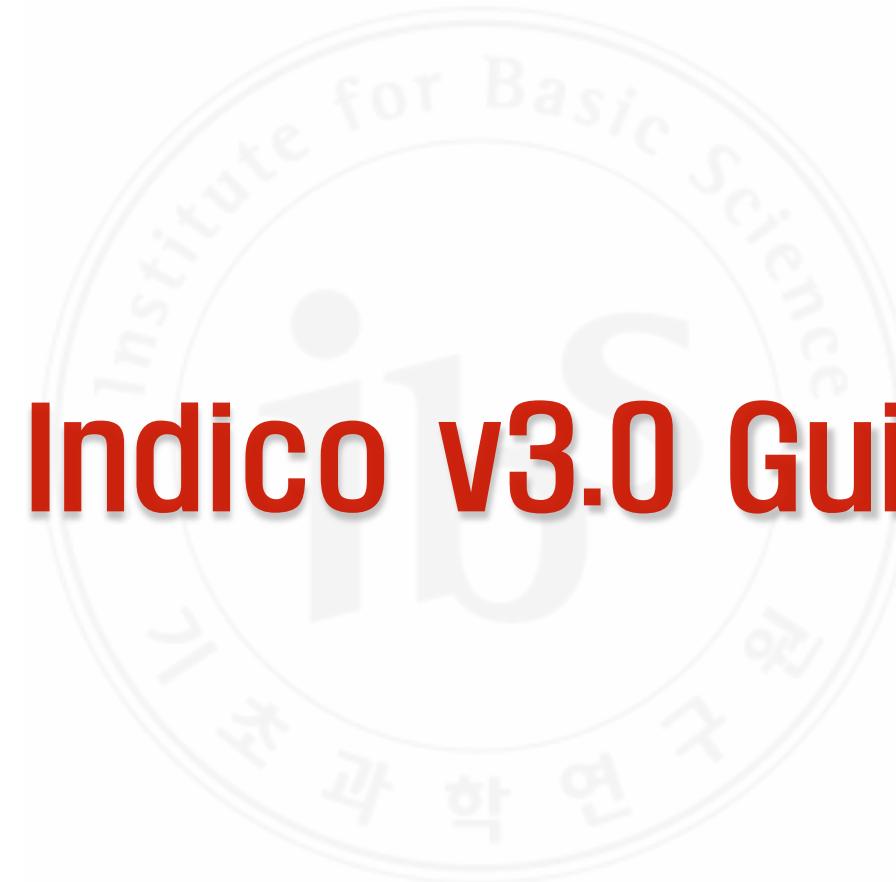




Indico v3.0 Guide



30 August 2021

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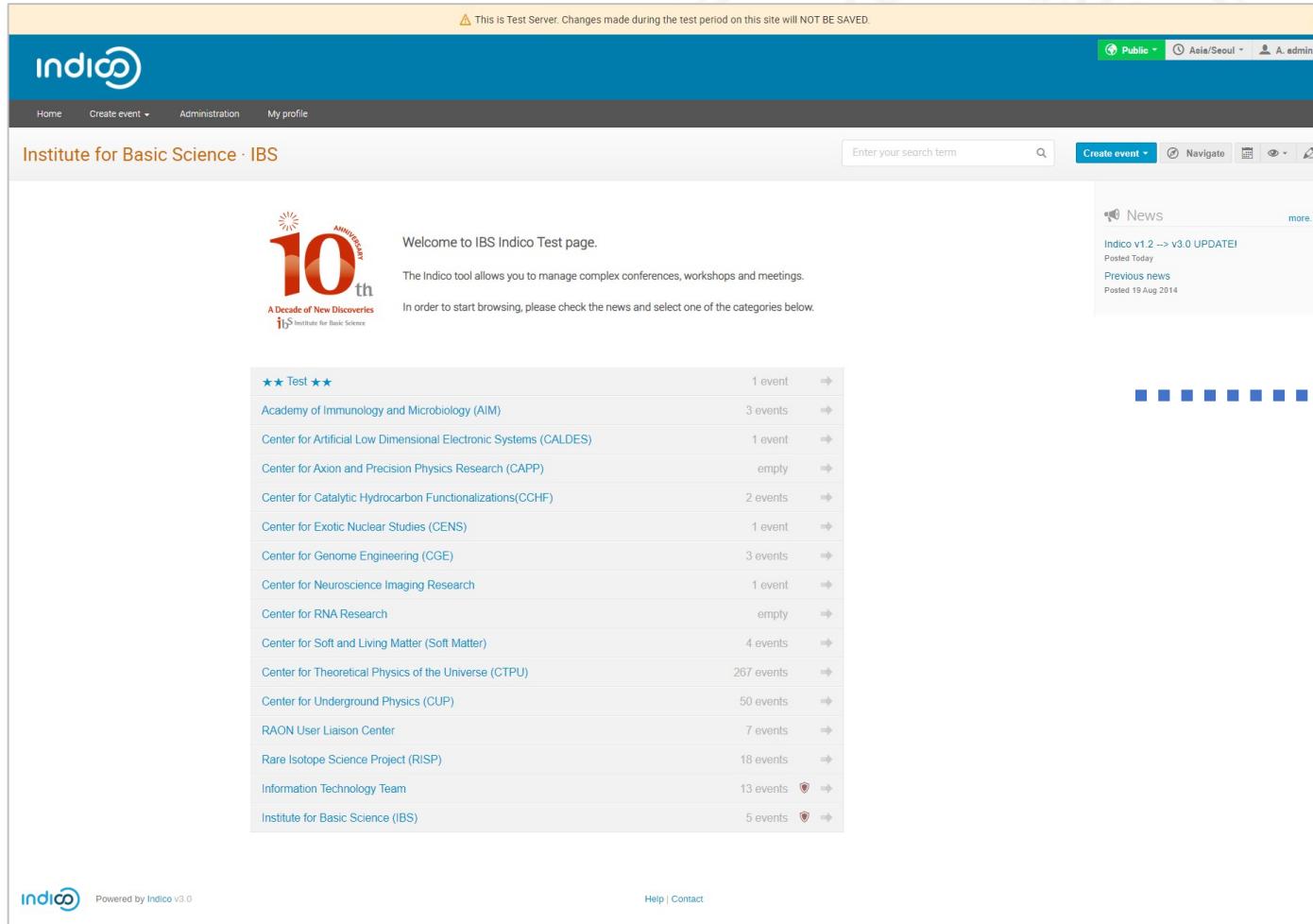
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1. Getting Started with Indico

1. Getting Started With Indico

Indico

- A web application which facilitates the organization of events of all sizes, ranging from meetings and lectures to big conferences.



Indico

This is Test Server. Changes made during the test period on this site will NOT BE SAVED.

Public Asia/Seoul A. admin

Home Create event Administration My profile

Enter your search term

Create event Navigate

Institute for Basic Science · IBS

Welcome to IBS Indico Test page.

The Indico tool allows you to manage complex conferences, workshops and meetings.

In order to start browsing, please check the news and select one of the categories below.

10th Anniversary
A Decade of New Discoveries
ibS Institute for Basic Science

News

Indico v1.2 -> v3.0 UPDATE!
Posted Today
Previous news
Posted 19 Aug 2014

★★ Test ★★

	1 event	3 events	1 event	empty	2 events	1 event	3 events	1 event	empty	4 events	267 events	50 events	7 events	18 events	13 events	5 events	
Academy of Immunology and Microbiology (AIM)																	
Center for Artificial Low Dimensional Electronic Systems (CALDES)																	
Center for Axion and Precision Physics Research (CAPP)																	
Center for Catalytic Hydrocarbon Functionalizations (CCHF)																	
Center for Exotic Nuclear Studies (CENS)																	
Center for Genome Engineering (CGE)																	
Center for Neuroscience Imaging Research																	
Center for RNA Research																	
Center for Soft and Living Matter (Soft Matter)																	
Center for Theoretical Physics of the Universe (CTPU)																	
Center for Underground Physics (CUP)																	
RAON User Liaison Center																	
Rare Isotope Science Project (RISP)																	
Information Technology Team																	
Institute for Basic Science (IBS)																	

Help | Contact

Powered by Indico v3.0

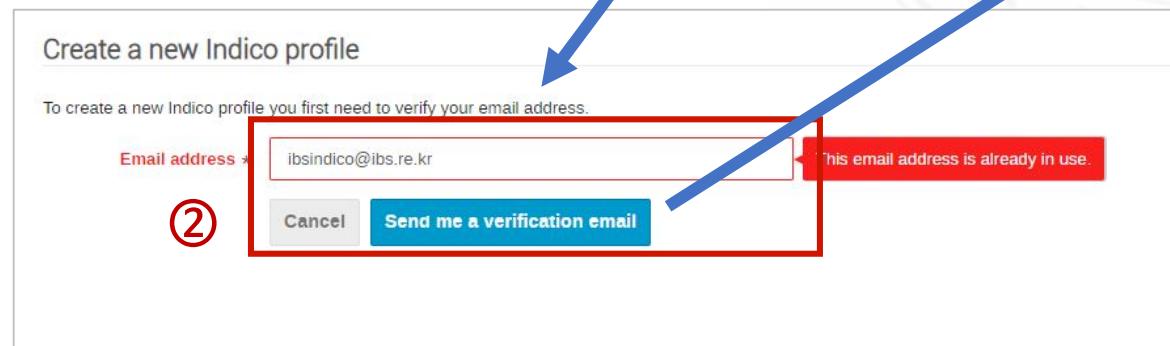
Indico v3.0 test page
<https://indico2.ibs.re.kr>

1. Getting Started With Indico

Create account

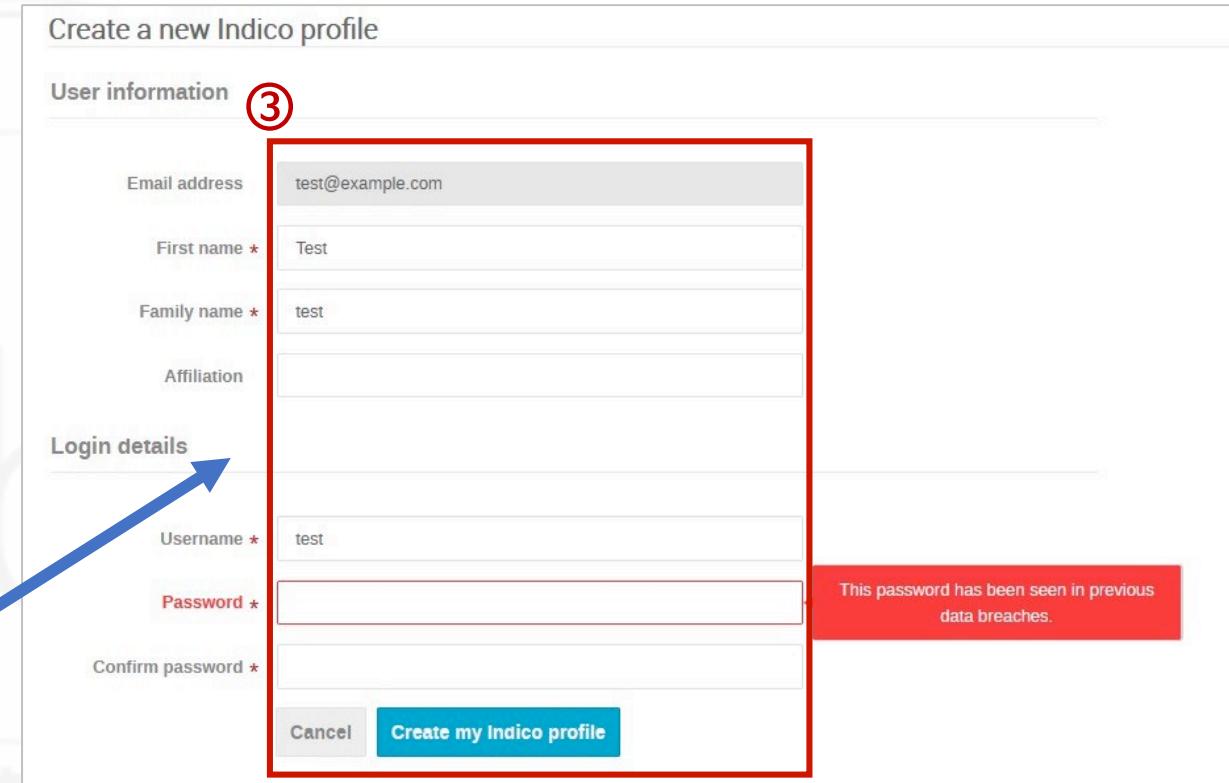


The Indico login page features a large Indico logo at the top. Below it are fields for 'Username' and 'Password'. A 'Forgot my password' link is in blue. A 'Login with Indico' button is followed by a horizontal line and the text 'or connect with'. An 'SSO' button is present. A red box highlights the link 'create one here.' under the SSO text, which is circled with a red number 1. A blue arrow points from this box to the 'Create a new Indico profile' page below. A 'Back' link is at the bottom left.



The 'Create a new Indico profile' page instructs users to verify their email address. An 'Email address' field contains 'ibsindico@ibs.re.kr', which is highlighted with a red box and circled with a red number 2. A red error message 'This email address is already in use.' is shown next to the field. Below the field are 'Cancel' and 'Send me a verification email' buttons.

https://indico2.ibs.re.kr/login



The 'Create a new Indico profile' page shows 'User information' fields: 'Email address' (test@example.com), 'First name *' (Test), 'Family name *' (test), and 'Affiliation' (empty). A red box highlights the 'User information' section and the 'Create my Indico profile' button, which is circled with a red number 3. An arrow points from the 'User information' section of the previous page to this one. The 'Login details' section is also visible. A red box on the right contains the text 'This password has been seen in previous data breaches.'

2. Improvements (v1.2 → v3.0)

2-1. More Features

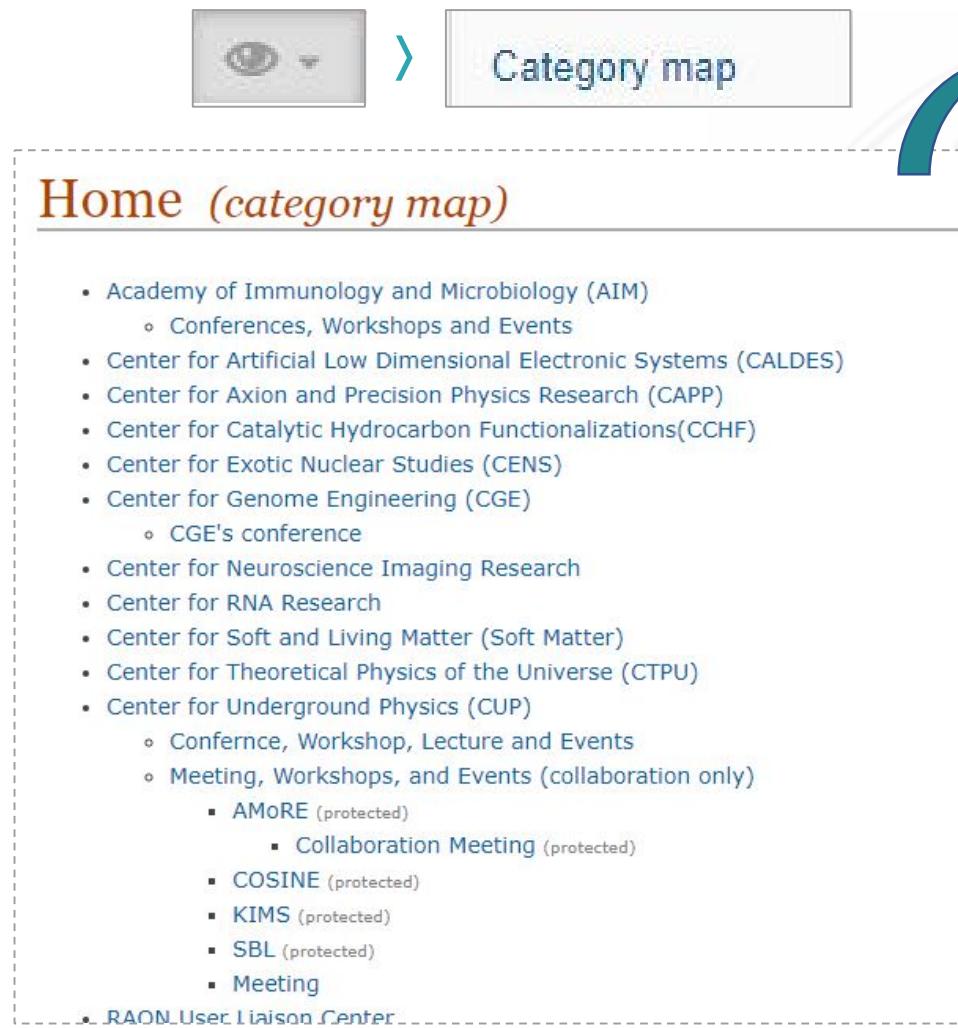
2-2. Better Usability

2-3. Bugfixes

2. Improvements (v1.2 → v3.0)

2-1. More Features

1) Navigate button for quicker search and faster access

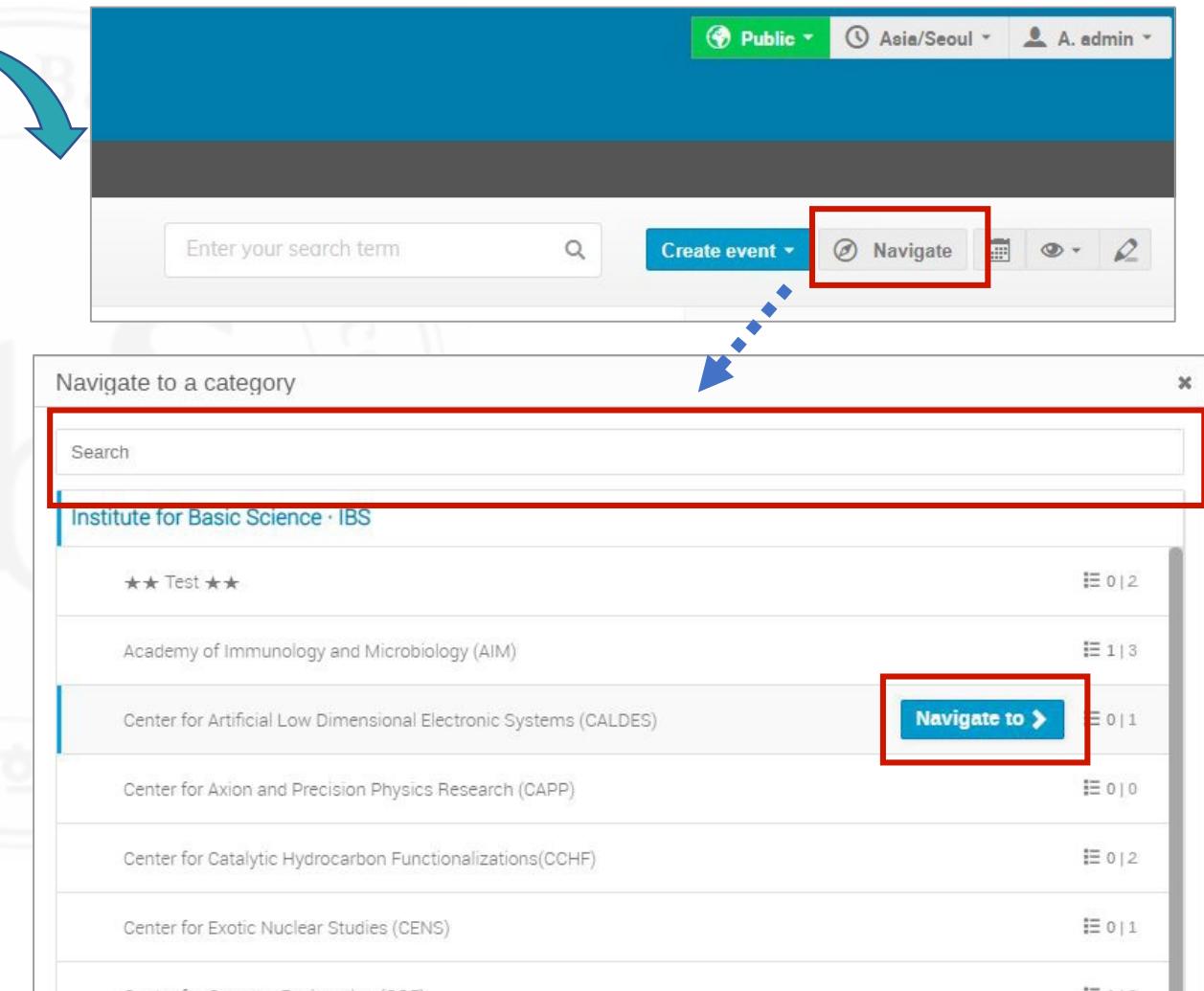


Category map

Home (category map)

- Academy of Immunology and Microbiology (AIM)
 - Conferences, Workshops and Events
- Center for Artificial Low Dimensional Electronic Systems (CALDES)
- Center for Axion and Precision Physics Research (CAPP)
- Center for Catalytic Hydrocarbon Functionalizations(CCHF)
- Center for Exotic Nuclear Studies (CENS)
- Center for Genome Engineering (CGE)
 - CGE's conference
- Center for Neuroscience Imaging Research
- Center for RNA Research
- Center for Soft and Living Matter (Soft Matter)
- Center for Theoretical Physics of the Universe (CTPU)
- Center for Underground Physics (CUP)
 - Conference, Workshop, Lecture and Events
 - Meeting, Workshops, and Events (collaboration only)
 - AMoRE (protected)
 - Collaboration Meeting (protected)
 - COSINE (protected)
 - KIMS (protected)
 - SBL (protected)
 - Meeting
- RAON User Liaison Center

Indico v1.2



Public Asia/Seoul A. admin

Enter your search term

Create event **Navigate**

Navigation

Search

Institute for Basic Science · IBS

★★ Test ★★

Academy of Immunology and Microbiology (AIM)

Center for Artificial Low Dimensional Electronic Systems (CALDES)

Center for Axion and Precision Physics Research (CAPP)

Center for Catalytic Hydrocarbon Functionalizations(CCHF)

Center for Exotic Nuclear Studies (CENS)

Center for Soft and Living Matter (Soft Matter)

Center for Theoretical Physics of the Universe (CTPU)

Center for Underground Physics (CUP)

RAON User Liaison Center

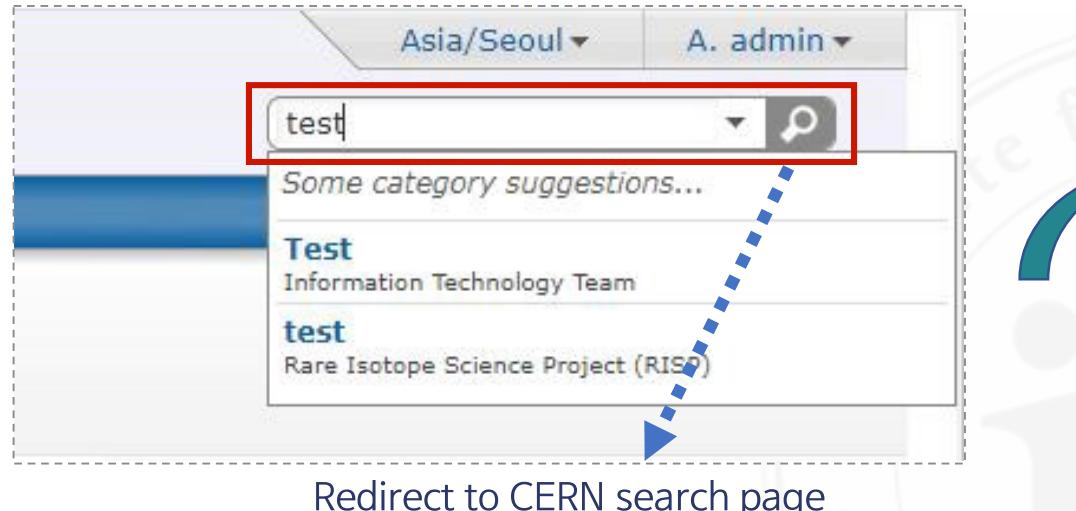
Navigate to

Indico v3.0

2. Improvements (v1.2 → v3.0)

2-1. More Features

2) Limit search to IBS' Indico



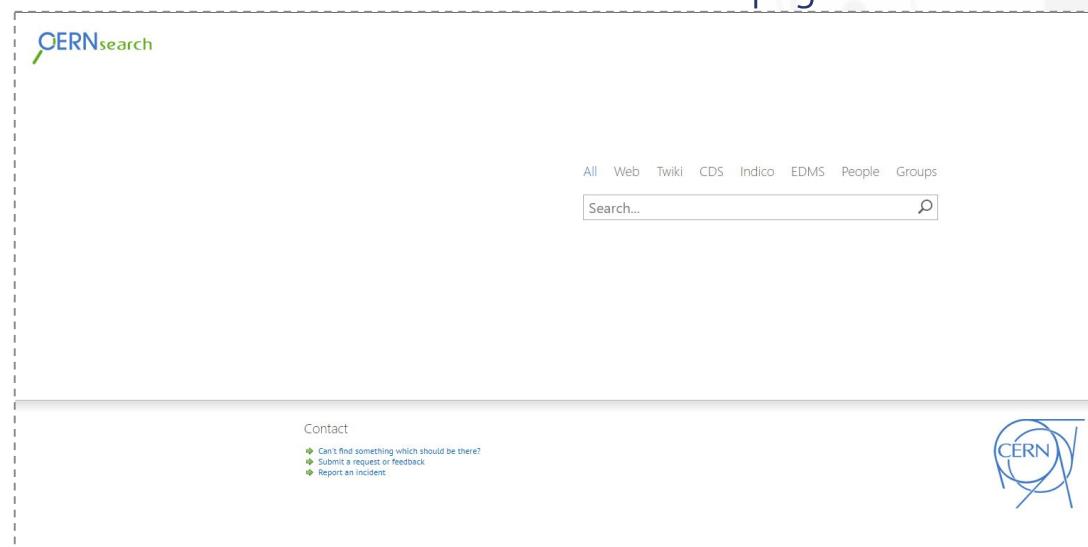
Asia/Seoul ▾ A. admin ▾

test Some category suggestions...

Test
Information Technology Team

test
Rare Isotope Science Project (RISP)

Redirect to CERN search page



CERN search

All Web Twiki CDS Indico EDMS People Groups

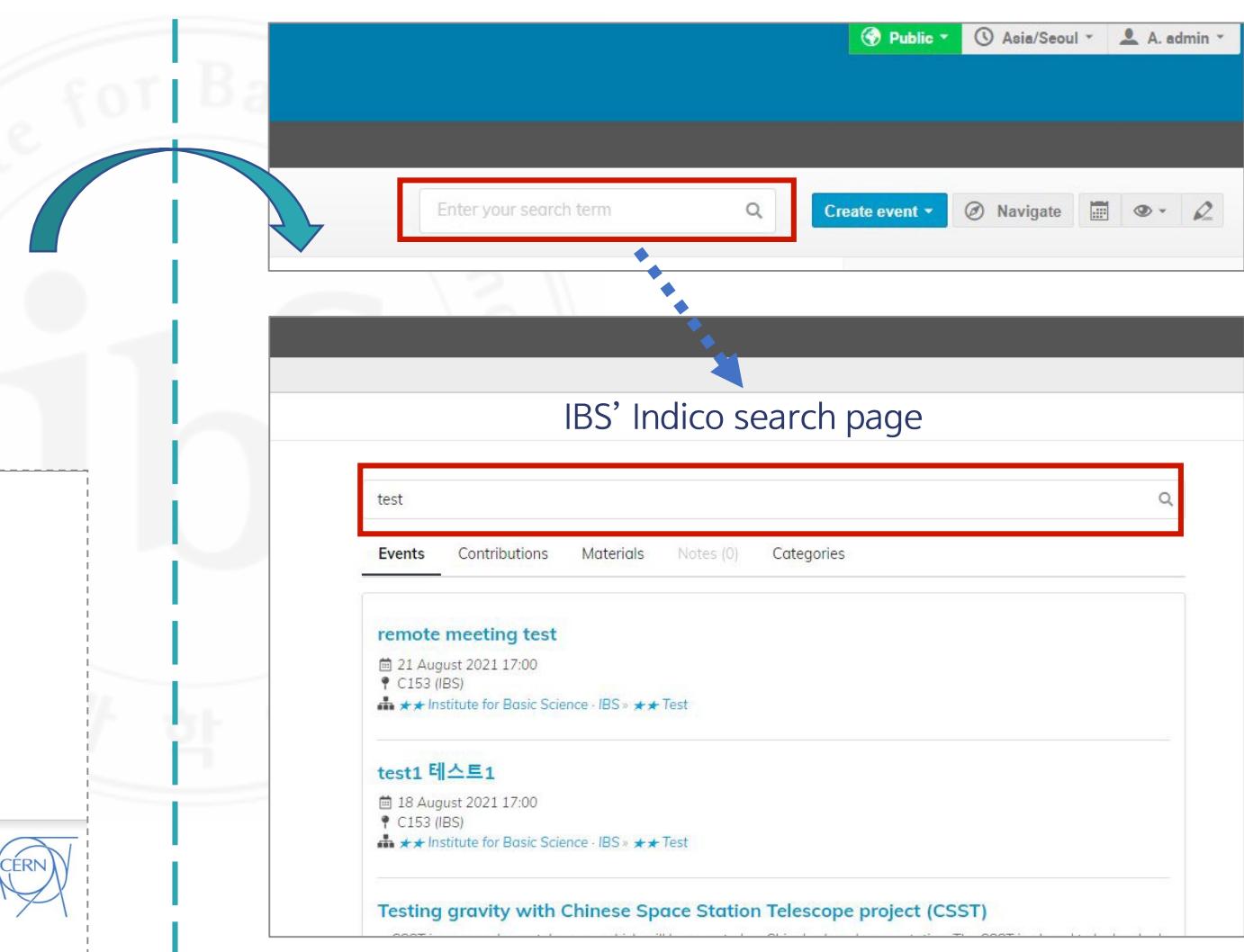
Search...

Contact

- Can't find something which should be there?
- Submit a request or feedback
- Report an incident



Indico v1.2



Public ▾ Asia/Seoul ▾ A. admin ▾

Enter your search term Create event ▾

IBS' Indico search page

test

Events Contributions Materials Notes (0) Categories

remote meeting test
21 August 2021 17:00
C153 (IBS)
Institute for Basic Science - IBS ★★★ Test

test1 테스트1
18 August 2021 17:00
C153 (IBS)
Institute for Basic Science - IBS ★★★ Test

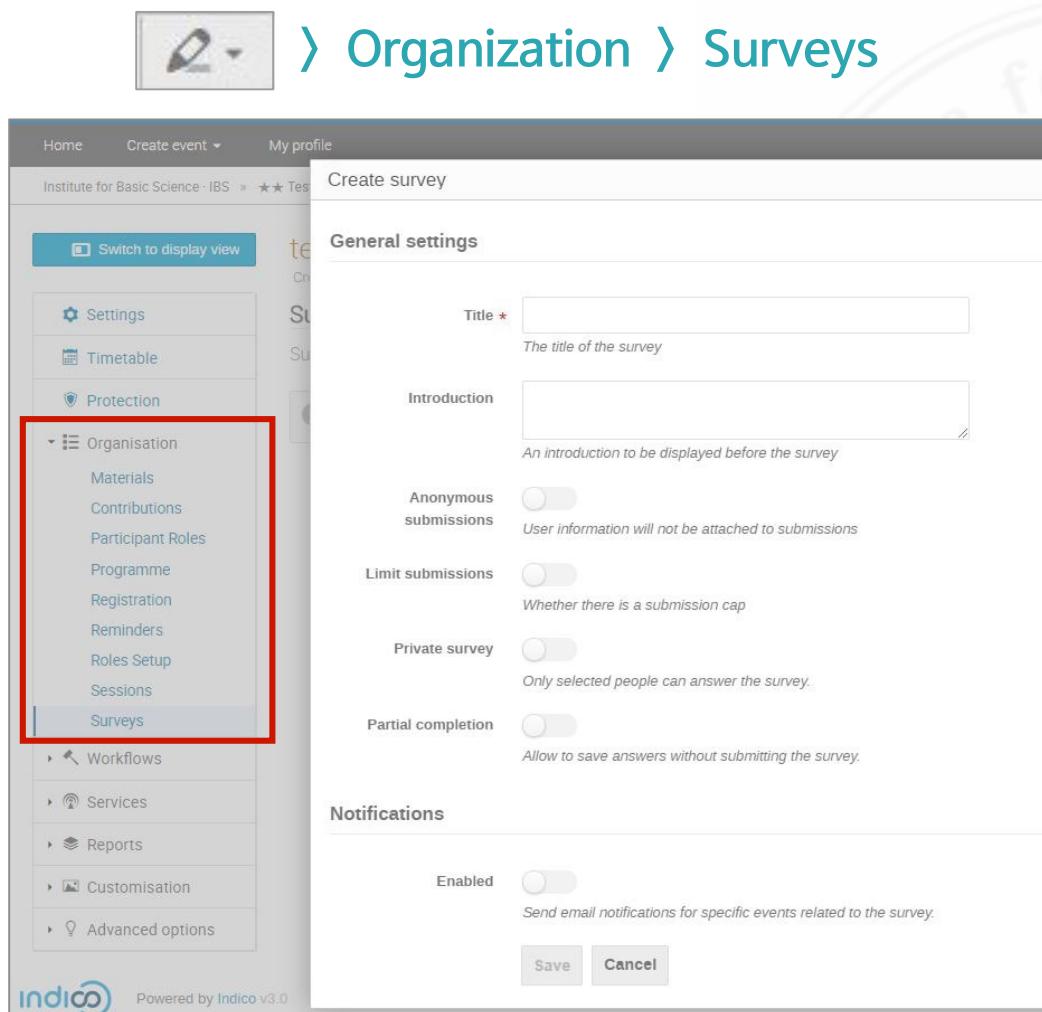
Testing gravity with Chinese Space Station Telescope project (CSST)

Indico v3.0

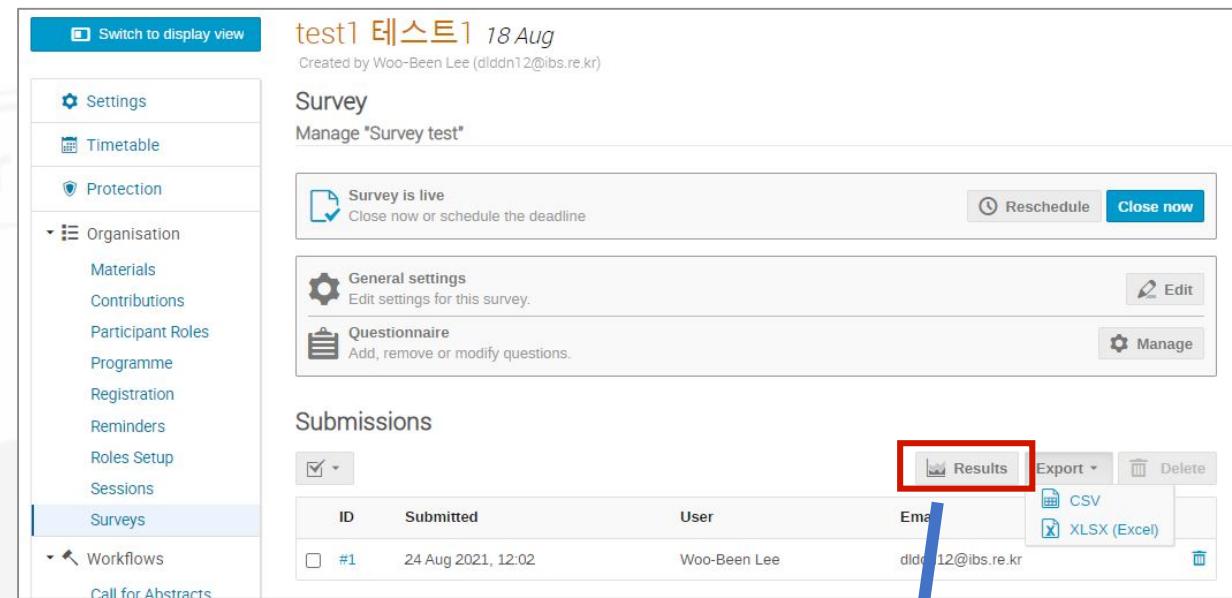
2. Improvements (v1.2 → v3.0)

2-1. More Features

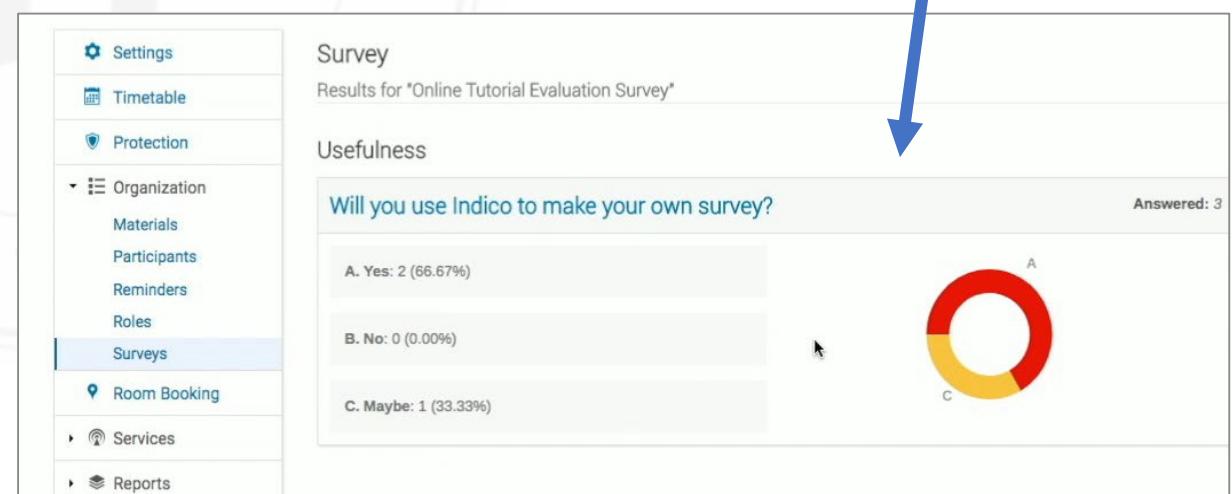
3) Add survey



The screenshot shows the Indico event management interface. At the top, there is a navigation bar with 'Home', 'Create event', and 'My profile'. Below this, a breadcrumb navigation shows 'Institute for Basic Science - IBS' and '★★ Test'. The main content area is titled 'Create survey' and contains a 'General settings' section. On the left, a sidebar menu is open, showing various organizational and survey-related options. The 'Surveys' option is highlighted and has a red box around it. Other options in the sidebar include 'Settings', 'Timetable', 'Protection', 'Materials', 'Contributions', 'Participant Roles', 'Programme', 'Registration', 'Reminders', 'Roles Setup', 'Sessions', 'Workflows', 'Services', 'Reports', 'Customisation', and 'Advanced options'. At the bottom of the sidebar, the 'Indico' logo and 'Powered by Indico v3.0' are visible.



The screenshot shows the survey management interface. At the top, there is a 'Survey' section with a title 'test1 테스트1 18 Aug' and a note 'Created by Woo-Been Lee (dlddn12@ibs.re.kr)'. Below this, there is a 'Survey is live' section with a 'Close now or schedule the deadline' button. The sidebar on the left has a 'Surveys' option highlighted with a blue box. The main content area shows 'General settings' and 'Questionnaire' sections. At the bottom, there is a 'Submissions' section with a table showing a single submission. A 'Results' button is highlighted with a red box and has a blue arrow pointing down to the results section of the next screenshot.



The screenshot shows the survey results interface. At the top, there is a 'Survey' section with a title 'Results for "Online Tutorial Evaluation Survey"' and a note 'Answered: 3'. Below this, there is a 'Usefulness' section with a question 'Will you use Indico to make your own survey?'. The results are shown in a table:

Response	Count	Percentage
A. Yes: 2	2	66.67%
B. No: 0	0	0.00%
C. Maybe: 1	1	33.33%

On the right, there is a donut chart with three segments: A (red), B (white), and C (yellow).

Event management page

2. Improvements (v1.2 → v3.0)

2-1. More Features

4) Allow categories to contain a mix of both events and subcategories

Center for Underground Physics (CUP)

Conference, Workshop, Lecture and Events 19 events

Meeting, Workshops, and Events (collaboration only) 31 events

Only subcategories

Center for Theoretical Physics of the Universe (CTPU)

Center for Theoretical Physics of the Universe (CTPU)

September 2021

- 16 Sep The 5th TAU collaboration (online) meeting

August 2021

- 25 Aug Rajae Meshkat, "Millicharged Particles and Dark Matter indirect detection"
- 16 Aug - 20 Aug 2021 Summer School on Cosmology and Particle Physics (Online)

July 2021

- 21 Jul Elisa Ferreira, "Narrowing the mass range of Ultra-light Dark Matter"
- 15 Jul IBS Physics Colloquium: Interferometry with Bose-Einstein condensates
- 14 Jul Yi-Fu Cai, "Ultrahigh-Energy Gamma Rays and Gravitational Waves from Primordial Exotic Stellar Bubbles"

June 2021

- 23 Jun Viraf Mehta, "Exploring the String Axiverse with Black Holes"
- 14 Jun - 18 Jun PASCOS 2021
- 09 Jun Di Li, "From Arecibo to FAST"

Only events

Indico v1.2

★★ Test ★★

Enter your search term 🔍

Test it Out!

Sub-Category 1 empty ➡

Sub-Category 2 empty ➡

August 2021

- 25 Aug Event 1 NEW
- 21 Aug remote meeting test NEW
- 18 Aug test1 테스트1 NEW

Categories

+ Create subcategory ⬇️ ⬇️

Title

- Sub-Category 1
- Sub-Category 2

Events

+ Create event ⬇️

Title Start date

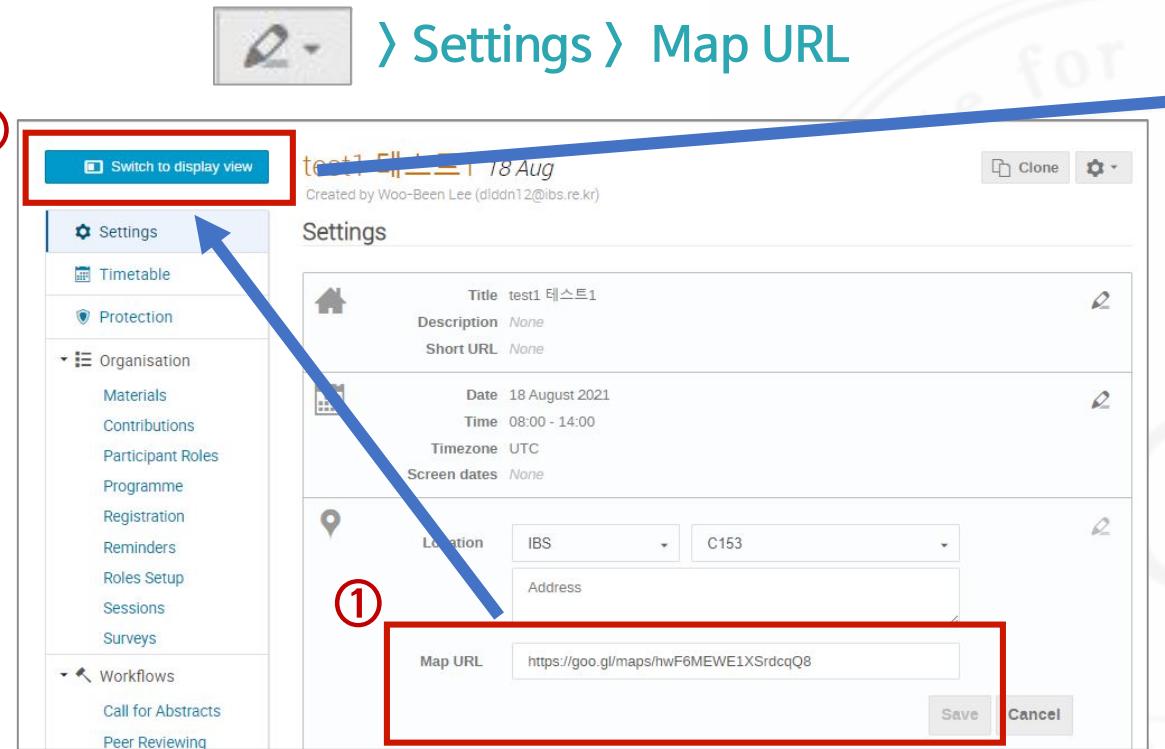
- Event 1 25 Aug 2021, 06:00
- remote meeting test 21 Aug 2021, 08:00
- test1 테스트1 18 Aug 2021, 08:00

Indico v3.0

2. Improvements (v1.2 → v3.0)

2-1. More Features

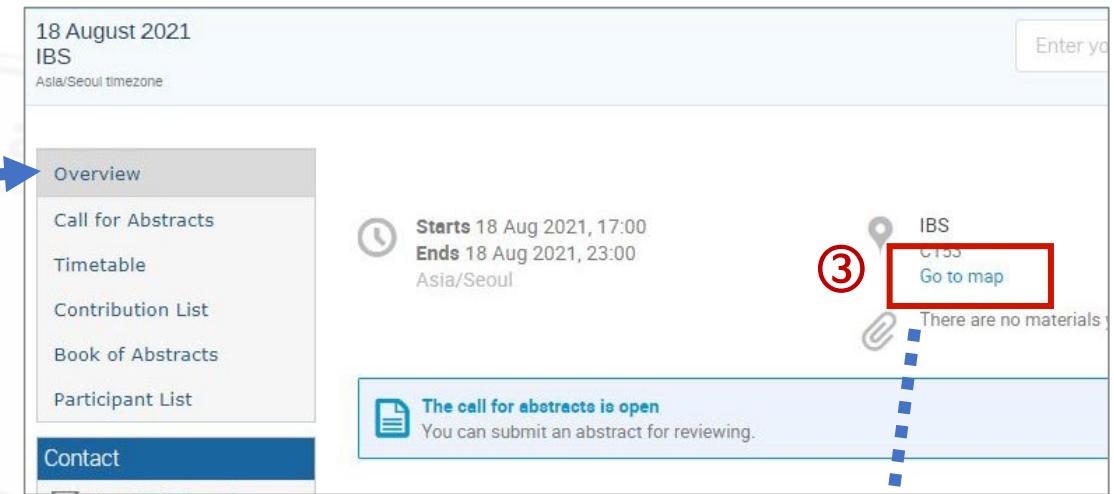
5) Add map URL



Event management page

① Map URL: <https://goo.gl/maps/hwF6MEWE1XSrdcqQ8>

② Switch to display view



18 August 2021
IBS
Asia/Seoul timezone

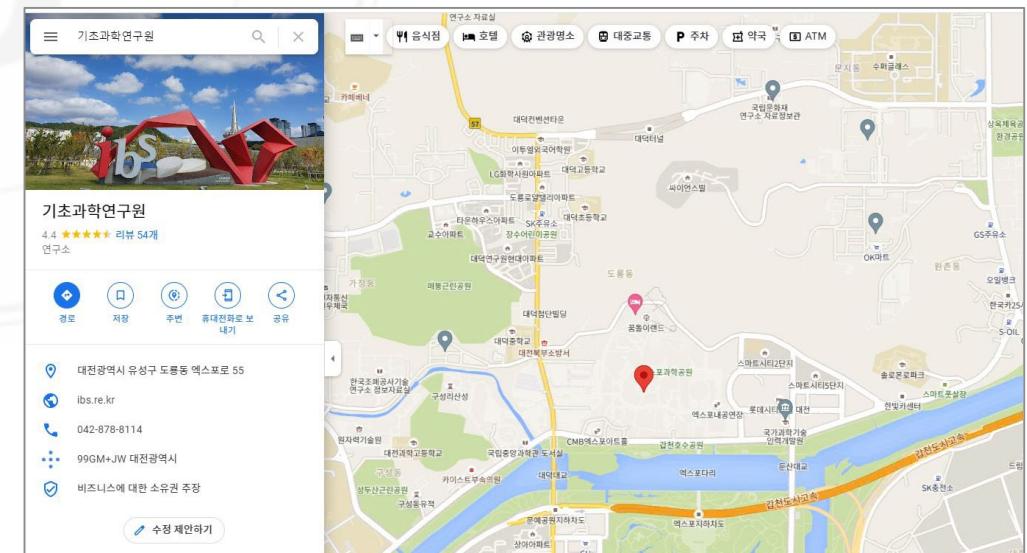
Overview
Call for Abstracts
Timetable
Contribution List
Book of Abstracts
Participant List
Contact

Starts 18 Aug 2021, 17:00
Ends 18 Aug 2021, 23:00
Asia/Seoul

The call for abstracts is open
You can submit an abstract for reviewing.

③ Go to map

Event overview page



기초과학연구원
4.4 ★★★★☆ 리뷰 54개
연구소

경로
지점
주변
휴대전화로 보내기
공유

대전광역시 유성구 도룡동 엑스포로 55
ibS.re.kr
042-878-8114
99GM+JW 대전광역시
비즈니스에 대한 소유권 주장

수정 제안하기

Event location on Google Maps: IBS C153

6) User profile

- Indico provides users to set their own profile photo or Identicon

Personal Area for Woo-Been LEE

Home Create event ▾ My profile Help ▾

Home: My Profile

Dashboard Account Details Preferences Favorites HTTP API Authorized Apps

Your categories

Information Technology Team

Institute for Basic Science (IBS)

Happening in your categories

Nothing happening in your categories.

Dashboard

Mona Lisa

ID 1234123412 Admin

CERN

mona.lisa@example.com

+412341234

Your events at hand

Now IDM 2020

3 Jul 2020 My test meeting

Settings

Your categories

CAPS (CERN A)

Departments » IT »

CDA

Departments » IT »

Courses

Departments » ... »

Developers@CERN

Conferences, Works...

Free Cookie Mee

Indico v1.2

Indico v3.0

List of participants in an event



Indico style

Participants

	Adrian Mönnich		Giacomo Tenaglia		Hannah Short		Maria Dimou		Mathieu Vivier		Paolo Tedesco
	Paweł Grzywaczewski		Pedro Ferreira		Radosław Soroka		René Fernandez Sanchez				
	Rubén Domingo Gaspar Aparicio		Thomas Baron								

2. Improvements (v1.2 → v3.0)

2-2. Better Usability

1) UI upgrade

↳ Details: UI upgrade

Home (calendar overview)

Options

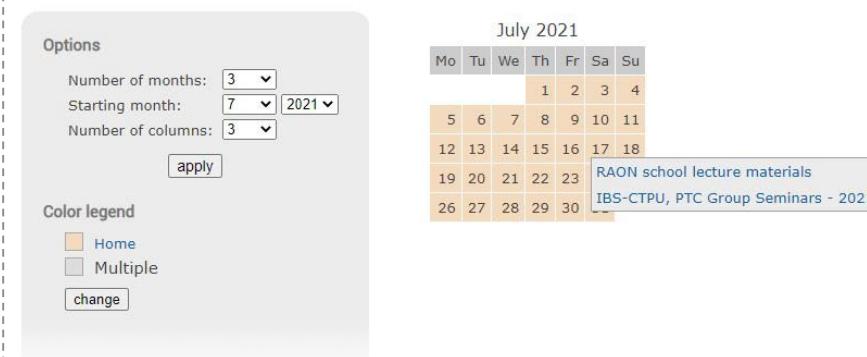
Number of months: 3
Starting month: 7 2021
Number of columns: 3

apply

Color legend

- Home
- Multiple

change



Home (statistics)

No statistics for the events.
No statistics for the contributions.
No statistics for the resources.

Indico v1.2

ex)

Institute for Basic Science · IBS

August 2021

2021 Summer School on Cosmology and Particle Physics (Online)

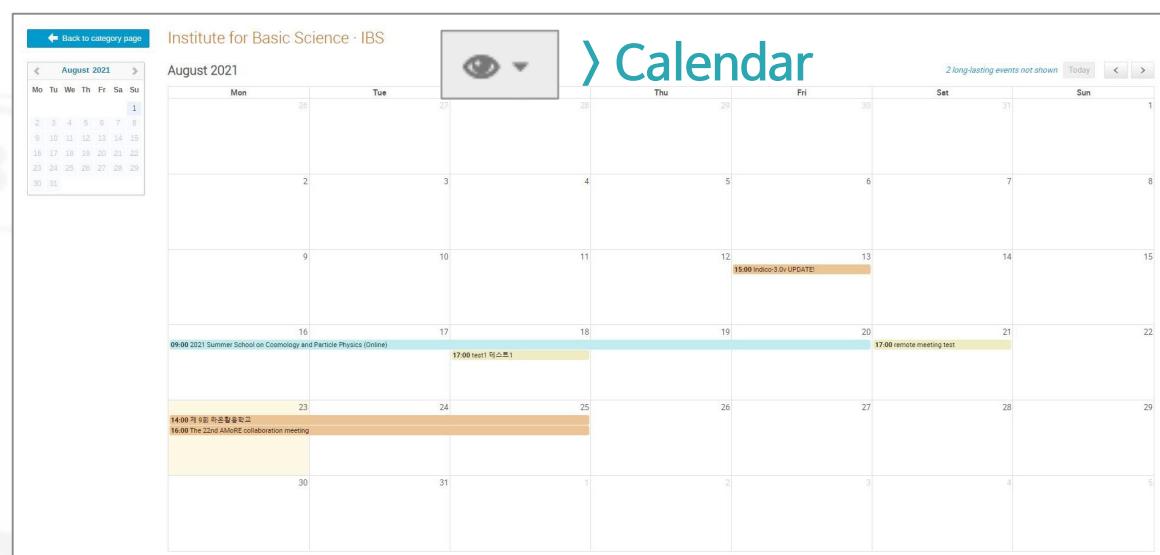
15:00 Indico-3.0 UPDATE

17:00 test1 워크샵

14:00 제 3회 학술 활동 발표회

16:00 The 22nd AMORE collaboration meeting

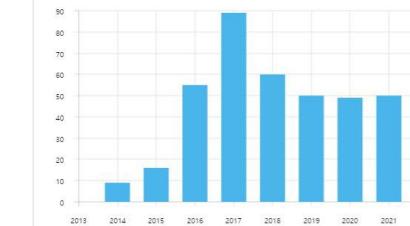
Calendar



Institute for Basic Science · IBS (statistics)

Number of events

The year is the one of the start date of the event.



378

TOTAL NUMBER OF EVENTS

2,875

TOTAL NUMBER OF CONTRIBUTIONS

3,188

NUMBER OF ATTACHMENTS

1,422

NUMBER OF USERS

Category statistics

Number of contributions

The year is the one of the start date of the contribution.



2021 Contributions: 312

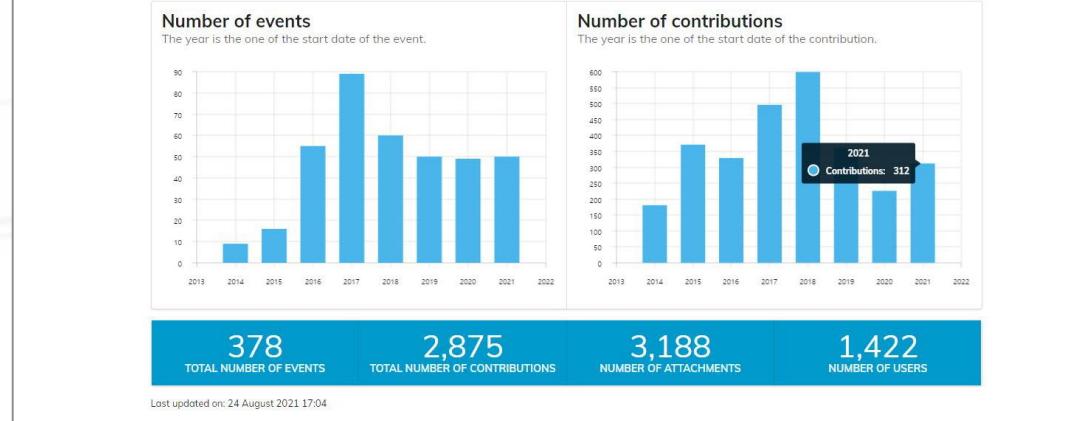
378 TOTAL NUMBER OF EVENTS

2,875 TOTAL NUMBER OF CONTRIBUTIONS

3,188 NUMBER OF ATTACHMENTS

1,422 NUMBER OF USERS

Last updated on: 24 August 2021 17:04



Indico v3.0

2) Brand new editing & reviewing modules

- Add option to not disclose editor and commenter names to submitters in paper editing module
- Select which file types are accepted
- Export paper peer reviewing and editing data to JSON

[Details: Editing module](#)

Editing

Paper

 **Submission is open**
Toggle whether users can submit new editables **Close now**

 **Editing is open**
Toggle whether editors can review submissions **Close now**

 **File types**
Configure file types **Configure**

 **Ready for review conditions**
Configure conditions for reviewing **Configure**

 **Editing team**
Configure editing team Keep editing team members anonymous **Contact** **Manage team**

 **Editor assignment**
Assign an editor to papers Allow editors to self-assign editables **List** **Get next paper**

Paper Peer Reviewing

 The call for papers is closed
Closed on 18 Aug 2021 at 09:31 (UTC). **Reschedule** **Reopen now**

 **Content reviewing**
The content reviewing process is disabled **Enable**

 **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**

3) Automatically send reminders to event speakers

Indico v1.2



Indico v3.0

4) Miscellaneous

- Show last login in profile dashboard
- Add gender-neutral Mx title
- Allow adding groups/roles as “authorized abstract submitters”
- Add “Add myself” button to lists (e.g., abstract authors)

Bugfixes

- Fix sorting abstracts by date
- Clone custom abstract/contribution fields when cloning abstract settings
- Fix managers not being able to submit paper revisions on behalf of another user
- Fix user accounts created without verification
- Fix duplicated creation of user accounts by one email
- Allow changing the rating scale in abstract/paper reviewing even after reviewing started

If you want to see the Indico changelog, go to

 <https://docs.getindico.io/en/latest/changelog>

3. How-to Guide

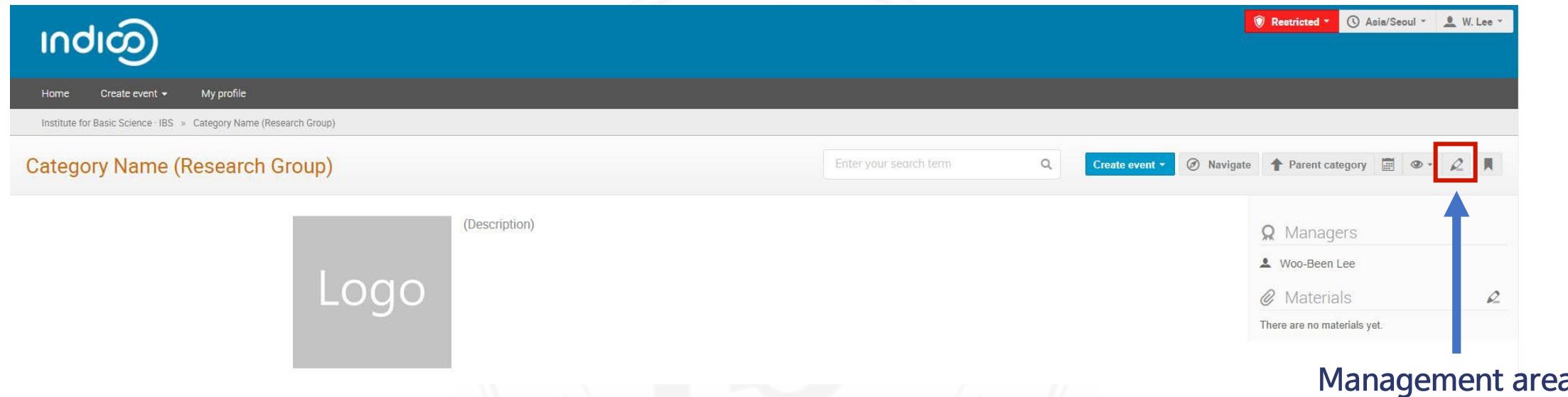
3-1. Category

3-2. Lectures

3-3. Meetings

3-4. Conferences

1) Manage



Category Name (Research Group)

Logo (Description)

Managers

Woo-Been Lee

Materials

There are no materials yet.

Management area

If you want to create a new category (Research Group) and get admin permission to manage it, please contact us by email: ibsindico@ibs.re.kr

3. How-to Guide

3-1. Category

2] Move/delete events or subcategory

The screenshot shows the Indico interface for managing events. On the left, the 'Content' sidebar is selected, showing options for 'Content', 'Settings', 'Protection', 'Roles', 'Materials', and 'Posters/Badges'. The main area displays a list of events with columns for 'Title' and 'Start date'. A blue arrow points from the 'Move' icon in the toolbar to a 'Move events' dialog box. The dialog box shows a list of categories on the left and a list of selected events on the right. A red box highlights the 'Move here' button in the dialog box.

Indico

Home Create event My profile

Institute for Basic Science · IBS » Institute for Basic Science (IBS)

Switch to display view

Institute for Basic Science (IBS) : Move : Delete

Events

Create subcategory + Create event

Title Start date

- Indico-3.0v UPDATE! 13 Aug 2021, 15:00
- test_new 3 Dec 2020, 08:00
- test 3 Jul 2018, 08:00
- test 3 Apr 2018, 08:00
- test 1 Apr 2018, 08:00

Content

Move events

Select category destination for 5 selected events

Institute for Basic Science · IBS

Move here

Indico-3.0v UPDATE!

test_new

test

test

test

Academy of Immunology and Microbiology (AIM)

Center for Artificial Low Dimensional Electronic Systems (CALDES)

Center for Axion and Precision Physics Research (CAPP)

Center for Catalytic Hydrocarbon Functionalizations (CCHF)

Center for Exotic Nuclear Studies (CENS)

Center for Genome Engineering (CGE)

Center for Neuroscience Imaging Research

Center for RNA Research

Center for Soft and Living Matter (Soft Matter)

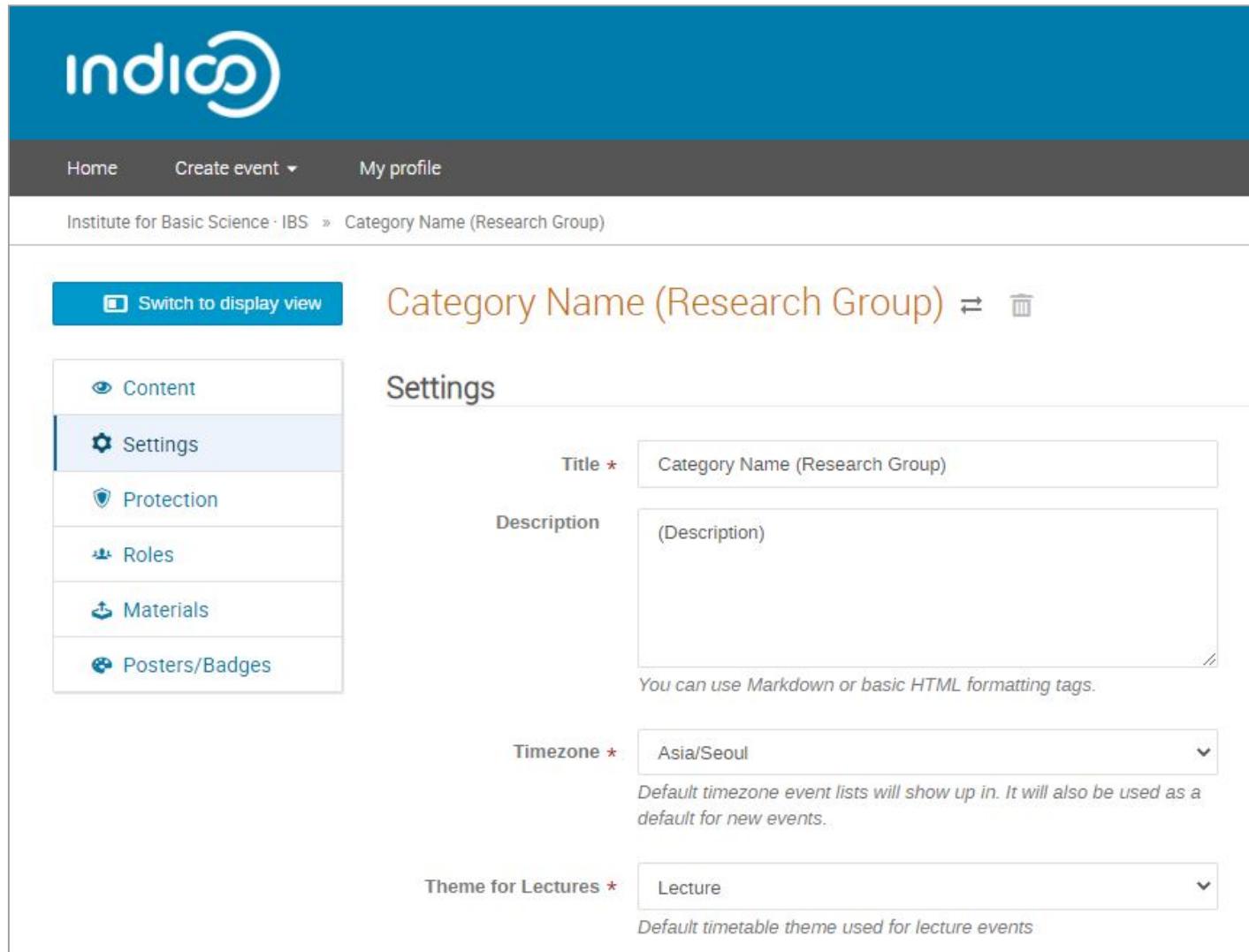
Center for Theoretical Physics of the Universe (CTPU)

Close

3. How-to Guide

3-1. Category

3) Settings: Title, description, theme, logo, etc.



Indico

Home Create event ▾ My profile

Institute for Basic Science · IBS » Category Name (Research Group)

Switch to display view

Category Name (Research Group) ↗

Settings

Title * Category Name (Research Group)

Description (Description)

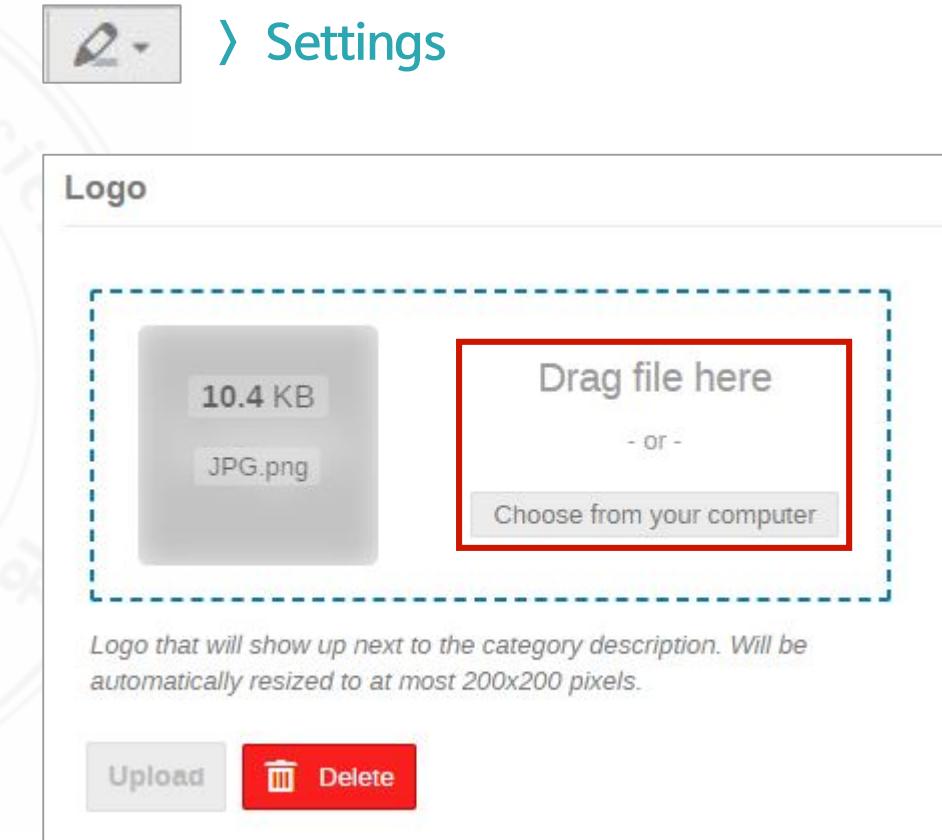
You can use Markdown or basic HTML formatting tags.

Timezone * Asia/Seoul

Default timezone event lists will show up in. It will also be used as a default for new events.

Theme for Lectures * Lecture

Default timetable theme used for lecture events



Settings

Logo

10.4 KB
JPG.png

Drag file here
- or -
Choose from your computer

Logo that will show up next to the category description. Will be automatically resized to at most 200x200 pixels.

Upload Delete

4) Limit access



Protection

The screenshot shows the 'Category protection' page for the 'e-learning' category. The 'Protection mode' section has three options: 'Public' (disabled), 'Inheriting' (selected and highlighted with a red box), and 'Protected'. The 'Inheriting' mode is described as publicly accessible since the parent category 'Training and Development' is not protected. The 'Access control list' section, which contains a list of managers including 'Maria Dimou' with the email 'maria.dimou@cern.ch' and affiliation 'CERN', is also highlighted with a red box. The 'Event visibility' dropdown at the bottom is set to 'From everywhere'.

- **Public:** Anyone can view events in the category
- **Inheriting:** The protection mode of the parent category applies to the child category
- **Protected:** Only users in the **Access control list** or administrators can access the category

1) Create lecture

Home Create event ▾

① Create lecture

Create meeting

Create conference

Room booking My profile Help ▾

A lecture is a simple event to announce a talk.
Features: poster creation, participant management, ...

Select a category

Category

Displaying 6 out of 6 results.

- Commissioning (Obsolete category)
in Home » Experiments » ATLAS Meetings » Physics
- Old HSGx category
in Home » Experiments » ATLAS Meetings » Physics » Higgs » Hxx Meetings
- QCD (Obsolete category)
in Home » Experiments » ATLAS Meetings » Physics
- TEST Category
in Home » Experiments » NA61/SHINE
- TEST Category
in Home
- test category to be deleted by Konrad
in Home » Projects » CLIC » CERN Linear Collider Detector project: Physics and Detectors » Older Items

③ Select ▶

Video Guide: Create lecture

Category * TEST Category

② Choose category

Event title * ILC Lecture

Dates * 12/05/2017 17:00 120 13/05/2017 18:00 120

Add occurrence

Timezone * Europe/Zurich

Location

Venue Room

Address

Speakers

There are no chairpersons

④

Protection mode

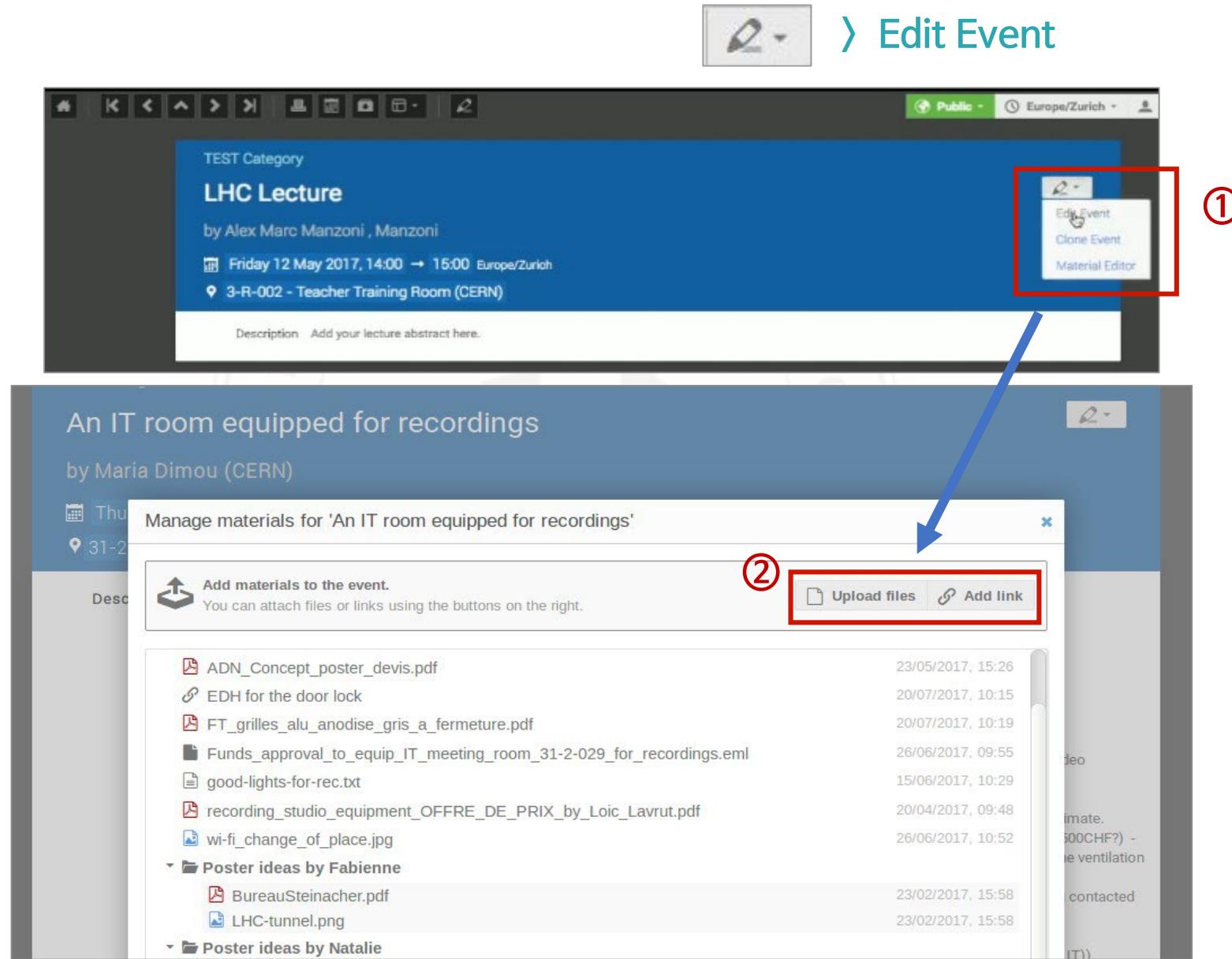
⑤ Public Inheriting Protected

* Default: Inheriting

Public
This event will be publicly accessible since the category TEST Category is not protected.

2) Add materials

› Edit Event



TEST Category
LHC Lecture
by Alex Marc Manzoni , Manzoni
Friday 12 May 2017, 14:00 → 15:00 Europe/Zurich
3-R-002 - Teacher Training Room (CERN)

Description Add your lecture abstract here.

An IT room equipped for recordings
by Maria Dimou (CERN)

Manage materials for 'An IT room equipped for recordings'

Add materials to the event.
You can attach files or links using the buttons on the right.

①

②

File	Upload Date
ADN_Concept_poster_devis.pdf	23/05/2017, 15:26
EDH for the door lock	20/07/2017, 10:15
FT_grilles_alu_anodise_gris_a_fermeture.pdf	20/07/2017, 10:19
Funds_approval_to_equip_IT_meeting_room_31-2-029_for_recordings.eml	26/06/2017, 09:55
good-lights-for-rec.txt	15/06/2017, 10:29
recording_studio_equipment_OFFRE_DE_PRIX_by_Loic_Lavrut.pdf	20/04/2017, 09:48
wi-fi_change_of_place.jpg	26/06/2017, 10:52
Poster ideas by Fabienne	
BureauSteinacher.pdf	23/02/2017, 15:58
LHC-tunnel.png	23/02/2017, 15:58
Poster ideas by Natalie	

1) Create meeting

The screenshot shows the 'Create new meeting' interface. Step 1 highlights the 'Create event' dropdown menu with 'Create meeting' selected. Step 2 highlights the 'Choose category' button. Step 3 highlights the 'Protection mode' buttons: Public, Inheriting (selected), and Protected. Step 4 highlights the 'Create event' button. A note at the bottom right states: '* Default: Inheriting'.

① Create event → Create meeting

② Choose category

③ Inheriting

④ Create event

* Default: Inheriting

🔗 [Video Guide: Create meeting](#)



› Create new meeting

3. How-to Guide

3-3. Meetings

2) Manage timetable



Timetable

Home Create event My profile

Institute for Basic Science · IBS » Category Name (Research Group) » Indico-3.0v UPDATE!

Switch to display view

Indico-3.0v UPDATE! 13 Aug
Created by Woo-Been Lee (dlddn12@ibs.re.kr)

① Settings

① Timetable

Protection

② Organisation

Materials

Participant Roles

Participants

② Add new Reschedule

Session block

Contribution

Break

Settings

Timetable

Protection

Organization

Materials

Participants

Reminders

Roles

Surveys

Room Booking

Services

Agreements

Logistics

Fri 21/04

10:00

11:00 1 - Your Session: Morning

12:00

Your Session (Morning)

Block Morning

11:00 - 12:00

3-R-002 - Teacher Training Room (CERN)

Session Your Session

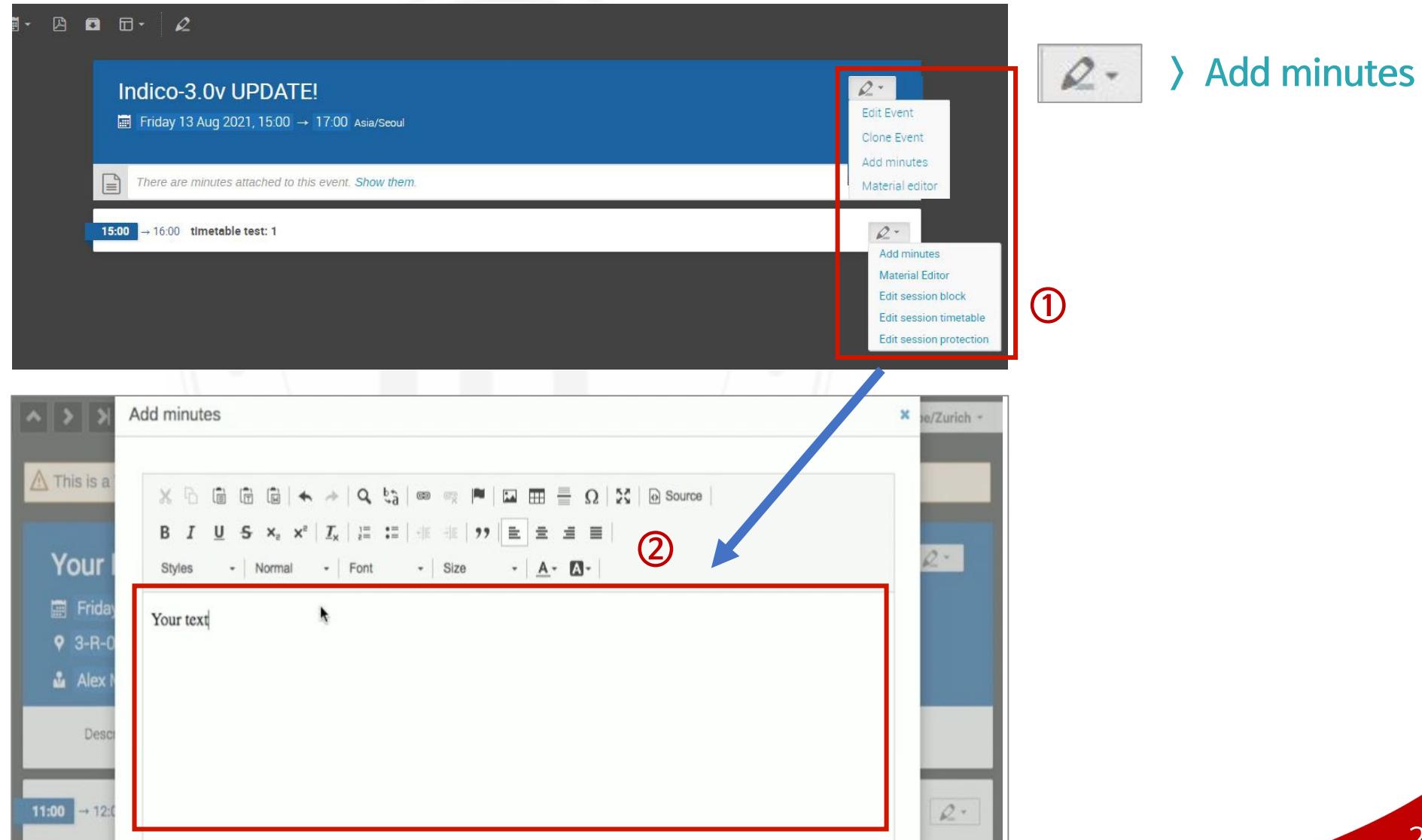
Material None

Contributions 0

Go to session block timetable

Add new Reschedule Importer

3) Add minutes with headers, bulleted or numbered lists, etc.



1) Define the programme

 [Video Guide: Conference programme](#)

Institute for Basic Science - IBS » ★★ Test ★★ » test1 테스트1

Switch to display view

test1 테스트1 18 Aug
Created by Woo-Been Lee (dlddn12@ibs.re.kr)

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.

① Organisation

② Configure

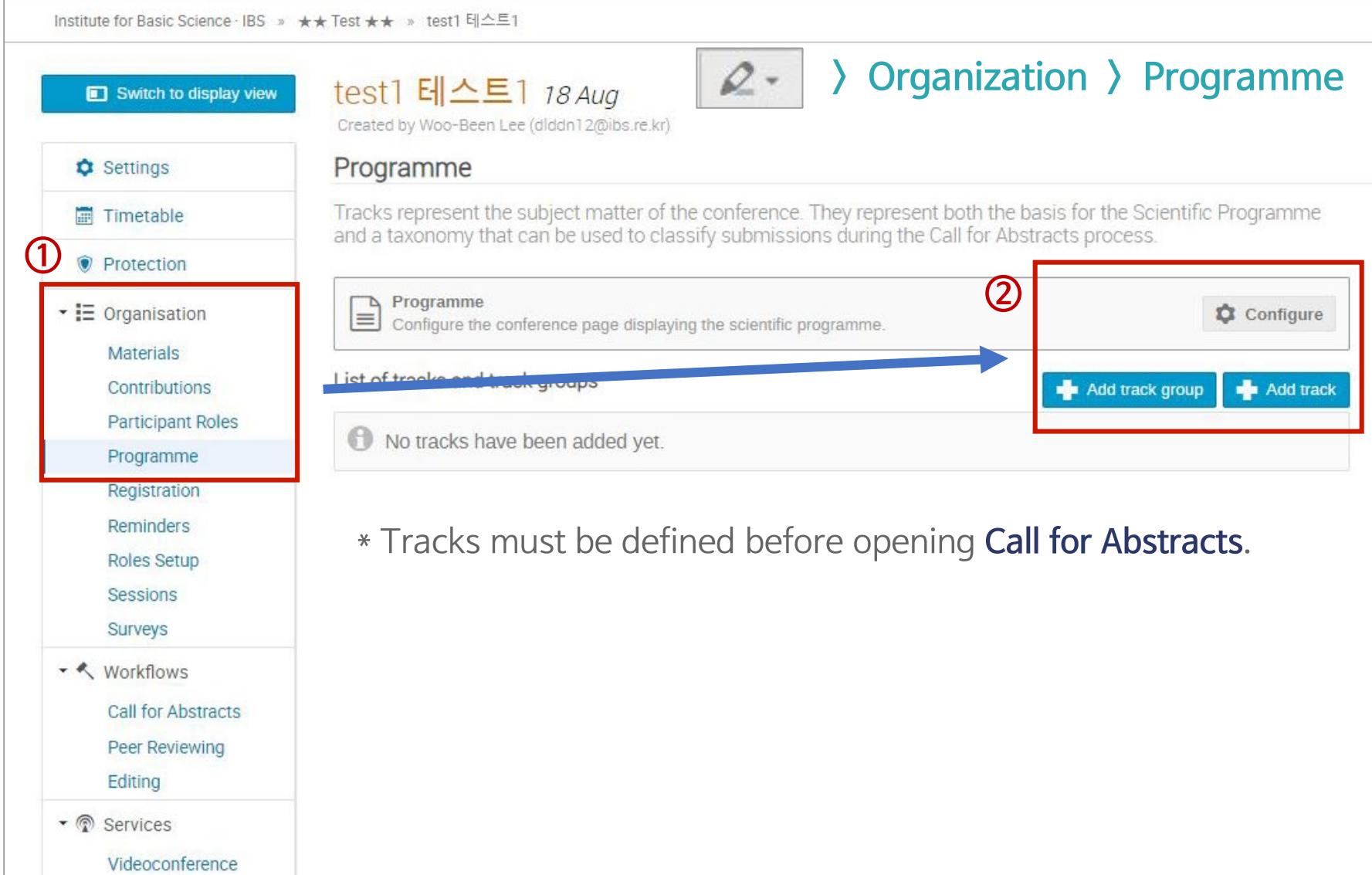
Add track group Add track

Programme
Configure the conference page displaying the scientific programme.

List of tracks and track groups

No tracks have been added yet.

* Tracks must be defined before opening **Call for Abstracts**.



2) Manage call for abstracts



› Workflows › Call for Abstracts

Home Create event Administration My profile

Institute for Basic Science - IBS » ★★ Test ★★ » test1 테스트1

Switch to display view

Settings

Timetable

Protection

Organisation

- Materials
- Contributions
- Participant Roles
- Programme
- Registration
- Reminders
- Roles Setup
- Sessions
- Surveys

Workflows

- Call for Abstracts
- Peer Reviewing
- Editing

test1 테스트1 18 Aug

Created by Woo-Been Lee (dlddn12@ibs.re.kr)

Call for Abstracts ②

The call for abstracts is open

Close now or schedule the deadline.

Reschedule Close 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

Roles Settings Questions

Reviewing

Configure the reviewing questions and answers, the reviewing teams, etc.

Book of abstracts

Customise and download the book of abstracts

Upload custom PDF LaTeX Settings

List of abstracts

View and perform actions on abstracts

Manage 1

Abstract Reviewing Roles

Since this event has no tracks, reviewer roles are disabled. Only judgment is available.

All Tracks

These users will be able to access/review all tracks in the event.

IT Team

DEV Information Technology Team

Review +

User Group Category Role

Save Cancel

Video Guide: Call for abstracts

The call for abstracts is open

Close now or schedule the deadline.

Reschedule Close now

Configure abstract reviewing qu...

Add new question

what is the quality of english?

what is the quality of the content?

Settings

Abstract fields

Questions

Close

Submission

Configure general submission templates.

Fields and types

Configure the contribution...

Reviewing

Configure the reviewing qu...

Book of abstracts

Customise and download the book of abstracts

Manage custom PDF LaTeX Settings

List of abstracts

View and perform actions on abstracts

Manage 1

Abstracts

List of abstracts

Customise list

New Remove Judge Author list Export

ID	Title	State	Accepted type
1	Institute for Basic Science	Rejected	n/a
3	test 1	Accepted	n/a
4	test 2	Awaiting Review	n/a

3. How-to Guide

3–4. Conferences

3) Submit an abstract

Video Guide: Submit an abstract

[Switch to display view](#)

› Book of Abstracts

[Overview](#)

[Call for Abstracts](#)

[Timetable](#)

[Contribution List](#)

[My Conference](#)

[My Contributions](#)

Book of Abstracts

[Participant List](#)

[Surveys](#)

[Contact](#)

ib sindico@ibs.re.kr

 **Starts** 18 Aug 2021, 17:00

 **Ends** 18 Aug 2021, 23:00

Asia/Seoul

 IBS
C153
[Go to map](#)

 There are no materials yet.

 **Submit new abstract**

 **The call for abstracts is open**

You can submit an abstract for reviewing.

 **Surveys**

There is an open survey.

Show the surveys 

Submit new abstract

Title *

Content *

Authors *

Comments

Attachments

Submit Cancel

Content

B I | | | | | | |

↑ You can use [Markdown](#) and [LaTeX](#) math formulae.

Authors

There are no authors

Co-authors

There are no co-authors

Add myself [Search](#) [Enter manually](#)

Comments

Attachments

Drag file here
- OR -
Choose from your computer

3. How-to Guide

3-4. Conferences

4) Editing



Workflows > Editing

test1 테스트1 18 Aug
Created by Woo-Been Lee (dlddn12@ibs.re.kr)

Editing

①

Tags
Configure the tags that can be assigned to revisions

Configure

②

List of editable types

Paper (switch on)
Slides (switch off)
Poster (switch off)

③

Save

④

Manage

⑤

⑥

Editing
Paper

Submission is not open
Editing is not open
File types
Ready for review conditions
Editing team
Editor assignment

Start now (2 buttons circled)
Manage team (button circled)
Allow editors to self-assign editables (switch off)
List (button circled)
Get next paper

Paper Editing

Editable list
OTHER MODULES
Call for Abstracts
Peer Reviewing
OTHER VIEWS
Display
Management

test1 테스트1

ID	TITLE	REV.	STATUS	EDITOR
1	LaTeX test		Not submitted	

Video Guide: Editing

Contribution List
My Conference
My Contributions
Paper Peer Reviewing
Reviewing Area
Judging Area
Editing
Papers

5] Paper peer reviewing

①

②

 [Video Guide: Paper peer reviewing](#)

Set paper judging deadline

Deadline DD/MM/YYYY

August 2021

Manage reviewing settings

Announcement

Scale (from) * -3

Scale (to) * 3

Email notifications

Notify when	Judge	Content reviewer	Layout reviewer	Submitter
the person is added to/removed from the conference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
the person is assigned to/unassigned from contributions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
an author submits a paper	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
a reviewer leaves a review	<input checked="" type="checkbox"/>			
a judge leaves a judgment				<input checked="" type="checkbox"/>

Save Cancel

More Information

- ⌘ <https://getindico.io/blog>
- ⌘ <https://learn.getindico.io>



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