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# **Indico Documentation**

***Release 1.2***

**Indico Team**

**Sep 21, 2016**



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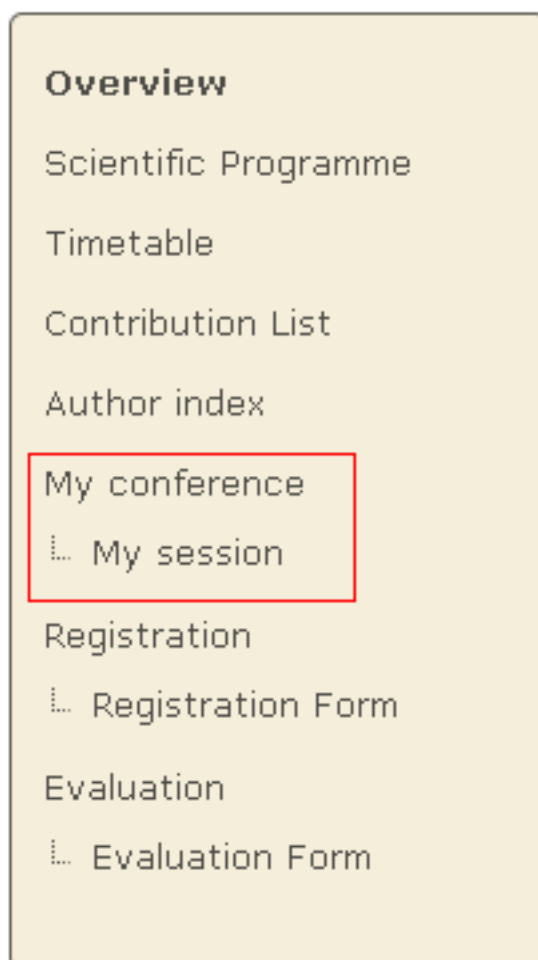


## **SESSION MANAGER'S GUIDE**

### **1.1 Session Manager**

The Session Manager has full control of a session. However, your Conference Manager may request you not to edit some parts of the session. You are given the Session Manager rights by your Conference Manager.

You can access your session by selecting *My session* from the conference menu.



## 1.2 Session Management

Once in the session management area you can start managing your session using the following tabs.

This is just a quick start guide for session management, for an in-depth explanation please see Session Management in the Indico User Guide.







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### 1.2.1 Main Tab

The Main tab contains all the data about the session itself

*Session:* **session 1**

Go back to: [Timetable](#)

Main	Contributions	Session timetable	Comment	Files	Protection	Tools																
<table><tr><td>Code</td><td>no code</td></tr><tr><td>Title</td><td>session 1</td></tr><tr><td>Description</td><td></td></tr><tr><td>Default place</td><td>CERN</td></tr><tr><td>Default contribution duration</td><td>00h20'</td></tr><tr><td>Time table type</td><td>standard</td></tr><tr><td>Background Color</td><td> #DFE555</td></tr><tr><td>Text Color</td><td> #202020</td></tr></table> <div>modify</div>							Code	no code	Title	session 1	Description		Default place	CERN	Default contribution duration	00h20'	Time table type	standard	Background Color	 #DFE555	Text Color	 #202020
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Default conveners	remove	new	search																			

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### 1.2.2 Contributions Tab

The Contributions tab gives a list of all the contributions associated with your session.



Session: Session 1

Go back to: [Timetable](#)

Main	Files	<b>Contributions</b>	Protection	Tools	Comment
------	-------	----------------------	------------	-------	---------

Quick search: contribution ID

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### Filtering criteria

Author search

types	tracks	status	material
<input checked="" type="checkbox"/> --not specified--	<input checked="" type="checkbox"/> --not specified--	<input checked="" type="checkbox"/> (S) scheduled <input checked="" type="checkbox"/> (NS) not scheduled <input checked="" type="checkbox"/> (W) withdrawn	<input checked="" type="checkbox"/> Paper <input checked="" type="checkbox"/> Slides <input checked="" type="checkbox"/> other <input checked="" type="checkbox"/> --no material--

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Found contributions (2)

<input type="checkbox"/>	<a href="#">Id</a>	<a href="#">Date</a>	<a href="#">Duration</a>	<a href="#">Type</a>	<a href="#">Title</a>	<a href="#">Presenter</a>	<a href="#">Track</a>	<a href="#">Status</a>	<a href="#">Material</a>
<input type="checkbox"/>	1	2009-Jul-06 09:00	00h20'		Contribution 2			S	
<input type="checkbox"/>	4	2009-Jul-06 08:20	00h20'		Contribution 6			S	

Total Duration of Selected: **0h40m**

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Contributions need to be imported into your session before you can schedule them. By clicking on the contribution name you can then enter the modification area of that contribution.

### 1.2.3 Session Timetable Tab

The Session Timetable tab lets you arrange the scheduling for your session, you can add/edit/delete session blocks, organise when your contributions are going to take place, and include breaks within your session.

## Session: test

Go back to: [Timetable](#)

[Main](#) [Contributions](#) **Session timetable** [Comment](#)

Thu 13/09

You are viewing the contents of the interval:

[Go back to timetable](#)

Add new ▾

**test (05:30 - 06:40)**

Contribution  
Break

05:00

**test contrib 1**

1-1-025, CERN

06:00

**adsdas**

1-1-025, CERN

**break**

1-1-025, CERN

07:00

To change the start times of each entry, click on the entry and a balloon with the timing info will be displayed; close to the time there is an [edit] link that allows you to modify it.

### 1.2.4 Access Control Tab

The Access Control tab is the area in which you can set access rights for your session. Please check with your Conference Manager before changing anything in here as he may wish to set all the access rights himself.

Session: session 1

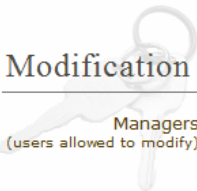
Go back to: [Timetable](#)

Main	Contributions	Session timetable	Comment	Files	<b>Protection</b>	Tools
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## Modification control

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 **Managers**  
(users allowed to modify)

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## Access control

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**Current status** Your session is currently **PUBLIC** .  
*This means that it can be viewed by all the users, regardless of the access protection of its parent event 'Conference 1'.*

**Modify status** Make it  (viewable only by the users you choose, regardless of the access protection of the parent event 'Conference 1').  
 Make it  the access protection from its parent event 'Conference 1' (**PRIVATE** for the moment).

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## Domain control

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**Allowed domains**  
(if no domain is selected no control is applied)

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## Coordination control

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**Coordinators**

You can assign users the rights to be Session Co-ordinators or to be Managers alongside yourself. A co-ordinator can schedule contributions and breaks, he can only change slots if they Conference Manager has given him that right. A session co-ordinator cannot change details of the session itself.

### 1.2.5 Tools Tab

The Tools tab allows you to delete and to write minutes for the session.

### 1.2.6 Comment Tab

The Comment tab stores any comments about your session. You can view this comment but only the Conference Manager can modify the comments.

*Session:* Session 1

Go back to: [Timetable](#)

Main	Files	Contributions	Protection	Tools	Comment
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### Session comment

No Session Comment Entered

[modify](#)

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### 1.2.7 Files Tab

Click on *Add material* in this tab to attach material to the session. You can also edit (data and protection) and remove all the material (slides, videos etc.) attached to the session.

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