

How to upload contributions in INDICO

Login with account matching the speaker.

In time table click on the pencil, hope it appears after your talk.

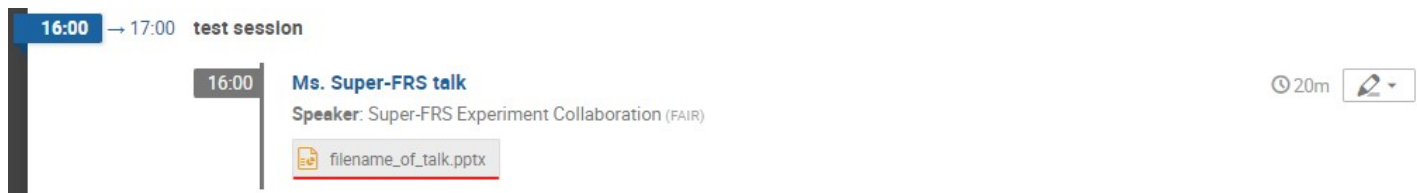
Next choose "Material editor" -> "Upload files".

Then insert presentation file by drag and drop and if you want add protection.

The default is accessible only for registered participants of this meeting (Registrants).

Then the name of the talk appears on the time table with an indication of its protection status (red bar below name).

Logged in participants can open the presentation directly, others are asked for login with password.



The screenshot shows a meeting agenda item. On the left, a vertical bar indicates a time slot from 16:00 to 17:00. The text 'test session' is positioned to the right of this bar. Below the main time slot, a smaller bar indicates a specific time of 16:00. To the right of this bar, the title 'Ms. Super-FRS talk' is displayed in blue. Below the title, the speaker information 'Speaker: Super-FRS Experiment Collaboration (FAIR)' is shown. Underneath the speaker information, a file icon is visible with the filename 'filename_of_talk.pptx'. On the far right of the interface, there is a clock icon followed by '20m' and a small square icon containing a pencil and a dropdown arrow.

You can delete the contribution, change the permission or upload another version anytime.
An administrator of the meeting can do the same.