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# **Indico Documentation**

***Release 1.2***

**Indico Team**

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## CONTENTS

<b>1</b>	<b>Introduction</b>	<b>3</b>
<b>2</b>	<b>Videoconferences in events of type “meeting” and “lecture”</b>	<b>5</b>
<b>3</b>	<b>Videoconferences in events of type “conference”</b>	<b>7</b>
<b>4</b>	<b>The EVO system</b>	<b>9</b>
<b>5</b>	<b>The MCU system</b>	<b>11</b>
<b>6</b>	<b>The Vidyo system</b>	<b>13</b>



Contents:



## INTRODUCTION

Indico now allows event managers to book and program videoconferences associated with their events. For example, the EVO, CERN MCU and Vidyo systems can be used. Indico users can see information about these videoconferences in the public pages of the events.

The goal of this guide is to show how to see information about videoconferences which have been programmed for Indico events of type *meeting*, *lecture* and *conference*, and how to join them.

For more information on the EVO, CERN's MCU and Vidyo services, please visit the [Videoconferencing technologies at CERN](#) page.





## VIDEOCONFERENCES IN EVENTS OF TYPE “MEETING” AND “LECTURE”

If a videoconference has been booked for a meeting or a lecture, the page of that event will look as shown in the next figure. You will notice there is a *Video Services* section (marked in orange color).

Europe/Zurich English (USA) Logged in as Martin Clavo, D. Logout

### Test Meeting

from Tuesday 25 August 2009 at 08:00 to Monday 31 August 2009 at 18:00 (Europe/Zurich)  
at CERN (513-TEST)

Manage

Description	Sample description
<b>Video Services</b>	<a href="#">Test Videoconference 1</a> : ongoing until today at 18:00 (MCU) <a href="#">Discussion of some issues</a> : ongoing until Mon 31/08 at 18:00 (EVO) <a href="#">Join Now!</a> There are 2 more scheduled bookings. <a href="#">Show</a>

#### Tuesday 25 August 2009

08:00 - 08:20	Contribution 1 20'	▼
08:20 - 08:40	Contribution 2 20' (513-1-026)	▼
08:40 - 09:00	Contribution 3 20'	▼
09:00 - 09:20	Contribution 4 20'	▼

This Video Services section has a list of videoconferences that have been booked for this event. If the last line reads something similar to: “*There are 2 more scheduled bookings. \*\*Show\*\**”, then you can click on *Show* to display all of them:

**Video Services** [Test Videoconference 1](#): ongoing until today at 18:00 (MCU)  
[Discussion of some issues](#): ongoing until Mon 31/08 at 18:00 (EVO) [Join Now!](#)  
[Another important discussion](#): from tomorrow at 07:30 until Mon 31/08 at 18:00 (EVO)  
[Test VideoConference 2](#): from tomorrow at 08:00 until Mon 31/08 at 18:00 (MCU)  
[Hide additional bookings](#)

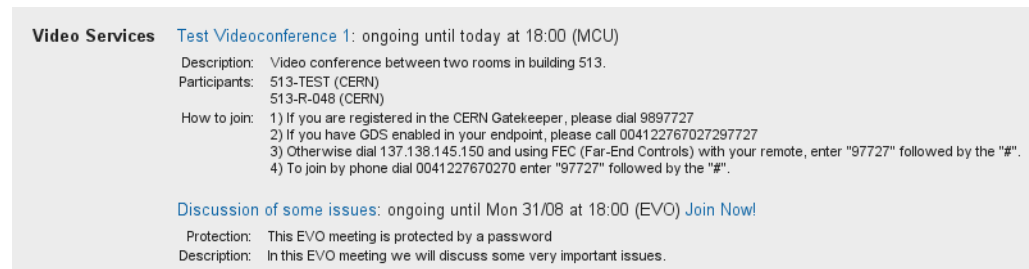
If you want to hide them to save visual space, click on *Hide additional bookings*. In meetings and lectures, we only

show two bookings in order to save space for the timetable below.

In the previous list, each videoconference is represented by a line of text. The contents of this line are:

- The title of the videoconference. If you click on it, you will see detailed information (see the figure below).
- The starting and ending times of the booking, expressed in your timezone (the one that is selected in the top right bar). If the videoconference is currently ongoing, the word *ongoing* will appear.
- The type of videoconference (EVO, MCU, Vidyo).
- If you can join the videoconference from your computer, a link to do so will be available. For example, you can see the *Join Now!* link next to the second booking in the previous screenshot.

The videoconferences are ordered by their start time. Thus, ongoing conferences will be shown first, and then the scheduled ones:



The screenshot shows a list of videoconferences under the heading "Video Services". The first entry is "Test Videoconference 1: ongoing until today at 18:00 (MCU)". Below this title, there are fields for "Description" (Video conference between two rooms in building 513), "Participants" (513-TEST (CERN) and 513-R-048 (CERN)), and "How to join" (a list of four instructions: 1) If you are registered in the CERN Gatekeeper, please dial 9897727; 2) If you have GDS enabled in your endpoint, please call 004122767027297727; 3) Otherwise dial 137.138.145.150 and using FEC (Far-End Controls) with your remote, enter "97727" followed by the "#"; 4) To join by phone dial 0041227670270 enter "97727" followed by the "#"). The second entry is "Discussion of some issues: ongoing until Mon 31/08 at 18:00 (EVO) Join Now!". Below this title, there are fields for "Protection" (This EVO meeting is protected by a password) and "Description" (In this EVO meeting we will discuss some very important issues).

**Video Services**    [Test Videoconference 1: ongoing until today at 18:00 \(MCU\)](#)

Description: Video conference between two rooms in building 513.  
Participants: 513-TEST (CERN)  
513-R-048 (CERN)  
How to join: 1) If you are registered in the CERN Gatekeeper, please dial 9897727  
2) If you have GDS enabled in your endpoint, please call 004122767027297727  
3) Otherwise dial 137.138.145.150 and using FEC (Far-End Controls) with your remote, enter "97727" followed by the "#".  
4) To join by phone dial 0041227670270 enter "97727" followed by the "#".

[Discussion of some issues: ongoing until Mon 31/08 at 18:00 \(EVO\) Join Now!](#)

Protection: This EVO meeting is protected by a password  
Description: In this EVO meeting we will discuss some very important issues.

This detailed information will usually include:

- *Protection*: The videoconference is protected by a password / PIN.
- *Description*: The description given by the event managers.
- *Instructions on how to join*, in case you cannot join from your PC because you need another physical device to do so. For example, for a CERN MCU videoconference, you need to be in a CERN room equipped with an adequate videoconferencing camera and screen.

## VIDEOCONFERENCES IN EVENTS OF TYPE “CONFERENCE”

In Indico, a conference has several display pages. The display page for the *Overview* of a conference usually looks as shown in the next figure:

The screenshot shows the 'Test Conference' overview page. At the top, there is a navigation bar with a home icon, navigation arrows, and a search icon. To the right of the icons, it says 'Europe/Zurich', 'English (USA)' with a dropdown arrow, 'Logged in as: Martin Clavo, D.', and a 'Logout' link. Below the navigation bar is a blue header with the text 'Test Conference'. Underneath the header, it says '25-31 August 2009 CERN'. The main content area is divided into two columns. The left column contains a menu with the following items: 'Overview' (highlighted in orange), 'Scientific Programme', 'Timetable', 'Contribution List', 'Author index', 'My conference', and 'Video Services'. The right column is titled 'Sample description' and contains the following information: 'Dates: from 25 August 2009 08:00 to 31 August 2009 18:00', 'Location: CERN', and 'Room: 513-TEST'. At the bottom of the left column, there is a link 'support' with an envelope icon.

You will notice that on the left there is a menu with several options. Clicking on those options will bring you to various sub-sections of the conference page.

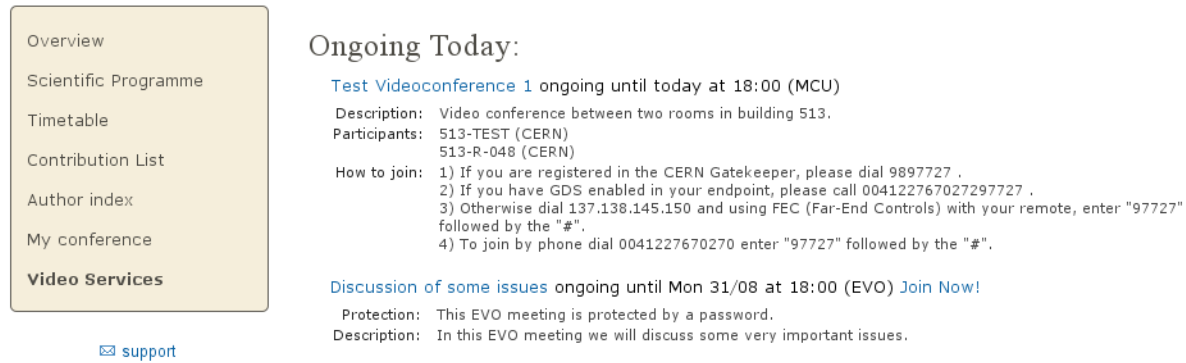
Click on *Video Services* (highlighted in orange in the next figure) to access the Video Services section.

The screenshot shows the 'Test Conference' video services page. The navigation bar and header are the same as in the previous figure. The left menu is the same, but 'Video Services' is now highlighted in orange. The main content area is divided into two columns. The left column contains the same menu as before. The right column is titled 'Ongoing Today:' and contains the following information: 'Test Videoconference 1 ongoing until today at 18:00 (MCU)' and 'Discussion of some issues ongoing until Mon 31/08 at 18:00 (EVO) Join Now!'. Below this, there is a section titled 'Upcoming:' which contains the following information: 'Scheduled for Friday 28/08/2009', 'Another important discussion from Fri 28/08 at 07:30 until Mon 31/08 at 18:00 (EVO) Join Now!', and 'Test VideoConference 2 from Fri 28/08 at 08:00 until Mon 31/08 at 18:00 (MCU)'. At the bottom of the left column, there is a link 'support' with an envelope icon.

The Video Services section has a list of videoconferences that have been booked for this event. First the videoconferences that are currently ongoing will appear, followed by the upcoming videoconferences. The upcoming videoconferences will be grouped by day, which is useful if the event takes several days.

Each videoconference is represented by a line of text, identical to those already described in previous section. Click on the title of the videoconference to show detailed information, and on the *Join Now!* link to join it, if there is one.

In the following screenshot we can see the detailed information of a booking.



The screenshot displays the Indico interface. On the left is a sidebar menu with the following items: Overview, Scientific Programme, Timetable, Contribution List, Author index, My conference, and Video Services (which is highlighted). Below the sidebar is a link that says "support" with a small icon. The main content area is titled "Ongoing Today:". It lists two videoconferences. The first is "Test Videoconference 1" ongoing until today at 18:00 (MCU). Its details include: Description: Video conference between two rooms in building 513; Participants: 513-TEST (CERN) and 513-R-048 (CERN); and How to join: 1) If you are registered in the CERN Gatekeeper, please dial 9897727; 2) If you have GDS enabled in your endpoint, please call 004122767027297727; 3) Otherwise dial 137.138.145.150 and using FEC (Far-End Controls) with your remote, enter "97727" followed by the "#"; 4) To join by phone dial 0041227670270 enter "97727" followed by the "#". The second conference is "Discussion of some issues" ongoing until Mon 31/08 at 18:00 (EVO) with a "Join Now!" link. Its details include: Protection: This EVO meeting is protected by a password; and Description: In this EVO meeting we will discuss some very important issues.

Overview  
Scientific Programme  
Timetable  
Contribution List  
Author index  
My conference  
**Video Services**

[support](#)

### Ongoing Today:

[Test Videoconference 1](#) ongoing until today at 18:00 (MCU)

Description: Video conference between two rooms in building 513.

Participants: 513-TEST (CERN)  
513-R-048 (CERN)

How to join: 1) If you are registered in the CERN Gatekeeper, please dial 9897727 .  
2) If you have GDS enabled in your endpoint, please call 004122767027297727 .  
3) Otherwise dial 137.138.145.150 and using FEC (Far-End Controls) with your remote, enter "97727" followed by the "#".  
4) To join by phone dial 0041227670270 enter "97727" followed by the "#".

[Discussion of some issues](#) ongoing until Mon 31/08 at 18:00 (EVO) [Join Now!](#)

Protection: This EVO meeting is protected by a password.

Description: In this EVO meeting we will discuss some very important issues.

## THE EVO SYSTEM

EVO is a videoconferencing system that can run on your PC as long as you have a webcam connected to it.

An ongoing EVO videoconference associated with an Indico event will appear like this:

[Discussion of some issues](#) ongoing until Mon 31/08 at 18:00 (EVO) [Join Now!](#)

Protection: This EVO meeting is protected by a password.

Description: In this EVO meeting we will discuss some very important issues.

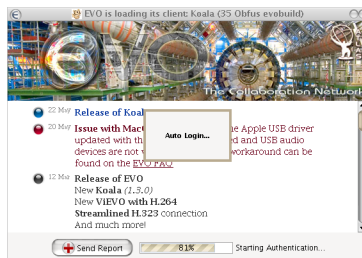
If the EVO booking is not yet ongoing, you will have to wait until its start time for the *Join Now!* link to appear.

To launch an ongoing EVO videoconference associated with an Indico event, just click on the *Join Now!* link:

[Discussion of some issues](#) ongoing until Mon 31/08 at 18:00 (EVO) [Join Now!](#)

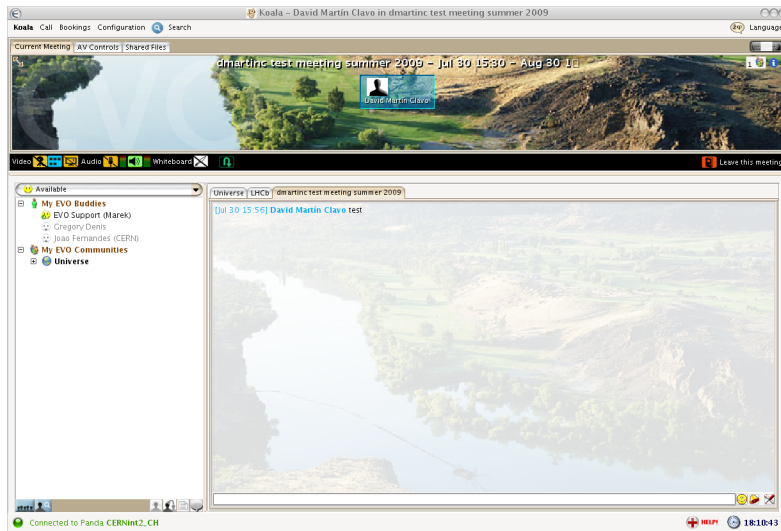
This will connect you to the EVO webpage and download Koala, the EVO client. Koala is the program that will let you chat and videoconference with other EVO users, or remotely view and participate in events that are being recorded and streamed in EVO.

EVO may take some time to download and load, so be patient...



You will be asked for your account name and password, unless you have already checked the option *Save Password* in a previous session.

After EVO's Koala has started, wait a few seconds and Koala should automatically go into the EVO meeting that you want to join. If it's a protected EVO meeting, you will have to input your password.



For more information about EVO or getting a free EVO account, go to <http://evo.caltech.edu/evoGate/>.

## THE MCU SYSTEM

An MCU is a machine that allows **multiple videoconferencing-equipped rooms** to have a **common videoconference**.

An MCU videoconference associated with an Indico event will look like this:

[Test Videoconference 1](#) ongoing until today at 18:00 (MCU)

Description: Video conference between two rooms in building 513.

Participants: 513-TEST (CERN)  
513-R-048 (CERN)

How to join: 1) If you are registered in the CERN Gatekeeper, please dial 9897727 .  
2) If you have GDS enabled in your endpoint, please call 004122767027297727 .  
3) Otherwise dial 137.138.145.150 and using FEC (Far-End Controls) with your remote, enter "97727" followed by the "#".  
4) To join by phone dial 0041227670270 enter "97727" followed by the "#".

Unlike EVO, MCU videoconferences cannot be joined from your PC; they are room-to-room videoconferences.

Usually, the event managers will have defined a list of participants (rooms) that will participate in the videoconference. When the videoconference starts, the MCU will contact the videoconferencing systems of those rooms automatically.

However, if you want to join the videoconference from your room, by phone, etc., you have to follow the instructions in the detailed information. Here are the different methods to join a MCU videoconference:

- Dial a number in the CERN Gatekeeper: you have to dial a prefix (in the example, 98), and then the Conference ID (97727 in the example).
- By GDS: call a phone number composed by a prefix (in the example, 0041227670272), plus the Conference ID (97727).
- Using the Far-End Controls of your H.323 camera remote, dial the IP address of the MCU (in the example, 137.138.145.150) and enter the Conference ID (97727) followed by the # sign.
- Join directly by phone by dialling a prefix (00412276770270 in the example), and enter the Conference ID (97727) followed by the # sign.

For further instructions on how to join a MCU videoconference by yourself, you can contact [videoconference-support@cern.ch](mailto:videoconference-support@cern.ch).





## THE VIDYO SYSTEM

Vidyo is a videoconferencing system that can run on your PC or used with an H.323 device. To use it in your PC, you need the Vidyo client installed and a webcam and audio device connected (please go to [recommendations](#) page for videoconferencing PC hardware).

The ongoing Vidyo videoconferences associated to an Indico event (or sessions or contributions) will appear like this:

The screenshot shows a web interface for a Vidyo meeting. At the top, a blue header contains the title "Test Vidyo" and the date/time "Wednesday, 23 November 2011 from 08:00 to 18:00 (Europe/Zurich) at CERN ( 513-R-055 )". A "Manage" button is on the right. Below the header, a grey bar displays "Video Services" and "Vidyo public room : Test\_Vidyo\_Meeting Join Now! | More Info". The main content area lists the schedule for Wednesday, 23 November 2011:

Wednesday, 23 November 2011		
08:20 - 09:20	Session 1: Slot 1 ertert	<input checked="" type="checkbox"/>
09:20 - 10:20	Session 1: Slot 2  Join Vidyo ertert	<input checked="" type="checkbox"/>
10:20 - 10:40	Contribution 1 20'  Join Vidyo	<input checked="" type="checkbox"/>

The information related to the Vidyo videoconferences associated to the event will be shown:

The screenshot shows a grey box with the following information:

Vidyo public room : Test\_Vidyo\_Meeting [Join Now!](#) | [Hide info](#)

Room name	Test_Vidyo_Meeting
Extension	91549751
Moderator	Alberto Resco Perez
VidyoVoice phone numbers	Dial Phone Numbers + Extension + "#" key: (CH) +41225330322, (US) +18665777460
Description	Test
Auto-join URL	<a href="https://vidyoportal.cern.ch/flex.html?roomdirect.html&amp;key=FCeff1gnaQ9k">https://vidyoportal.cern.ch/flex.html?roomdirect.html&amp;key=FCeff1gnaQ9k</a>

If you are not the moderator of the Vidyo videoconference associated and you are manager of the event, the link *Make me moderator* will be shown:

The screenshot shows a grey box with the following information:

Moderator Jose Benito Gonzalez Lopez  
[Make me moderator](#)

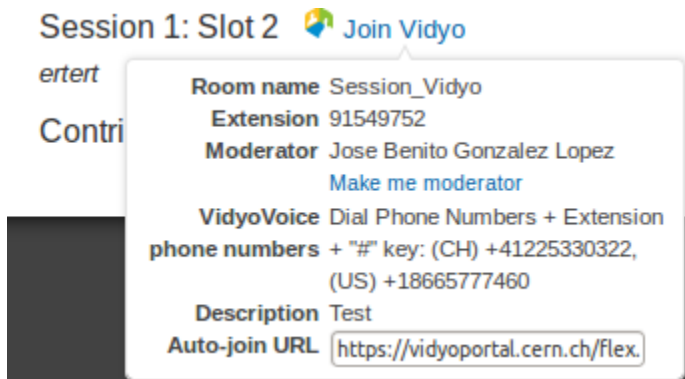
If the Vidyo meeting is not yet ongoing, the *Join Now!* button will not be shown.

To launch an ongoing Vidyo videoconference associated with an Indico event, just click on the *Join Now!* link:

The screenshot shows a grey box with the following information:

Vidyo public room : Test\_Vidyo\_Meeting [Join Now!](#) | [Hide info](#)

In the case of sessions and contributions a popup will appear when the mouse passes over the “Join Vidyo” link:



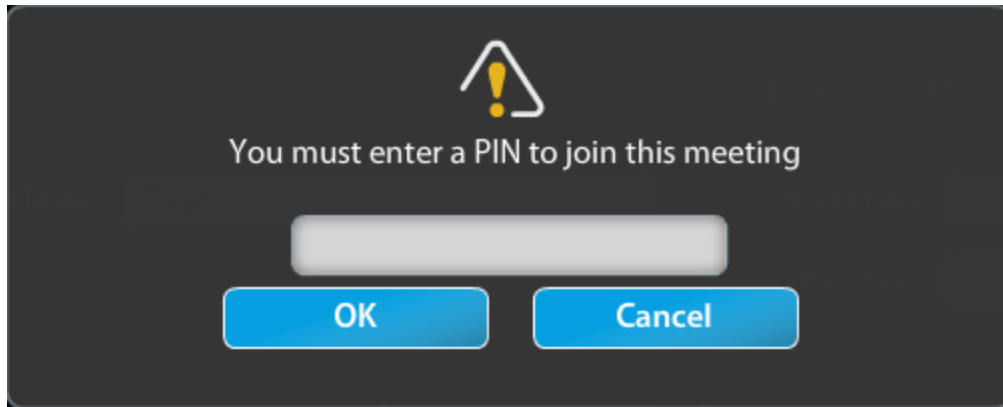
The popup will also show the information related to the room and, if you are manager of the event and you are not the moderator a link *Make me moderator* will appear.

**Moderator** Jose Benito Gonzalez Lopez  
[Make me moderator](#)

These links will connect you to the Vidyo Portal where you will be asked for your account name and password. For information about registration, please go to <http://cern.ch/vidyo-service/>. If you are not yet registered in the system, you can also choose a Guest name:

A screenshot of the Vidyo Portal login page. The page has a blue background and a black header with the CERN logo. There are two main sections: "Guests" and "Registered Users". The "Guests" section has a "Guest Name" input field and a "Join" button. The "Registered Users" section has "User Name" and "Password" input fields, a "Forgot your password?" link, and a "Join" button.

If it's a protected Vidyo meeting, you will have to input your PIN.



After logging in, the VidyDesktop client will pop-up and you will receive/send video and audio from/to the meeting.