



Session Co-ordinator's Guide

CERN



Integrated Digital Conference

Session Co-ordinator's Guide

by CERN

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Chapter 1. Session Co-ordinators Guide

1.1. Session Co-Ordinator

Being a Session Co-Ordinator you are responsible for scheduling contributions and breaks within your session. These contributions need to be imported by the session manager or conference manager before you can add them to your session.

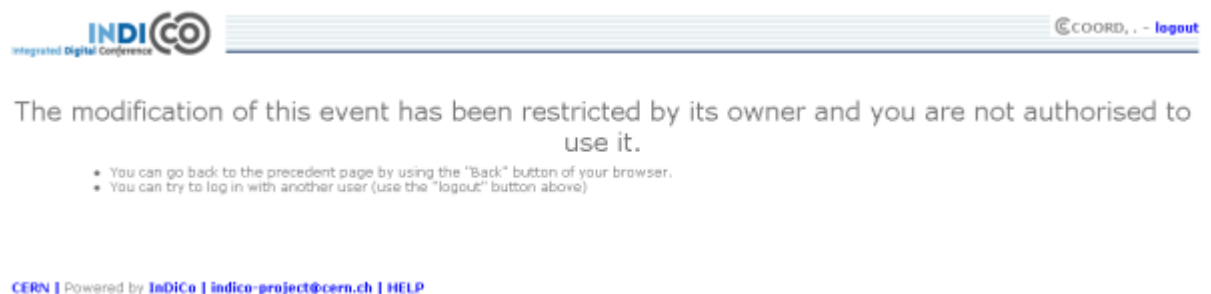
You are given this co-ordinator access by either the Session Manager or the Conference Manager. The Conference Manager sets the level of modification rights for all of the session co-ordinators. You can access your session by selecting 'my session' from the left hand menu.



1.2. Session Co-ordination

There are three levels of co-ordination modification that the Conference Manager can give to session co-ordinators.

If you do not have access or the rights to any part within your session you will be presented with this page:



1.2.1. Basic Rights

All Session Co-ordinators can:

- Manage the timetable with restrictions - adding contributions, creating breaks, reschedule contributions and breaks.
- View contribution list (cannot modify contributions)
- View the sessions' main information (cannot modify)
- View comments from the conference manager (cannot modify)

Your co-ordination will mainly take place within the Timetable tab of your session:

Tabs to navigate your session

Modification Icon - This will allow you to change the start time and duration of the contribution.

Start date Tue 14 Jun 2005 08:00
End date Tue 14 Jun 2005 09:30

fit to inner slots

Tuesday, 14 June 2005

08:00

Session 1
08:00-09:30 (01h30')

NAT:00h20' - AT:01h00' - #E:3 - DEB:00h20' - #REE:1

[0] Contribution 1
08:00-08:20 (00h20')

[1] Contribution 2
08:20-08:40 (00h20')

[2] Contribution 3
08:50-09:20 (00h30')

09:00

[add contribution] [new break] [reschedule]

[remove] ↑ ↓

[remove] ↑ ↓

[remove] ↑ ↓

[add contribution] [new break] [reschedule]

Add Contribution - Use this to add a contribution to your session
New Break - Use this to add a break to your session
Reschedule - Use this to define the intervals between contributions

1.2.2. Contribution Modification Rights

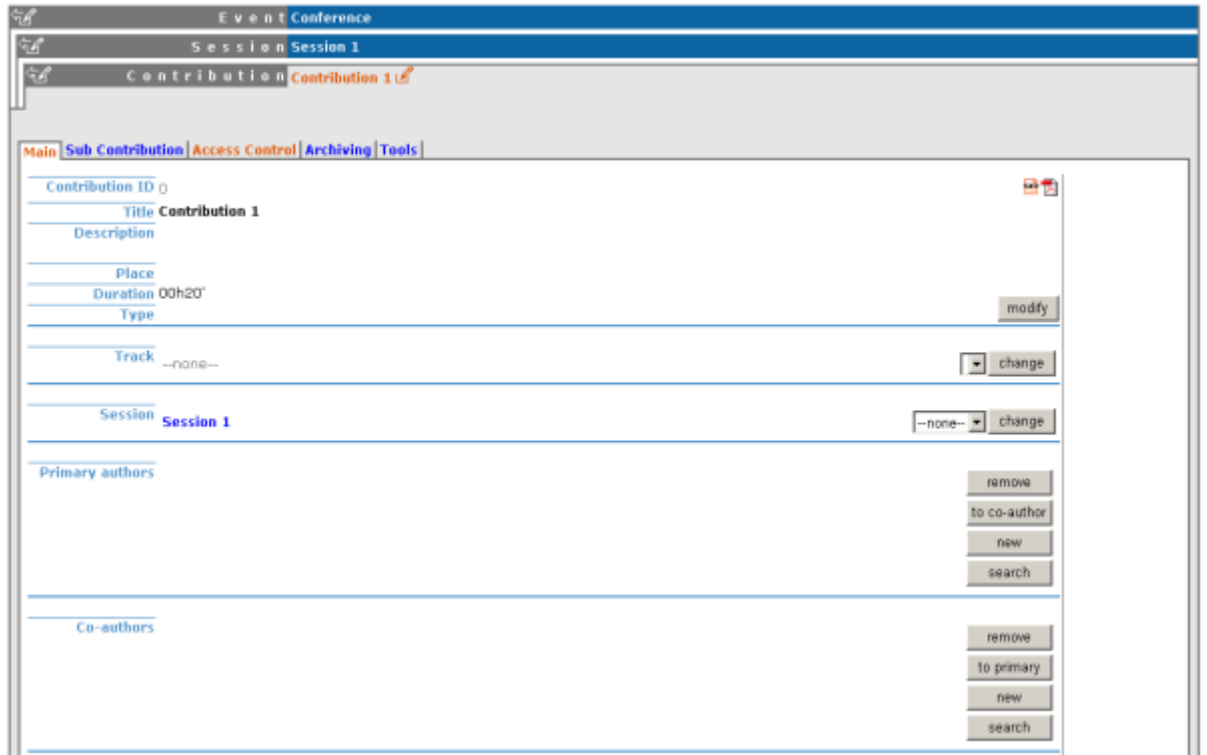
If the conference manager has allowed contribution modification rights you can:

- Modify the main data of the contribution.

- Set the access controls for the contribution - i.e. give submission rights to presenters or allow others to manage the contribution.
- Add / remove sub contributions.

To modify the contribution click on it's name from either the timetable or the contribution list.

The contribution management area (For a more detailed explanation please see "Contribution" in the Indico User Guide 2.4.3.1):



1.2.3. Unrestricted Timetable Management

If the conference manager has allowed unrestricted timetable management rights you can:

- Add contributions and breaks, reschedule contributions and breaks as before
- Add, Edit and Delete slots

The timetable management area will be the same as it was with the basic rights with the options to manage the slots:

Tabs to navigate your session
 Event Conference
 Session Session 1

Main Contributions Timetable Comment
 View mode parallel switch

Start date Tue 14 Jun 2005 08:00
 End date Tue 14 Jun 2005 09:30

Modification Icon - This will allow you to change the start time and duration of the contribution.

Use this to add a new slot to your session

fit to inner slots

Tuesday, 14 June 2005

08:00 [add contribution] [new break] [edit slot] [delete slot] [reschedule]

Session 1
 08:00-09:30 (01h30')
 NAT:00h30' - AT:01h00' - #E:2 - DE:00h20' - #RE:1

[0] Contribution 1
 08:00-08:20 (00h20') [remove] ++

[1] Contribution 2
 08:30-08:40 (00h10') [remove] ++

[2] Contribution 3
 08:50-09:20 (00h30') [remove] ++

09:00 [add contribution] [new break] [edit slot] [delete slot] [reschedule]

Add Contribution - Use this to add a contribution to your session
 New Break - Use this to add a break to your session
 Edit Slot - Use this to change the times and data of the slot
 Delete Slot - Use this to delete the slot
 Reschedule - Use this to define the intervals between contributions