
Indico Documentation

Release 1.2

Indico Team

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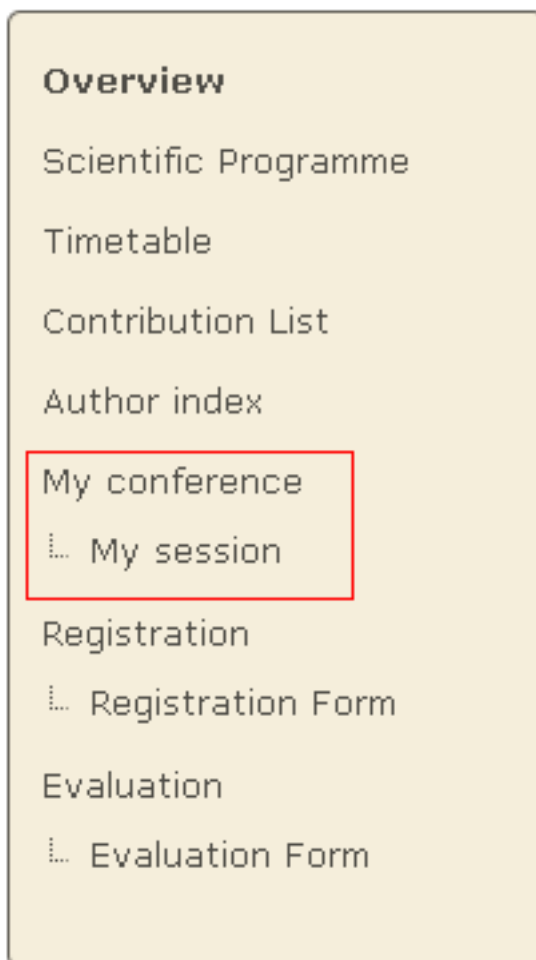
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SESSION MANAGER'S GUIDE

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.

1.2.1 Main Tab

The Main tab contains all the data about the session itself

Session: session 1

Go back to: [Timetable](#)

The screenshot shows the 'Main' tab interface for a session. At the top, there is a navigation bar with tabs: 'Main', 'Contributions', 'Session timetable', 'Comment', 'Files', 'Protection', and 'Tools'. Below the navigation bar, the session details are displayed in a list format:

- Code: no code
- Title: session 1
- Description:
- Default place: CERN
- Default contribution duration: 00h20'
- Time table type: standard
- Background Color: #DFE555
- Text Color: #202020

At the bottom right of the details section, there is a 'modify' button. Below the details, there is a section for 'Default conveners' with three buttons: 'remove', 'new', and 'search'.

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	Contributions	Protection	Tools	Comment
------	-------	----------------------	------------	-------	---------

Quick search: contribution ID

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 (W) withdrawn	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--

Found contributions (2)

<input type="checkbox"/>	<input type="button" value="↓"/> Id	Date	Duration	Type	Title	Presenter	Track	Status	Material
<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**

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

06:00	test contrib 1 <i>1-1-025, CERN</i>
06:00	adsdas <i>1-1-025, CERN</i>
	break <i>1-1-025, CERN</i>

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
Protection
Tools

Modification control

Managers
(users allowed to modify)

Add user to list

Access control

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 PRIVATE (viewable only by the users you choose, regardless of the access protection of the parent event 'Conference 1').

Make it INHERITING the access protection from its parent event 'Conference 1' (**PRIVATE** for the moment).

Domain control

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

remove
Select ▼
<- add <

Coordination control

Coordinators

Add user to list

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

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.
