

Dear SSI speakers,

To ease the operation of uploading your lectures/talks, we have setup a CERN Indico page for the SSI program at:

<https://indico.cern.ch/conferenceDisplay.py?confId=200595>

to allow you to upload your slides. If you logon to your CERN Indico account (Top right "Login" tab) then you should see the little access enable blue block with a down arrow show up next to your lecture/talk. Click on the access arrow to "manage material" will allow you to upload slides from your local computer. Those without CERN Indico account should have now received an E-mail from CERN Indico for your new account setup. Everyone is encouraged to login now to check if you can see the access sign is setup correctly against your lecture/talk. In case you do not see the access sign upon login, there might be issue of you having multiple CERN Indico accounts. We have tried to select your [firstname].[lastname]@cern.ch account first whenever that exists. If you still don't see the access sign, please E-mail [sudong@slac.stanford.edu](mailto:sudong@slac.stanford.edu) to get your access resolved.

For the daily operations, we'd like to ask you to upload your lecture/talk

a) before 8:30am for the morning lectures.

b) before 2:00pm for the afternoon topical conference talks.

On the day of your lecture/talk. In case you uploaded new/revised versions passed those times, please send E-mail to [ssi@slac.stanford.edu](mailto:ssi@slac.stanford.edu) immediately to alert us the update so that we can synch the auditorium console and local program copies.

SSI coordinators