
Indico Documentation

Release 1.2

Indico Team

Oct 05, 2016

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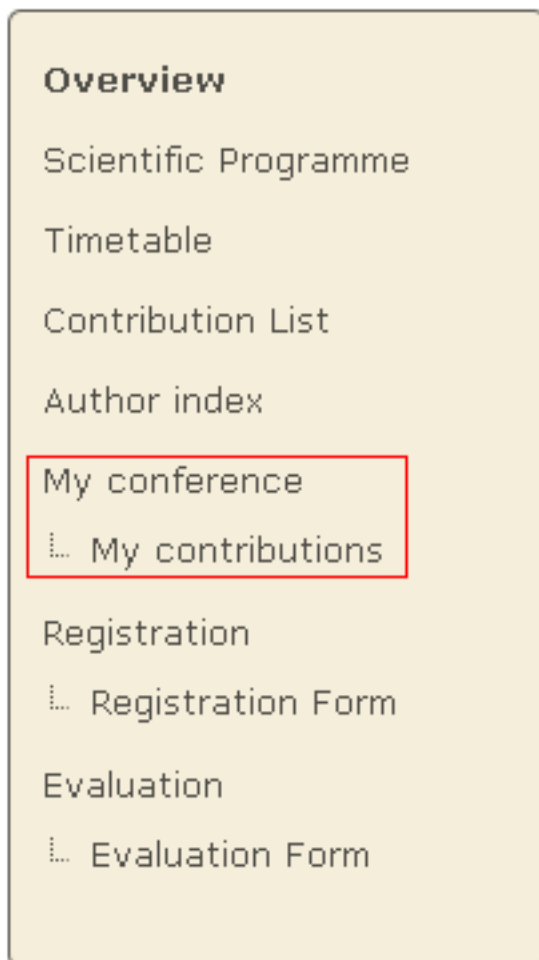
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SUBMITTER'S GUIDE

1.1 Submitter

The Submitter is able to submit material for a contribution. You are given Submitter access by either the Conference Manager, Session Manager, Contribution Manager or possibly the Session Co-ordinator.



You can access the contributions for which you can submit material by selecting *My contributions* from the menu in the event homepage. This will take you to your submission area and will list the contributions for which you can submit material.

Conference 1

26-29 July 2011 *CERN*
Europe/Zurich timezone

Overview

Scientific Programme

... Manage my tracks

Call for Abstracts

... View my abstracts

... Submit a new abstract

Timetable

Contribution List

Author index

My conference

... My track

... **My contributions**

Book of abstracts

Contributions

Id	Name	
0	Contribution 1	View


1.2 Submitting

Once in the My contributions area (previous screenshot) you can click on *View* in order to display the contribution details and start submitting material.

[Edit](#) | [PDF](#) | [XML](#) | [iCal](#)

Contribution 1

Presented by **Mr. Alberto RESCO PEREZ** on **23 Apr 2012 08:00 - 08:20**

Session: Session 1 

Description

Contribution 1 description. This is the description.

Place

Location: CERN
Room: [Salle Curie](#)

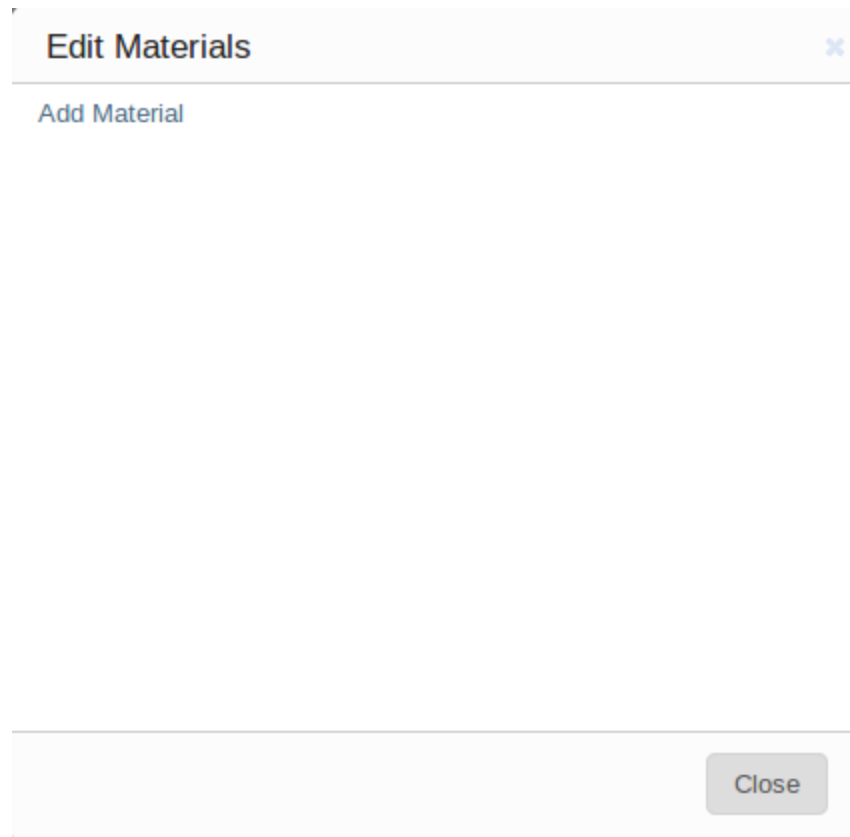
Primary authors

[Alberto RESCO PEREZ](#) CERN
[More](#)

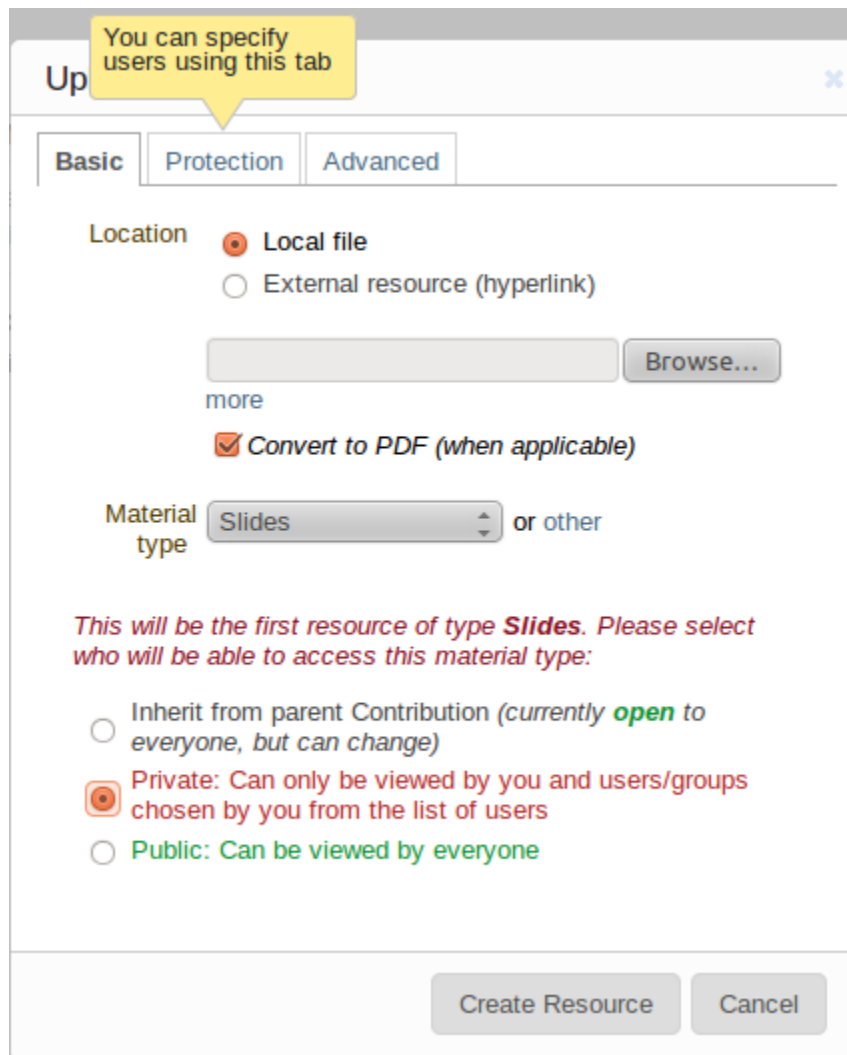
Files

[Edit files](#)

To submit material, click on *Edit Files*. A popup will appear, where the attached files can be seen.



By clicking on *Add Material* link a new popup will appear from which you can choose the material type (slides, video etc.) and upload it. You also need to set the protection level, (see `access_control`), and you can add a description and display name. If you set the material to be private, a *Protection* tab will appear, where you can add users or groups that are allowed to access your material, set the visibility (hidden, visible) and if you wish, set an access key.



The screenshot shows a dialog box titled "Up" with a yellow callout bubble that says "You can specify users using this tab". The dialog has three tabs: "Basic", "Protection", and "Advanced". The "Basic" tab is selected. It contains the following options:

- Location**:
 - ☒ Local file
 - ☐ External resource (hyperlink)
- A text input field with a "Browse..." button next to it.
- ☒ Convert to PDF (when applicable)
- Material type**: A dropdown menu showing "Slides" with a "or other" link next to it.

Below these options, a red text message states: "This will be the first resource of type **Slides**. Please select who will be able to access this material type:". Below this message are three radio button options:

- ☐ Inherit from parent Contribution (currently **open** to everyone, but can change)
- ☒ **Private**: Can only be viewed by you and users/groups chosen by you from the list of users
- ☐ **Public**: Can be viewed by everyone

At the bottom of the dialog are two buttons: "Create Resource" and "Cancel".

Once the material has been submitted it will appear in the contribution details