

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.

CEC-ICMC 2015 - Timetable, Abstracts and Presentations

from 28 June 2015 to 2 July 2015
JW Marriott Starr Pass Resort

Overview
Timetable in Parallel View
Timetable in Compact View
Contribution List
Author List
Speaker List
My Conference
My Contributions
Presentation Guidelines & Information
Publication Information
CEC/ICMC 2015 Website

My Contributions

Id	Contribution	Actions
544	Test Presentation for Upload My Talk or Poster Material	Edit View

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

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Contribution

Test Presentation for Upload My Talk or Poster Material

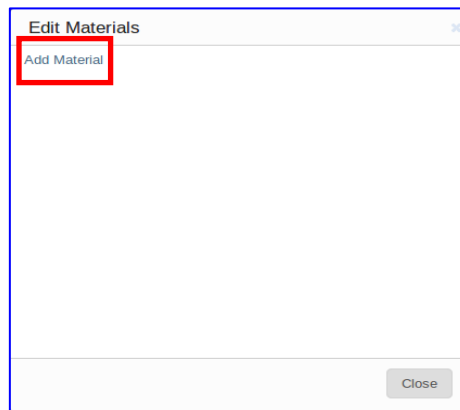
29/6/2015 9:00 - 11:00
Exhibit Hall (Arizona Ballroom)

C1PoA - Cryogenic...

Speakers
Annett D'ANTONIO

Files

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**.

A screenshot of the "Upload Material" form. The form has two tabs: "Basic" and "Advanced", with "Basic" being the active tab. Under the "Location" section, the "Local file" radio button is selected. Below this is a text input field with a "Browse..." button. There is a "Convert to PDF" checkbox which is checked. The "Material type" dropdown menu is set to "Slides". Below this, a message states: "This will be the first resource of type **Slides**. Please select who will be able to access this material type:". Under this message, three radio button options are listed: "Inherit from parent Contribution (currently open to everyone, but can change)" (which is selected), "Restricted: Can only be viewed by you and users/groups chosen by you from the list of users", and "Public: Can be viewed by everyone". At the bottom of the form, there are two buttons: "Create Resource" and "Cancel". The "Create Resource" button is highlighted with a red rectangular box.

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.