Instructions for session conveners

Thank you for accepting to act as session convener at EPS-HEP 2015. In case of questions regarding your role as session convener, or the information given in this document, please do not hesitate to contact us under eps-indico@oeaw.ac.at.

1 CERN account

You need a CERN account to login and manage the abstracts. If you already have a CERN account, then you can use it and jump to section 2. If you do not have a CERN account then you need to obtain an external CERN account.

1. Go to http://eps-hep2015.eu/abstracts
2. Click on "Create a new CERN external account" and follow the instructions.

2 Get proper management rights in indico

Send the login name for your CERN account to eps-indico@oeaw.ac.at. We will send you a email confirming that you have been assigned the manager and coordinator roles for your track and session.

3 Your responsibilities as session convener

3.1 Manage the abstracts for your track

As session convener your task is to go through the abstracts of the track corresponding to your session and propose which ones should be accepted and which should be rejected. The actual accepting and rejecting is done by the conference manager and not by you. To propose to accept and reject abstracts:

1. Go to the top EPS-HEP indico page:
   https://indico.cern.ch/conferenceDisplay.py?confId=356420
2. Click LOGIN in the top right corner. After login you should see the category "Manage My Tracks" in the left menu.
3. Click on "Manage My Tracks". You should see a list of abstracts that were submitted to the track that you manage.

Click on the abstract titles and choose "Propose to be rejected", "Propose to be accepted", "Propose for other tracks" (where the latter means proposing to move the abstract to a different session).
When using "Propose for other tracks": please notify the conveners of the proposed session with eps-indico@oeaw.ac.at in CC.

3.2 Change Presentation Type from Talk to Poster

To change the presentation type of an abstract from Talk to Poster please send an email to eps-indico@oeaw.ac.at, as this can only be done by the conference managers in the current version of indico.

3.3 Setup your sessions with the approved abstracts

You are also responsible for creating the timetable for your session. To setup a session starting from the abstracts which have been accepted for you session:

1. Go to the top EPS-HEP indico page: https://indico.cern.ch/conferenceDisplay.py?confId=356420
2. Click LOGIN in the top right corner. After login you should see the category "My Conference → My Sessions" in the left menu.
3. Click on "My Sessions".

This should bring you to the setup page for the session you manage.
Just below the title "*SESSION NAME*", there is a link "Session timetable" which allows you to see the corresponding session per time block.

4. To edit and add talks to a block of time:
   1. Click on the block → a popup window appears.
   2. Click on "View and Edit this block timetable"
   3. Add contributions from the approved abstracts to the session:
      1. Click on "Add new" in the top right menu.
      2. Select "Contribution".
      3. Select a contribution from one of the approved abstracts (or create an entirely new contribution if needed).

4 Additional information

In indico, you will be given two different roles: *track coordinator* and *session coordinator.* General instructions for these roles can be found at:

http://indico.cern.ch/ihelp/html/QuickStartGuides/QSGTrackCoordinator/TrackCoordinator.html
http://indico.cern.ch/ihelp/html/QuickStartGuides/QSGSessionCoordinator/SessionCoordinator.html