

# Instructions for Uploading of Oral Presentations and Posters in Indico

The author or submitter who has received the abstract acceptance notification is able to submit the oral presentation or poster presentation files.

Open the conference indico site with the technical program: <http://indico.cern.ch/e/CEC-ICMC-2015>. Login with your username and password.

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

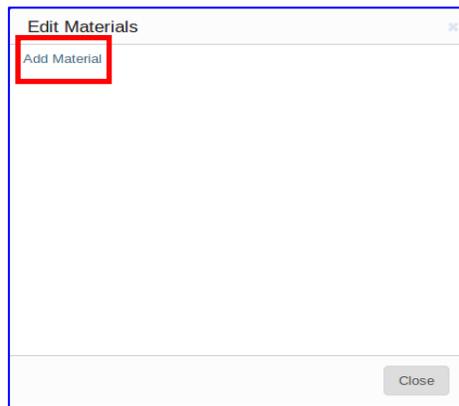
In the **My Contributions** area, click on **View** to display the contribution details and for starting submitting material.



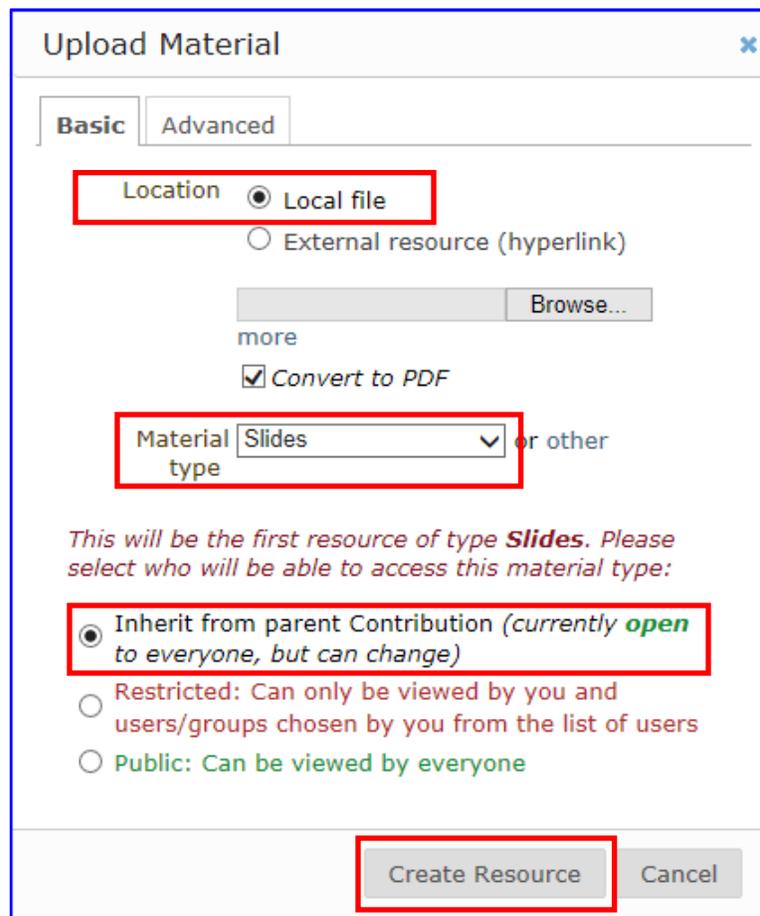
To submit material, click on the **pen** icon (Edit Files). A popup will appear where the attached files can be seen.



Click on the **Add Material** link and a new popup will appear.



Select under **Location** "Local file" and choose the **Material type** ("slides or poster"). Browse to the file on your computer and select the file to upload. Leave the protection as default. Be sure to choose the option "Inherit from Parent Contribution". Do not set the material to be private. Finally click on the button **Create Resource**.



Once the material has been submitted, it will appear in the contribution details. Continue with uploading other material (second oral or poster) if needed. When all ready, close the windows.

**Attention Oral Presenters:** Remember, you are still **REQUIRED** to submit an electronic version of your presentation at least one (1) day prior to your presentation on-site to the Speaker Presentation Room.