Setting up scientific programme in Indico

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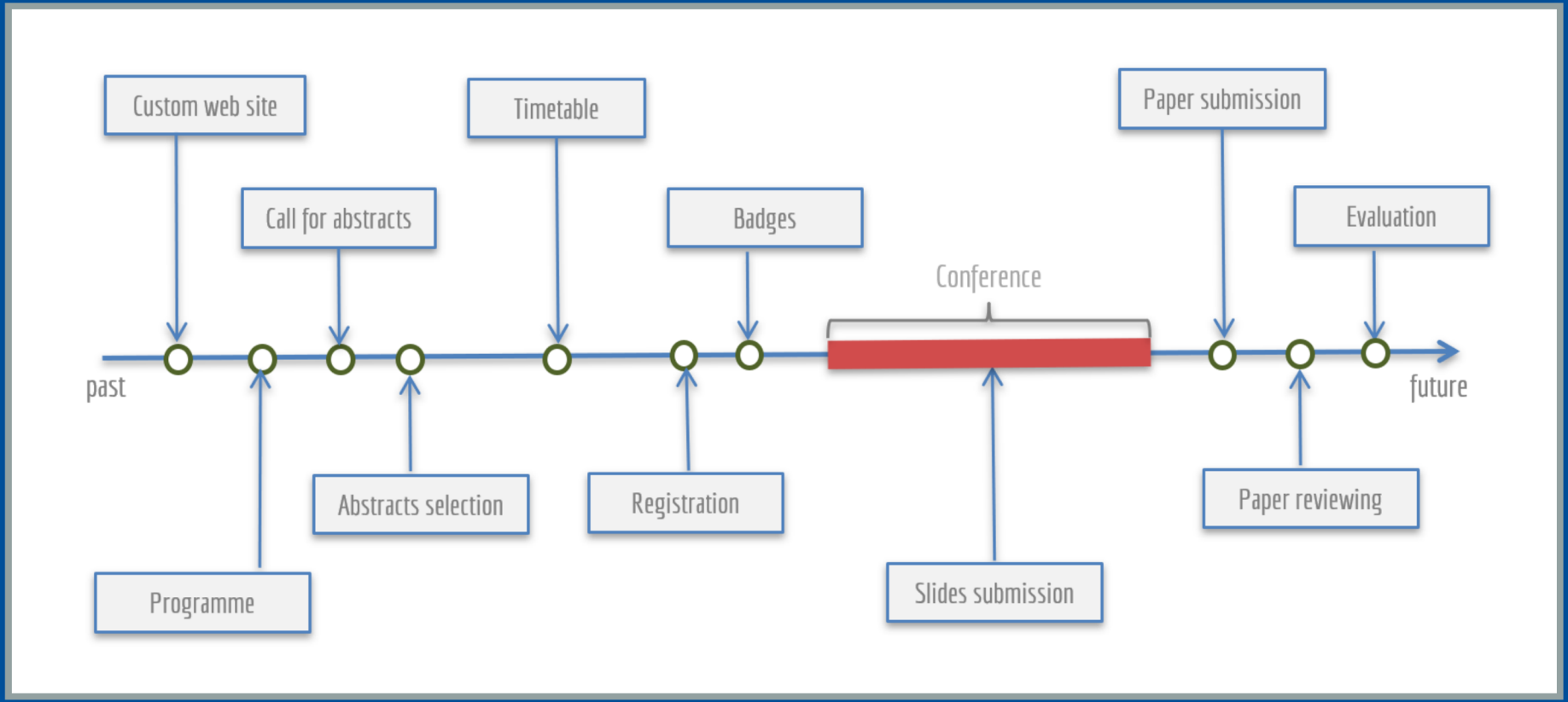
JACoW TM, December 2019, Santos

Why Indico?

- **All conferences in one place**
- **Easy set up of events** - one click creation
- **User-friendly modern interface**
- **Flexible role system**: roles and permissions
- **Simple, but extensible** workflow
- **Integrated reviewing workflows** (abstracts, papers)

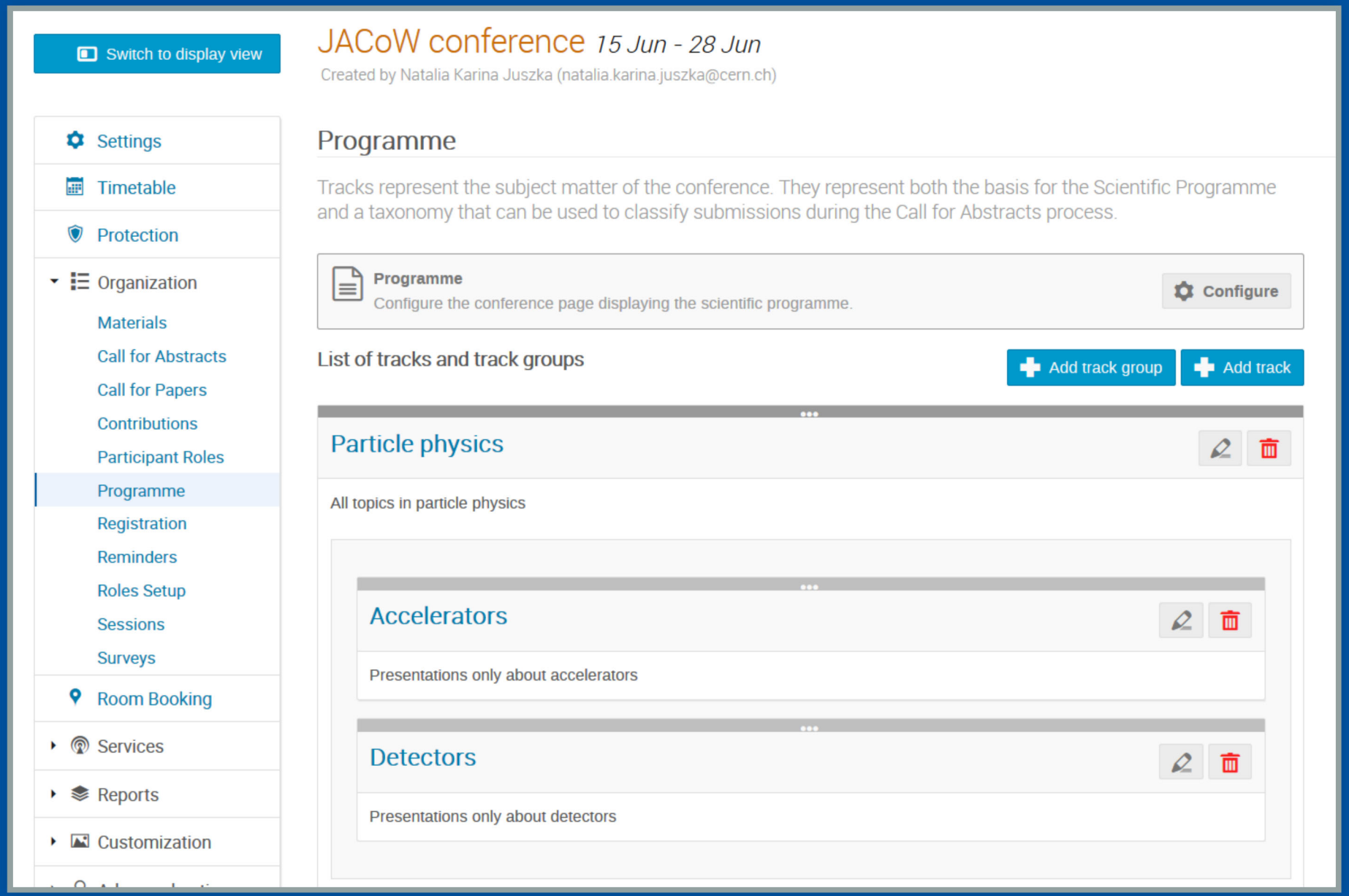
Indico conference lifecycle



Scientific programme creation step by step

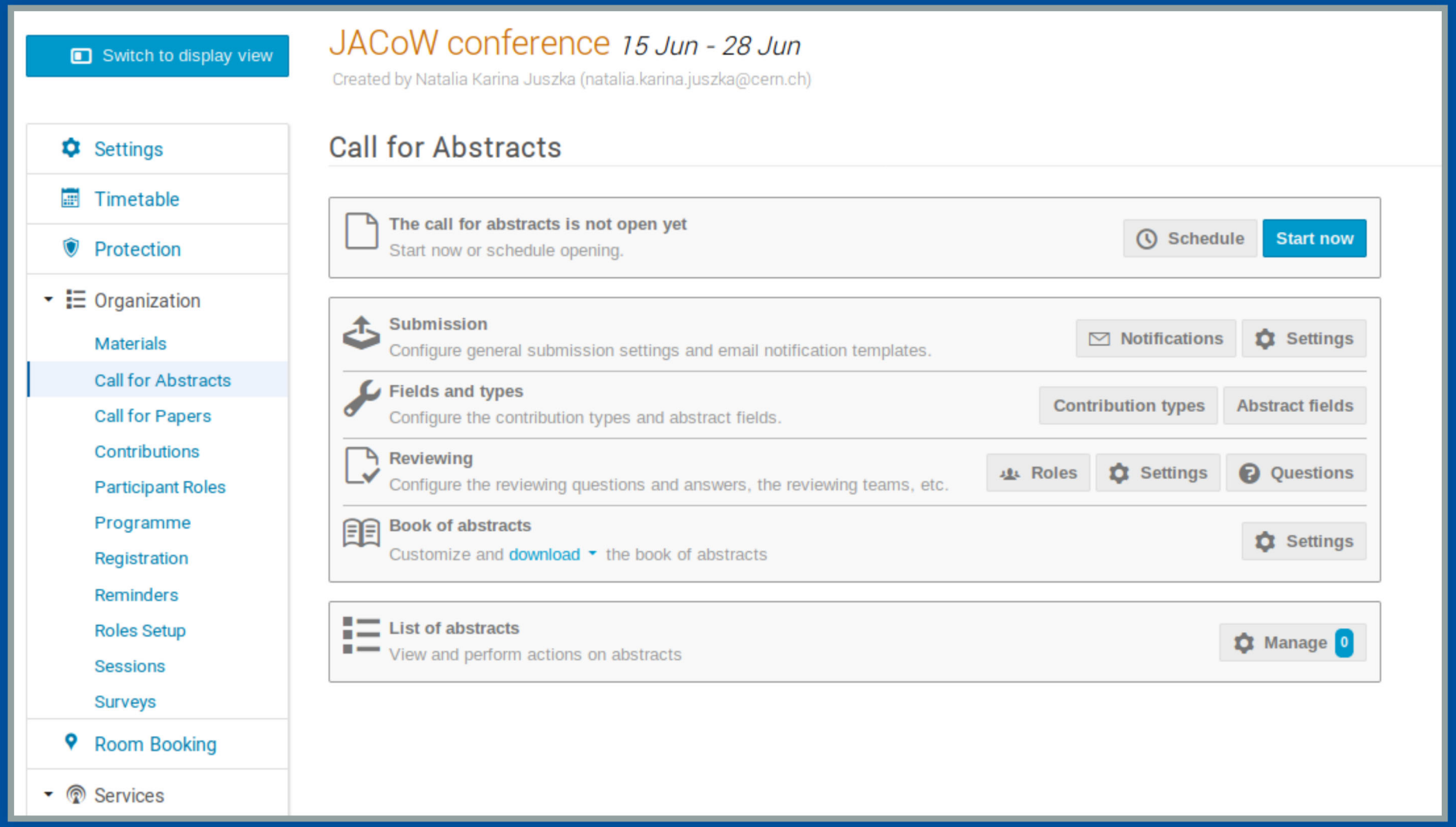
1. Create tracks and track groups

- Equivalent of classification and subclassification in SPMS
- Structure conference topics and expose them to authors


Switch to display view
JACoW conference 15 Jun - 28 Jun
Created by Natalia Karina Juszka (natalia.karina.juszka@cern.ch)
Settings
Timetable
Protection
Organization
Materials
Call for Abstracts
Call for Papers
Contributions
Participant Roles
Programme
Registration
Reminders
Roles Setup
Sessions
Surveys
Room Booking
Services
Reports
Customization
Programme
Tracks represent the subject matter of the conference. They represent both the basis for the Scientific Programme and a taxonomy that can be used to classify submissions during the Call for Abstracts process.
Programme
Configure the conference page displaying the scientific programme.
Configure
List of tracks and track groups
Add track group
Add track
Particle physics
All topics in particle physics
Accelerators
Presentations only about accelerators
Detectors
Presentations only about detectors

2. Set up Call for abstracts

- Setting up contribution types (Poster, Oral)
- Authors submit summary of the paper
- Authors can select which track their abstract belongs to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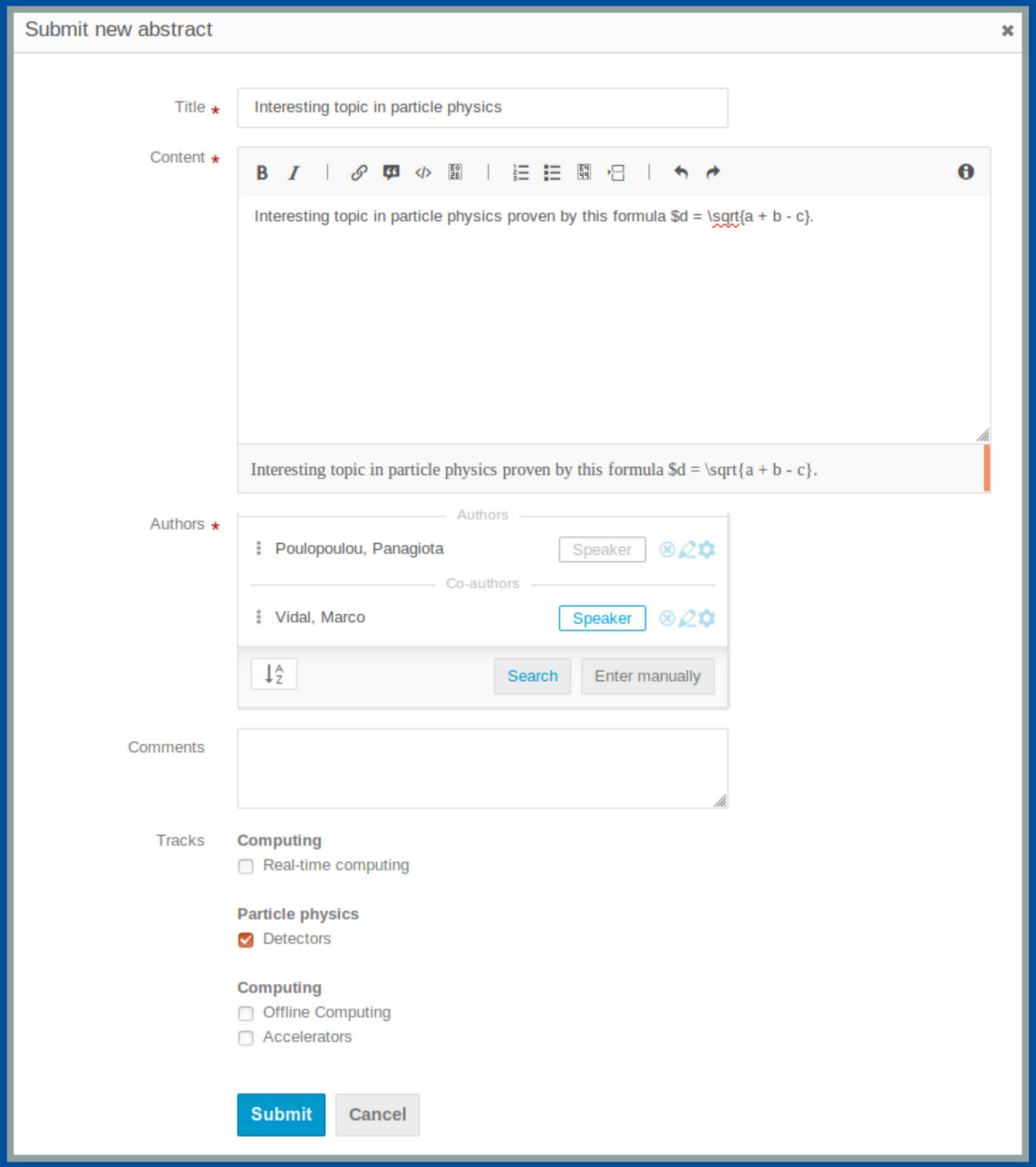
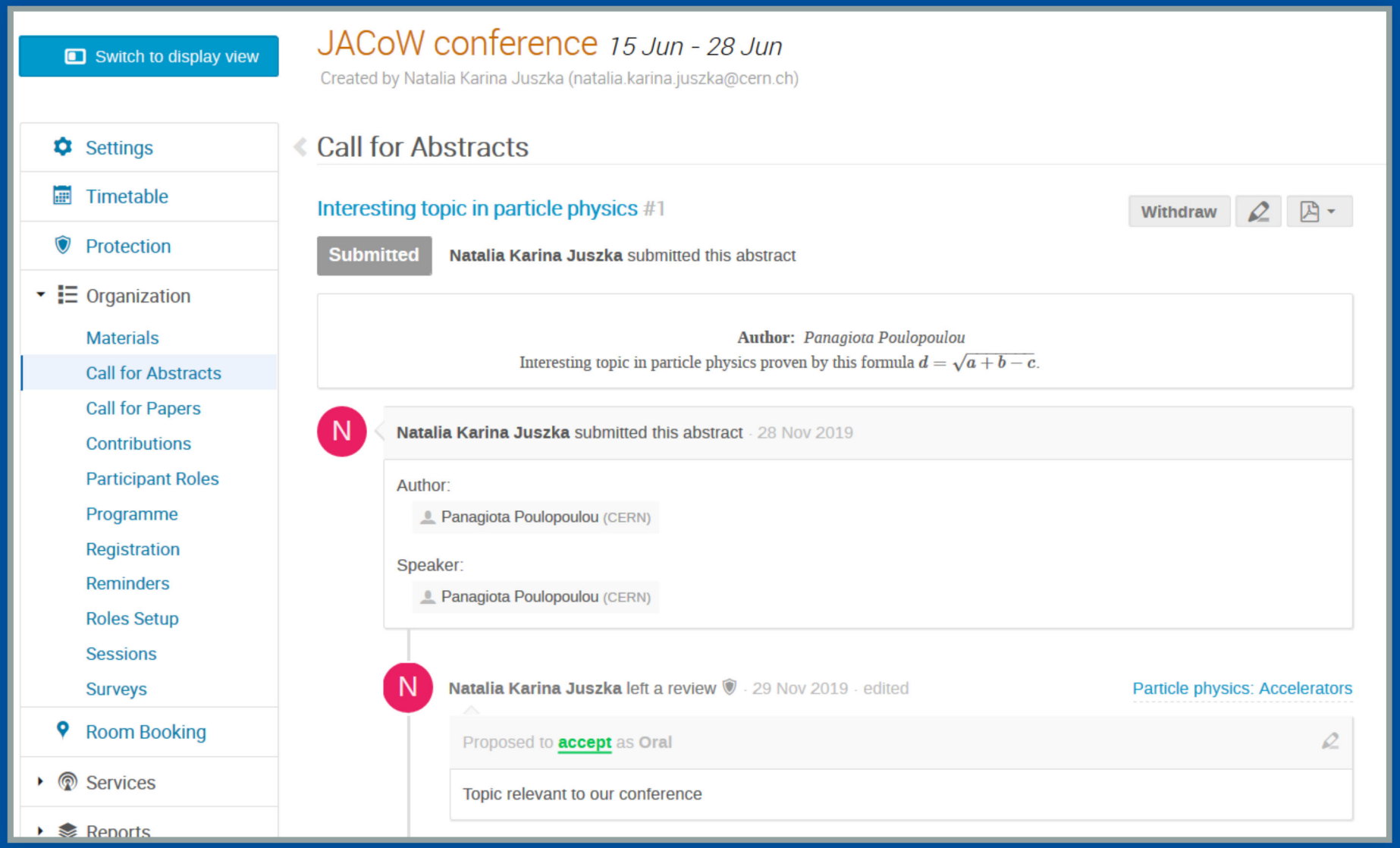
Surveys
Room Booking
Services
Call for Abstracts
The call for abstracts is not open yet
Start now or schedule opening.
Schedule
Start now
Submission
Configure general submission settings and email notification templates.
Notifications
Settings
Fields and types
Configure the contribution types and abstract fields.
Contribution types
Abstract fields
Reviewing
Configure the reviewing questions and answers, the reviewing teams, etc.
Roles
Settings
Questions
Book of abstracts
Customize and download the book of abstracts
Settings
List of abstracts
View and perform actions on abstracts
Manage 0


Submit new abstract
Title *
Interesting topic in particle physics
Content *
Interesting topic in particle physics proven by this formula $d = \sqrt{a + b - c}.
Interesting topic in particle physics proven by this formula $d = \sqrt{a + b - c}.
Authors *
Authors
Poulopoulou, Panagiota
Speaker
Co-authors
Vidal, Marco
Speaker
Search
Enter manually
Comments
Tracks
Computing
Real-time computing
Particle physics
Detectors
Computing
Offline Computing
Accelerators
Submit
Cancel

3. Select abstracts

- Roles:
  - **reviewers** - proposing to accept/reject abstract for given track
  - **conveners** - collect reviews for given track and propose decision
  - **judges** - make a final decision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Roles Setup
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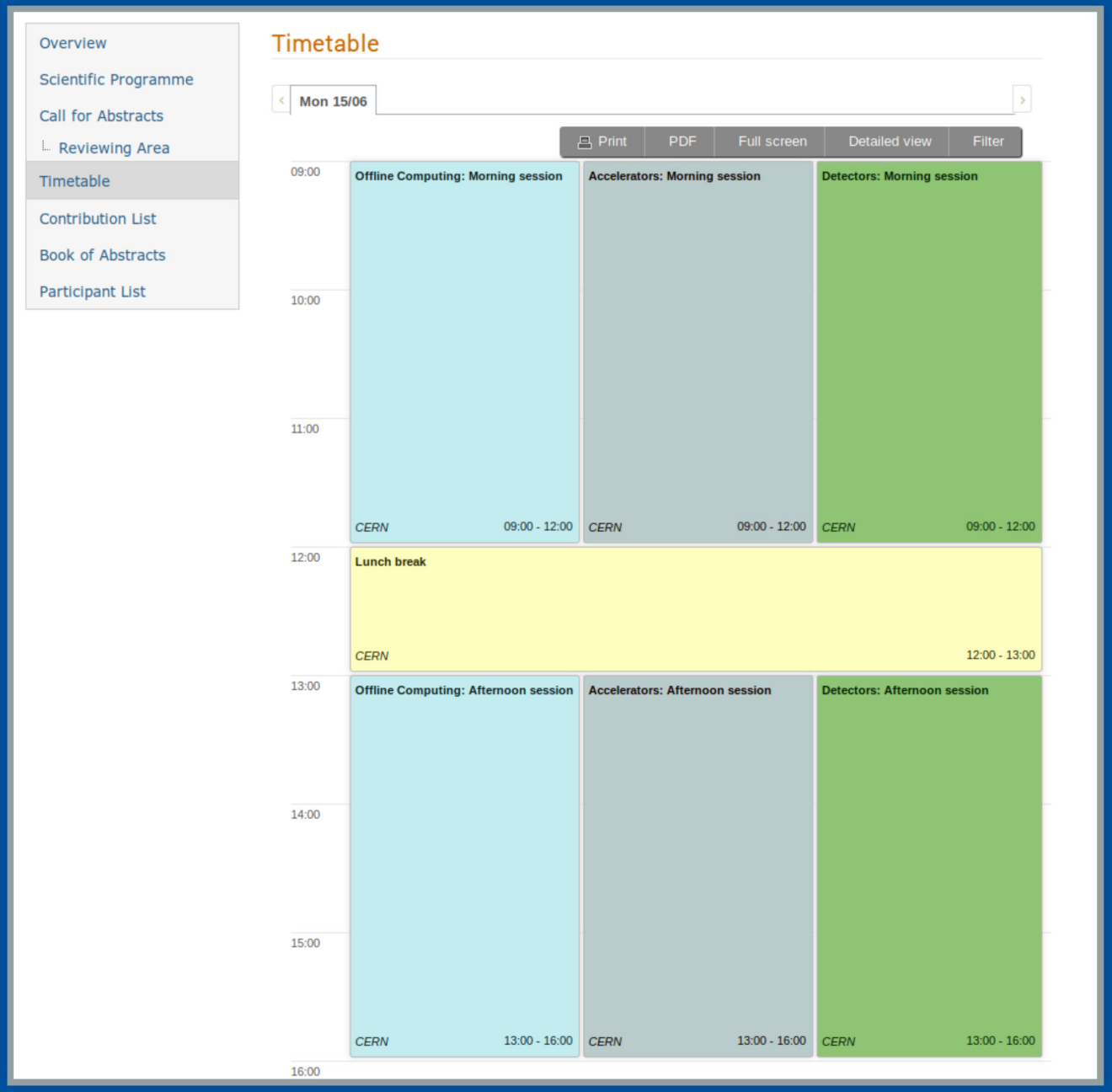
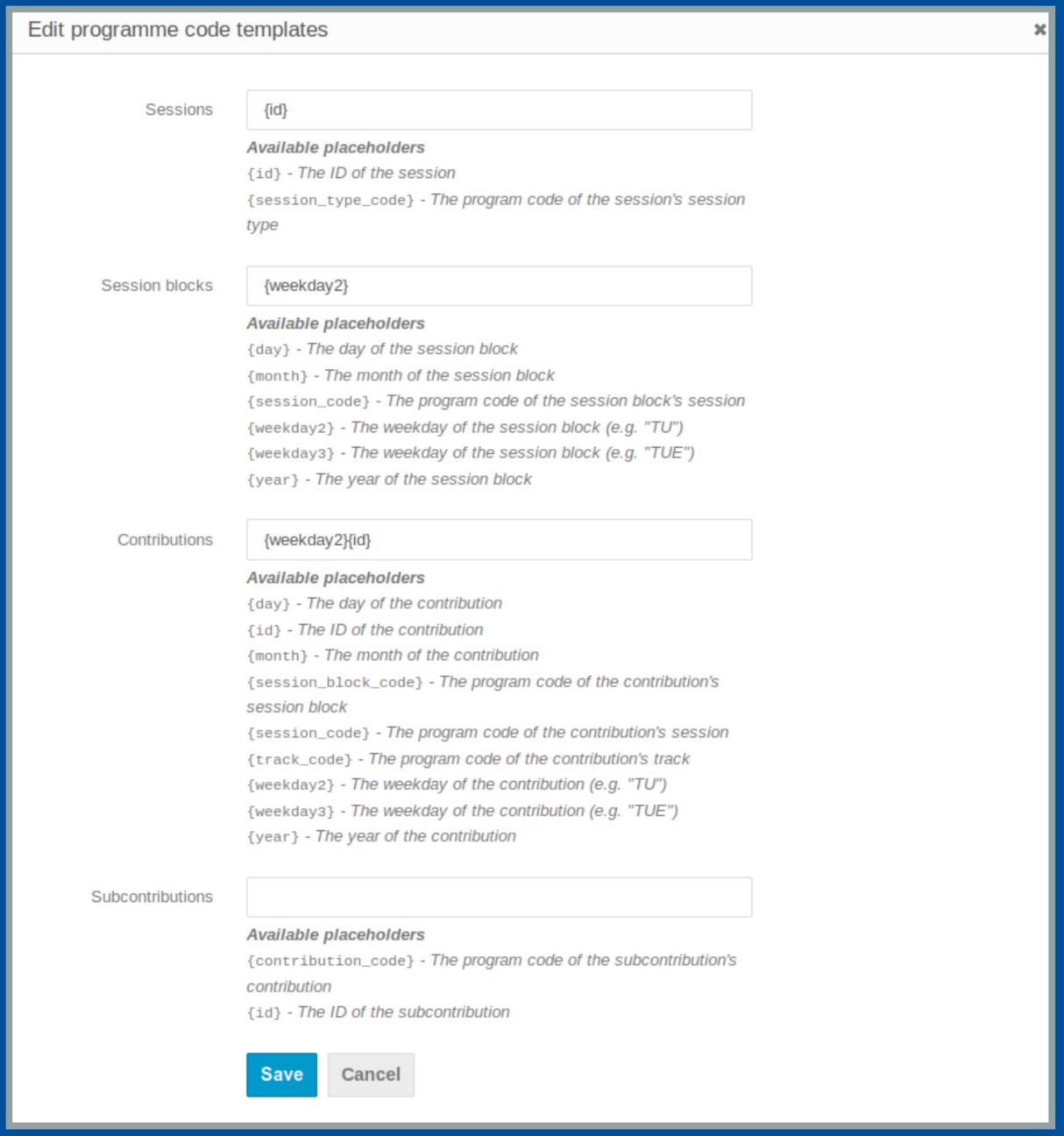
Surveys
Room Booking
Services
Reports
Call for Abstracts
Interesting topic in particle physics #1
Withdraw
Submitted
Natalia Karina Juszka submitted this abstract
Author: Panagiota Poulopoulou
Interesting topic in particle physics proven by this formula $d = \sqrt{a + b - c}$.
N
Natalia Karina Juszka submitted this abstract · 28 Nov 2019
Author:
Panagiota Poulopoulou (CERN)
Speaker:
Panagiota Poulopoulou (CERN)
N
Natalia Karina Juszka left a review · 29 Nov 2019 · edited
Particle physics: Accelerators
Proposed to accept as Oral
Topic relevant to our conference

4. Create timetable

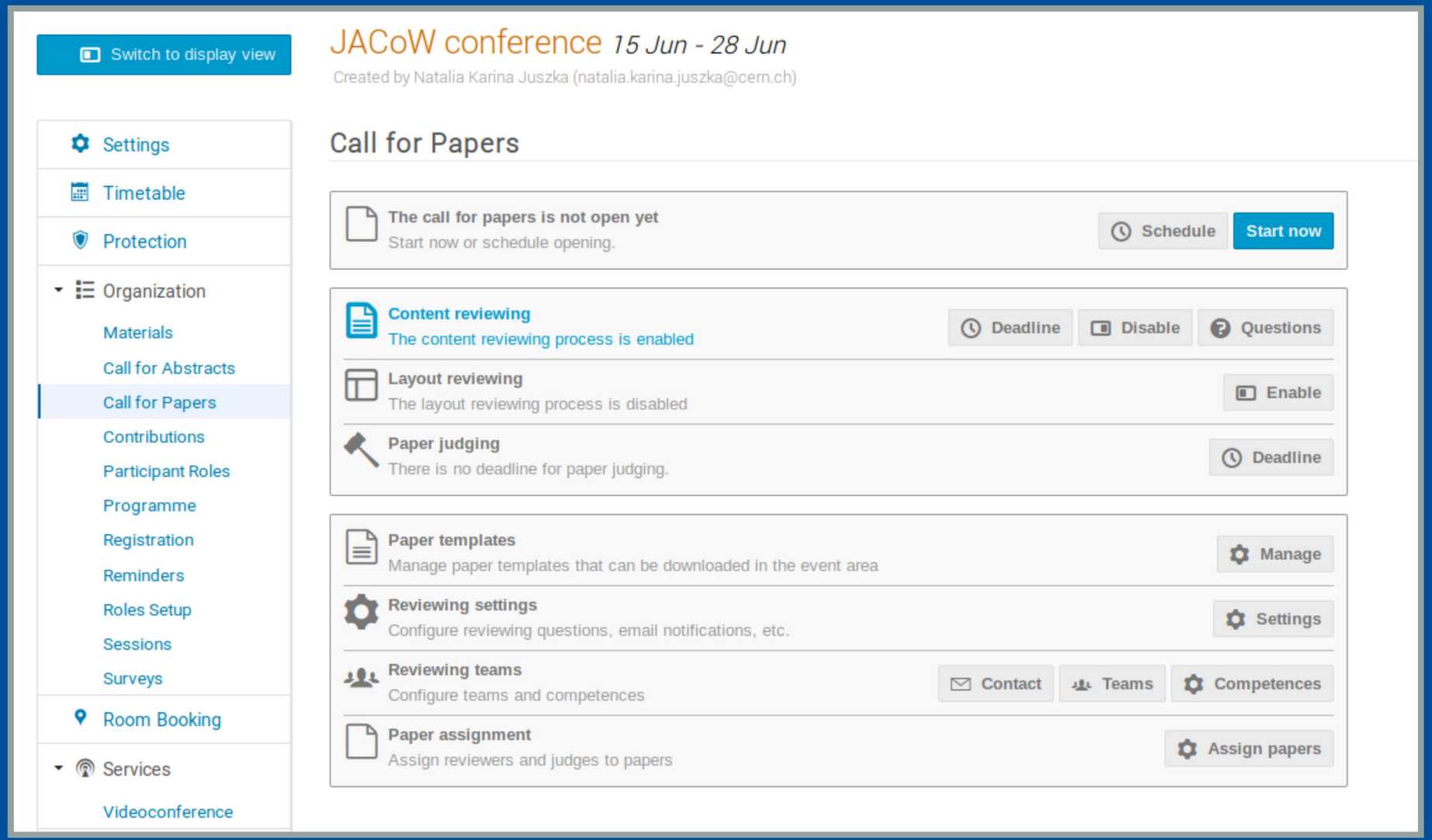
- Setting up sessions and contributions
- Abstracts -> contributions
- Content publishing
- Conference codes assignment


Overview
Scientific Programme
Call for Abstracts
Reviewing Area
Timetable
Contribution List
Book of Abstracts
Participant List
Timetable
Mon 15/06
Print
PDF
Full screen
Detailed view
Filter
09:00
10:00
11:00
12:00
13:00
14:00
15:00
16:00
Offline Computing: Morning session
CERN 09:00 - 12:00
Accelerators: Morning session
CERN 09:00 - 12:00
Detectors: Morning session
CERN 09:00 - 12:00
Lunch break
CERN 12:00 - 13:00
Offline Computing: Afternoon session
CERN 13:00 - 16:00
Accelerators: Afternoon session
CERN 13:00 - 16:00
Detectors: Afternoon session
CERN 13:00 - 16:00


Edit programme code templates
Sessions
{id}
Available placeholders
{id} - The ID of the session
{session_type_code} - The program code of the session's session type
Session blocks
{weekday2}
Available placeholders
{day} - The day of the session block
{month} - The month of the session block
{session_code} - The program code of the session block's session
{weekday2} - The weekday of the session block (e.g. "TU")
{weekday3} - The weekday of the session block (e.g. "TUE")
{year} - The year of the session block
Contributions
{weekday2}{id}
Available placeholders
{day} - The day of the contribution
{id} - The ID of the contribution
{month} - The month of the contribution
{session_block_code} - The program code of the contribution's session block
{session_code} - The program code of the contribution's session
{track_code} - The program code of the contribution's track
{weekday2} - The weekday of the contribution (e.g. "TU")
{weekday3} - The weekday of the contribution (e.g. "TUE")
{year} - The year of the contribution
Subcontributions
Available placeholders
{contribution_code} - The program code of the subcontribution's contribution
{id} - The ID of the subcontribution
Save
Cancel

5. Set up paper submission

- Content reviewing
- Layout reviewing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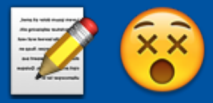
Sessions
Surveys
Room Booking
Services
Videoconference
Call for Papers
The call for papers is not open yet
Start now or schedule opening.
Schedule
Start now
Content reviewing
The content reviewing process is enabled
Deadline
Disable
Questions
Layout reviewing
The layout reviewing process is disabled
Enable
Paper judging
There is no deadline for paper judging.
Deadline
Paper templates
Manage paper templates that can be downloaded in the event area
Manage
Reviewing settings
Configure reviewing questions, email notifications, etc.
Settings
Reviewing teams
Configure teams and competences
Contact
Teams
Competences
Paper assignment
Assign reviewers and judges to papers
Assign papers

6. Enjoy the conference!

...or process the papers



Walkthrough

https://indico-staging.cern.ch

Thank you!

Want to know more?

https://learn.getindico.io/