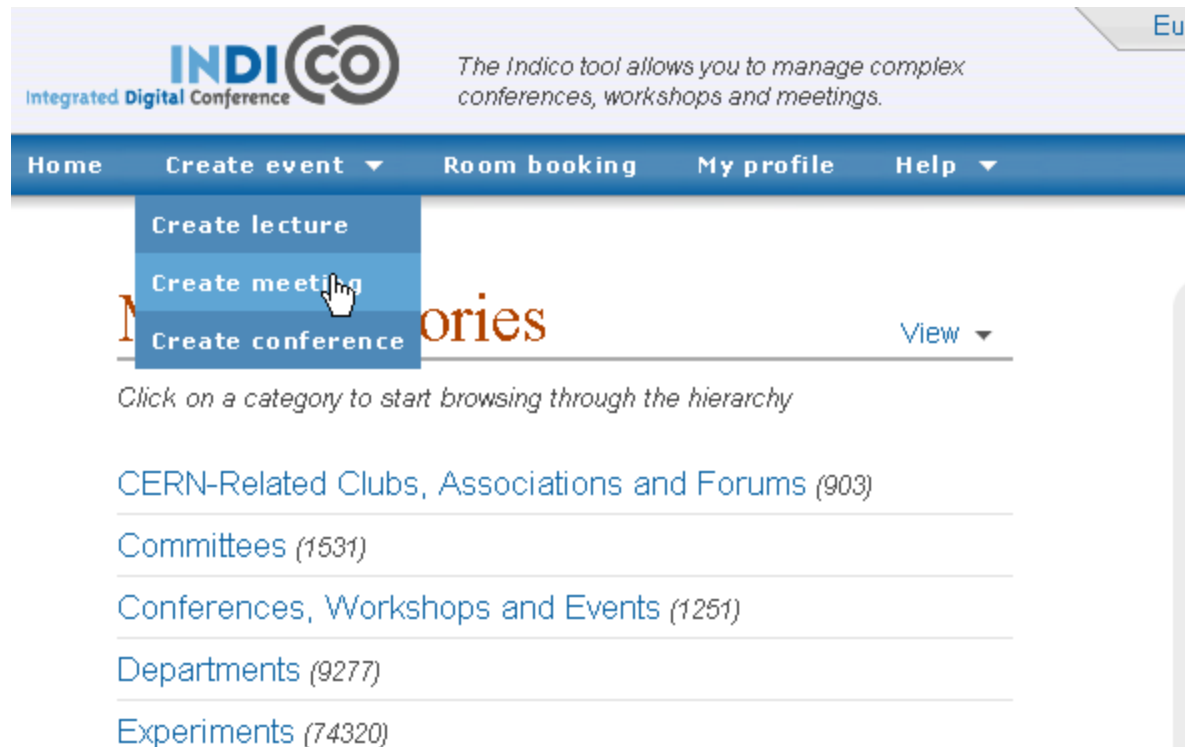


Conferences



Event Creation (II)

- Login with your CERN account
- Select the type of the event and create
- You will own a web page for your event
- Beware: set the right access protection



The screenshot shows the INDI CO (Integrated Digital Conference) web interface. The header includes the logo and the text: "The Indico tool allows you to manage complex conferences, workshops and meetings." The navigation menu has options: Home, Create event (with a dropdown arrow), Room booking, My profile, and Help (with a dropdown arrow). The "Create event" dropdown menu is open, showing three options: "Create lecture", "Create meeting" (which is highlighted by a mouse cursor), and "Create conference". Below the menu, there is a section titled "Categories" with a "View" dropdown arrow. A note says "Click on a category to start browsing through the hierarchy". The categories listed are: "CERN-Related Clubs, Associations and Forums (903)", "Committees (1531)", "Conferences, Workshops and Events (1251)", "Departments (9277)", and "Experiments (74320)".

- Other features in brief:
 - For lectures/meetings
 - Timetable/Agenda creation
 - Participants registration
 - Poster printing
 - Evaluation Form
 - ...
 - For conferences
 - Web site creation
 - Abstract/Paper submission/selection
 - Delegates registration (with e-payment)
 - Badge printing
 - Evaluation Form
 - ...



- For each event, there is a menu item that provides access to all these services:

The screenshot displays the INDI CO (Integrated Digital Conference) web interface. At the top, there is a navigation bar with links for Home, Create event, Room booking, My profile, and Help. Below this, a breadcrumb trail shows the path: Home >> TEST Category >> My test event. The main content area is titled "My test event 02 June" and indicates it was created by Pig Guinea. A left-hand sidebar contains various management options: General settings, Timetable, Material, Room booking, Video Services (highlighted with a red box), Participants, Evaluation, and Advanced options. The Video Services section is further divided into sub-sections: Lists, Protection, Tools, and Logs. The main content area features a "Create booking" section with a dropdown menu for selecting a system (options: CERNMCU, EVO) and a "Create" button. Below this, a "Current bookings" section states "Currently no bookings have been created". A red box highlights the "Videoconferencing", "Recording Request", "Webcast Request", and "Managers" tabs in the "Create booking" section.

- Videoconference virtual bookings:
 - CERNMCU: dedicated videoconference systems in meeting rooms
 - EVO, Vidyo: videoconference from your PC

The image shows two overlapping screenshots from the EVO (Event Organizer) system. The background screenshot is the 'EVO booking creation' form, and the foreground screenshot is the event details page.

EVO booking creation form (Background):

- Community: ATLAS
- Meeting title: My test event
- Description: my description
- Start time: 02/06/2010 13:27
- Ending time: 02/06/2010 19:00
- Access password: (Show)

Event details page (Foreground):

- Event title: My test event
- Date/Time: Wednesday 02 June 2010 from 08:00 to 18:00 (Europe/Zurich) at CERN (503-1-001 - Council Chamber)
- Video Services: EVO Meeting ongoing until today at 19:00. Phone Bridge ID:1972950. [More Info](#) | [Join Now!](#)
- Event date: Wednesday 02 June 2010
- Time slot: 08:00 - 08:20
- My contribution: 20'
- Speakers: Cesar Munoz Orena

- As event organizer, you can ask for:
 - Webcast: live from <http://webcast.cern.ch>
 - Recording: publishing the video lecture

CERN Colloquium

"The architecture of access to scientific knowledge: just how badly we have messed this up"

by Lawrence Lessig (Edmond J. Safra Center for Ethics and Harvard Law School, Cambridge, MA, US)

Monday 18 April 2011 from **16:30** to **17:30** (Europe/Zurich)
at CERN (503-1-001 - Council Chamber)

Manage ▾

Description In this talk, Professor Lessig will review the evolution of access to scientific scholarship, and evaluate the success of this system of access against a background norm of universal access. While copyright battles involving artists has gotten most of the public's attention, ~~the real battle should be over access to knowledge, not culture.~~ That battle we are losing.

Webcast Please note that this event will be available *live* via the **Webcast Service**.

Material [Biography](#)   [Poster](#) 

Organised by Jens Vigen, Tullio Basaglia/GS-SIS, Ignatios Antoniadis/PH-TH..... **Tea and coffee will be served at 16h00**

- Chat rooms for remote meetings

The screenshot shows a web interface for a chat room titled "My test event". Below the title, it specifies the date and time: "Wednesday 06 April 2011 from 08:00 to 18:00 (Europe/Zurich) at CERN". A red rectangle highlights the "Join now!" button, which has a dropdown menu with two options: "Using Web client at CERN" and "Using Your default client".

This screenshot shows a contact list from a chat application. It is organized into groups: "Gateways" (with contact "adrian"), "_IndicoTeam" (with contacts "jmonnich" and "pferreir", both marked as "Available"), and "AVC" (with contacts "correiaf" and "tbaron", both marked as "Unavailable"). At the bottom, there is a "Filter" field and three dropdown menus for filtering contacts by status (set to "Available"), name (set to "None"), and another status (set to "None").

This screenshot shows a chat room window titled "my_test_event06_04_2011". The window displays the time "4:22:44 PM" and a "Moderators" list containing "jbenito". The chat area is currently empty. At the bottom, there is a toolbar with icons for voice, video, screen sharing, and other chat functions.



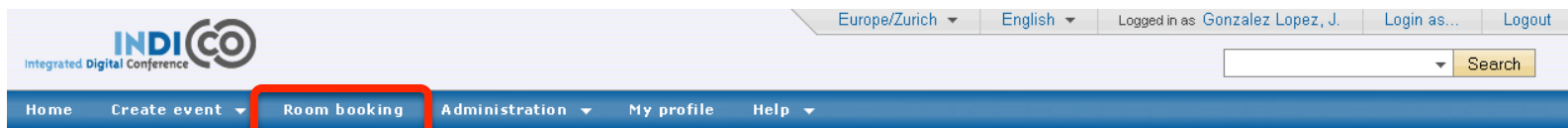


BOOKING ROOMS



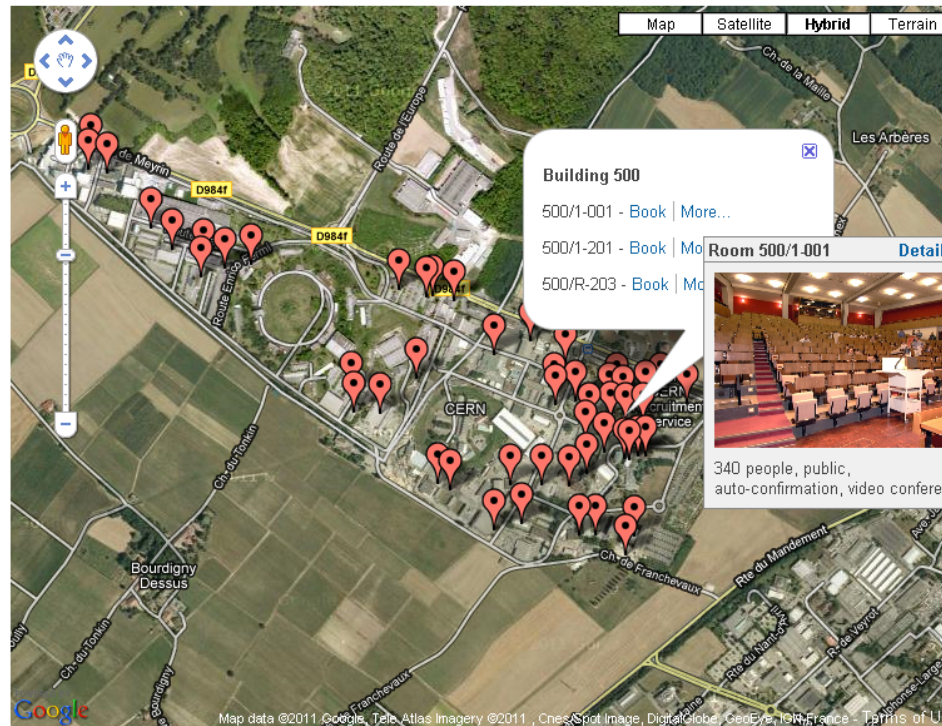
Booking Rooms (I)

- Book rooms before using them!
- <https://indico.cern.ch/roomBooking.py>



- View Rooms
- Search rooms
- Map of rooms**
- My rooms
- View Bookings
- Book a Room
- Search bookings
- Calendar
- My bookings
- My PRE-bookings
- Bookings in my rooms
- PRE-bookings in my rooms

Meyrin (148) | PREVESSIN (20) | POINT 1 (13) | POINT 2 (2) | POINT 5 (1) | POINT 6 (1) | POINT 8 (1)



Search criteria:

Building

Around the building

Floor

Description

Min. capacity

Video conference

Only public rooms

Auto confirm

Only mine

Is active

Is available:

From

To

Hours -

Type

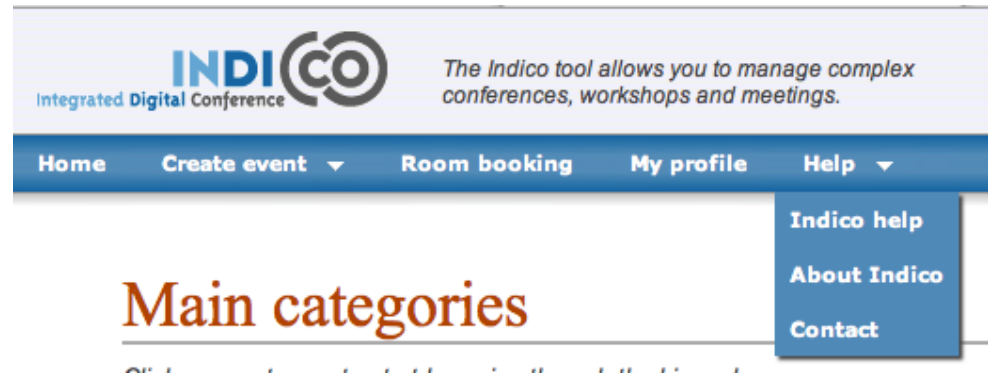
Total 174 room(s) / 68 building(s)



- Beware of the different policies:
 - Public rooms
 - Once the booking is successful, you have the room
 - Controlled rooms
 - Once the booking is successful, it will have to be approved (usually by a secretariat). You are sure to have the room only when the booking is approved.
 - Private rooms
 - Only a restricted set of people can book it



- <https://indico.cern.ch/help.py>



- Every year, there are several Indico courses, focused on event management. See the CERN Training Catalogue for more information:
 - [Indico for beginners: Meetings](#)
 - [Indico advanced: Conferences](#)