eGee INDICO INSTRUCTIONS

Presenters

The following Instructions have been produced specifically for use within the EGEE 03 INDICO Conference management system for presenters 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.

Overview

Step 1 – Create an INDICO account (if not already requested to do so by your session chairperson)

Step 2 – Contact the 'support' email on the front page and get granted access rights

Step 3 – Log In

Step 4 – Upload your presentation slides etc

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 INDICO 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 Session Chairman.

Uploading your presentation

As soon as you are granted 'Submission Control' for a presentation, you are able to upload slides and documents to the Presentation, and that presentation only. Your session chairman is responsible for allocating those access rights, so in the case that you do not see a 'My Contributions' link on the main page's menu, when you log in, you have not yet been granted submission access to the presentation. In this case, please contact your session chairman in the first instance.

Once your permission is granted, you will see a new link called 'My Contributions' in the side menu on the main page when you log in. This will take you to a list of your presentations, choose the presentation that you want to upload to, check that it is the correct one on the overview page that comes up as a result, then click either of the 'submit material' buttons on the page.

The next page 'Submitting material for a contribution' gives you three things to fill in:

Material Type
Choose between Paper, Slides or Poster
File to Submit – [browse]
Use the Browse button to find the file on your system that you wish to upload.
Description and Comments
Add any comments you wish to clarify the presentation, including the version number and the date it was uploaded.

Once you are happy that everything is correct, click 'submit' and the file will be uploaded to the presentation and made available for public viewing.