

Luca - Maria notes

Useful links

- Our test conference <https://indico-staging.cern.ch/event/799263/>
- How to share screen in Zoom giving permission to handle your screen <https://codimd.web.cern.ch/npmeRtJkTluBvdNNh3b42g#Remote-Desktop-Control>
- Indico v.2.3 notes <https://getindico.io/indico/update/release/milestone/2020/07/22/indico-2-3-news.html>
- Indico change log <https://docs.getindico.io/en/latest/changelog/#major-features> (to help you emphasise what is the feature about - what functionality it adds)
- White Area Sept 28th <https://indico.cern.ch/event/946559/>

On videos

1. Place to put the video for *Editing* <https://indico.cern.ch/event/943723/>
2. Place to put the video for *Peer Review* <https://indico.cern.ch/event/943352/>
3. Please remember that the final .mp4 and the script.md or script.txt (as you prefer) and the [subtitles \(https://it-e-learning.docs.cern.ch/video/faq/#q5-how-do-i-introduce-subtitles\)](https://it-e-learning.docs.cern.ch/video/faq/#q5-how-do-i-introduce-subtitles) script.vtt (after amara.org) and the slides that separate the chapters must *all* be uploaded, as material, to the Indico events above.
4. Intro/Outro (2 .mp4 files) for both videos' final version to be taken from <https://it-e-learning.docs.cern.ch/aveditor/#about-intro-and-outro-files> (the e-learning case - with the logo and the music by Bach)
5. An example with slides' templates and .vtt and everything mentioned in point 3 above is <https://indico.cern.ch/event/822593/> - Please note the [important tip \(https://it-e-learning.docs.cern.ch/video/faq/#q3-how-do-i-edit-my-video\)](https://it-e-learning.docs.cern.ch/video/faq/#q3-how-do-i-edit-my-video) on slides' inclusion as *images!*
6. Please note that if you scroll down [the e-learning Indico category \(https://indico.cern.ch/category/7442/\)](https://indico.cern.ch/category/7442/), you'll find dozens of events on rehearsing and recording, also the ones of Alex. Feel free to take and re-use any material. Example <https://indico.cern.ch/event/654658/>

Last summer 2020 actions

1. Login extended till end 2020
2. After SNOW tickets RQF1633533 and RQF1633525 done CDS publishing, Maria entered <https://cds.cern.ch/record/2728255?ln=en> and <https://cds.cern.ch/record/2728257> in the doc .md and the subtitles.
3. Read [my note on lectures' subtitles \(https://codimd.web.cern.ch/rAX3vM6XTi657uCYsMyZXQ#\)](https://codimd.web.cern.ch/rAX3vM6XTi657uCYsMyZXQ#) and think about your MSc with ML.
 1. The project would be related to equipping [the Academic Training collection \(https://cds.cern.ch/collection/Academic%20Training%20Lectures?ln=en\)](https://cds.cern.ch/collection/Academic%20Training%20Lectures?ln=en) with subtitles.
 2. Related project [here \(https://it-student-projects.web.cern.ch/projects/deploy-subtitles-service-cern-videos\)](https://it-student-projects.web.cern.ch/projects/deploy-subtitles-service-cern-videos).

Last draft videos

Maria's opinion is that the videos' content is perfect in style and content. If Pedro and Adrian think otherwise, please speak-up now. A few things to correct for the next (=Final) version:

Both videos

1. English pronunciation - put the accent of the word where I put the vowel in uppercase:
ev**E**nt
m**A**nagement
submit
c**O**nference
int**E**nt
We pronounce **I**ndico, not ind**I**co.
2. Say "Thank you for following this tutorial! Enjoy Indico's rich functionality"

Peer Review video

1. Remove the black rectangle of recording buttons that now shows between MIN:SEC 02:21 and 02:26.
2. Do what applies to *Both videos* above.

Edit video

1. When you describe the flow chart sent by Pedro Lourenco, say *concerns **the** content* instead of *concerns **about** the content*.

Final Documentation sections

Maria's opinion is that no change is needed here as multiple reviews were done already *unless* there is important functionality which is not included.

- .md for the Sections

<https://github.com/ciabo/indico-user-docs/blob/master/docs/conferences/editing.md>

https://github.com/ciabo/indico-user-docs/blob/master/docs/conferences/peer_reviewing.md

- Relevant Images

https://github.com/ciabo/indico-user-docs/tree/master/docs/assets/peer_reviewing

<https://github.com/ciabo/indico-user-docs/tree/master/docs/assets/editing>

Zoom 2020/07/30

- Papers for the Indico peer review testing:
 1. <https://cds.cern.ch/record/2724152/?ln=en>
 2. http://dimou.web.cern.ch/dimou/lcg/wlwg/LCG_MiddlewareReadiness.pdf
 3. <https://lss.fnal.gov/archive/2010/pub/fermilab-pub-10-283-cd.pdf>
 4. <https://edms.cern.ch/ui/file/380898/1/mod-guide.pdf>
- About the email on indico-preprod.cern.ch. [Here](https://indico.cern.ch/event/942482/contributions/3960258/note/) (<https://indico.cern.ch/event/942482/contributions/3960258/note/>) is how to access it.
- By Adrian on *editing*: You can use editing without paper reviewing enabled as well. in that

case the user uploads a paper (or slides or poster) for editing, which means the event organizers will just review if it's good to be published

If it's used together with paper peer reviewing: in that case the peer reviewing (which is about the content / scientific correctness of the paper) happens first ("layout reviewing" would usually be disabled since that's somewhat similar to editing), and once the peer reviewing is done (and successful), then the paper can be submitted for Editing

Zoom 2020/07/29

- Event for the video preparation <https://indico.cern.ch/event/943352/>
- Maria did a login in indico and indico-staging (the 2 instances are not synchronised) with 2 service accounts for the tests. They can be found with **Firstname** *e-learning* and *slides*. <https://indico-staging.cern.ch/event/799263/manage/papers/> contains them now.
- Around minute 15:22 in <https://twiki.cern.ch/Edutech/IndicoConference> there is a description of the *current production* reviewing in Indico. Please have a look to compare, with what we are testing now.
- Have a look at the [e-learning userguide section \(https://it-e-learning.docs.cern.ch/video/userguide/#general-advice-for-any-short-video-recording\)](https://it-e-learning.docs.cern.ch/video/userguide/#general-advice-for-any-short-video-recording) with general advice for the video, e.g. GDPR, i.e. non disclosing real names and emails.

Zoom 2020/07/28

- Adrian cloned event 11994 to <https://indico-staging.cern.ch/event/799263/manage/> in the testing category; both of you should have full manager access on those events!
- For testing some of the paper editing things you probably want to test with an account who is not an event manager in some cases. @Maria Dimou you could use any of your service accounts for testing purposes (or create a secondary account); @Luca Ciabini you can create a "secondary" account (e.g. "lucatest") in the accounts portal and then login with that account to Indico.
- If needed, create conference in indico-staging or enhance <https://indico-staging.cern.ch/event/799262>, write in MM if permission problems.
- Indico quizzes [here \(https://codimd.web.cern.ch/s/HJRXs4mxP#\)](https://codimd.web.cern.ch/s/HJRXs4mxP#)
- Try also <https://indico-staging.cern.ch/event/11994/> - Maria checks with Adrian about access rights <https://indico-staging.cern.ch/event/11994/manage/>
- [Tools to mk video \(https://it-e-learning.docs.cern.ch/video/faq\)](https://it-e-learning.docs.cern.ch/video/faq) for video draft around 2020/08/13.

Zoom 2020/07/23

- Look in the *Process* part of [Project details \(https://it-student-projects.web.cern.ch/projects/e-learning-malt-related-promotional-short-videos-recent-cda-developments\)](https://it-student-projects.web.cern.ch/projects/e-learning-malt-related-promotional-short-videos-recent-cda-developments).
- Set-up the *tunnel* to access CERN internal resources.
- Read a bit <https://indico.docs.cern.ch/conferences/about/> to see how the Conferences' module is now in Indico.
- Have a look at the videos that exist. They are all over the published doc <https://indico.docs.cern.ch>.
- Prepare the *github* fork for the indico-user-docs.
- Make in indico-staging.cern.ch a dummy conference. You can *clone* an existing one from index <https://indico-staging.cern.ch/category/6725/>