Integrated Digital Conference Session Manager's Guide

CERN

Session Manager's Guide

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Chapter 1. Session Manager Guide

1.1. Session Manager

Being a Session Manager you have full control of your 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.

To access the management area of your session, use the Timetable option on the left menu and click on your session's title, if you have been assigned as the session manager you will see a small red pen icon in the top right this will take you to your session.

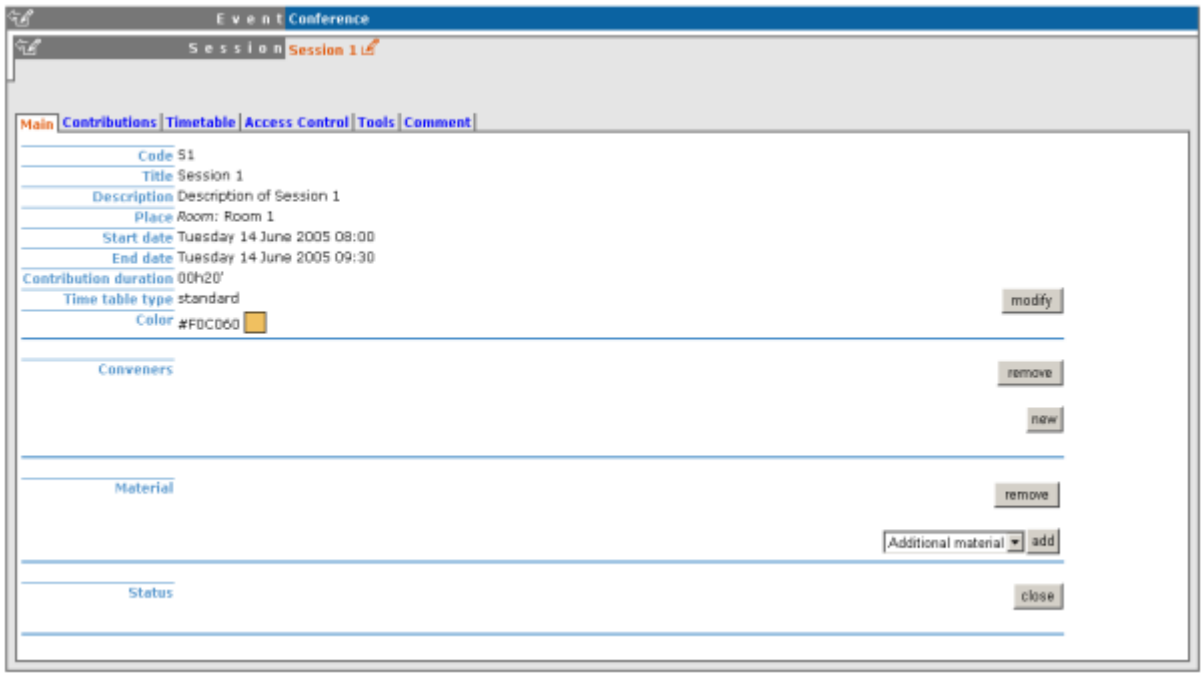
1.2. Session Management

Once in the session management area you can start managing your session using the following tabs.

> **Note:** This is just a quick start guide for session management, for an indepth explanation please see "Session Management" in the Indico User Guide, section 2.4.5.4

1.2.1. Main Tab

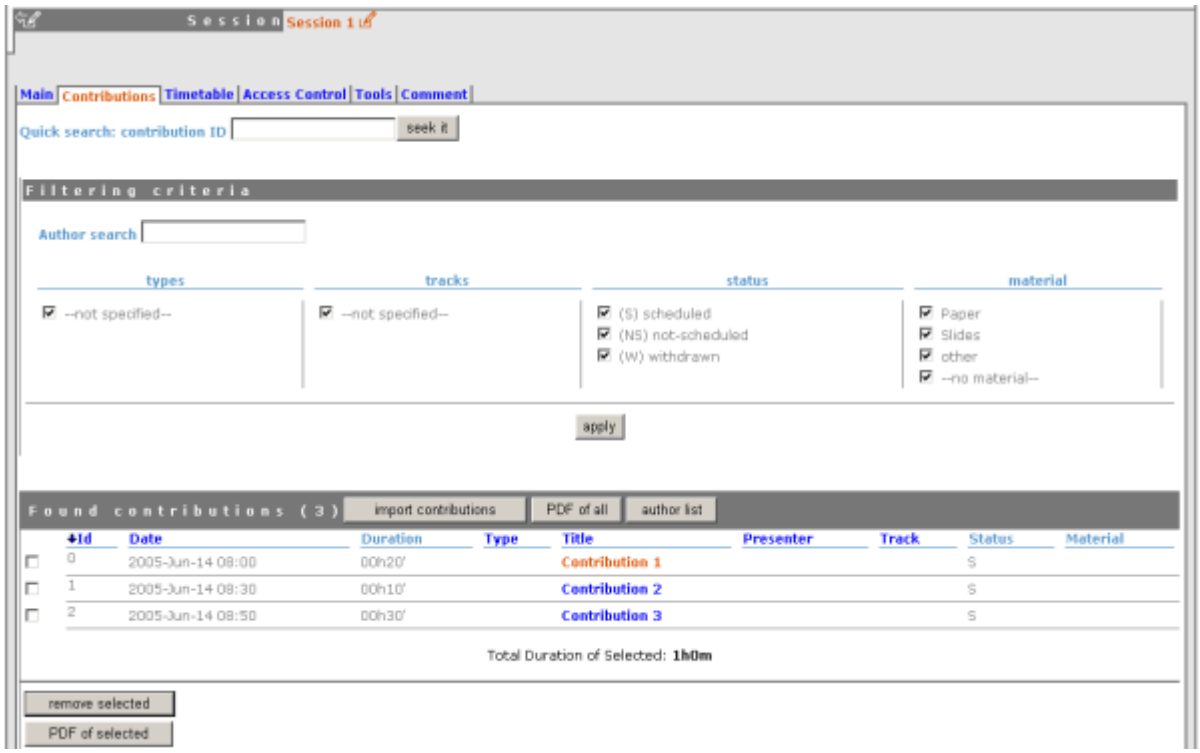
The main tab contains all the data about the session itself



Any information, material and people within this main tab apply to the entire session in general.

1.2.2. Contributions Tab

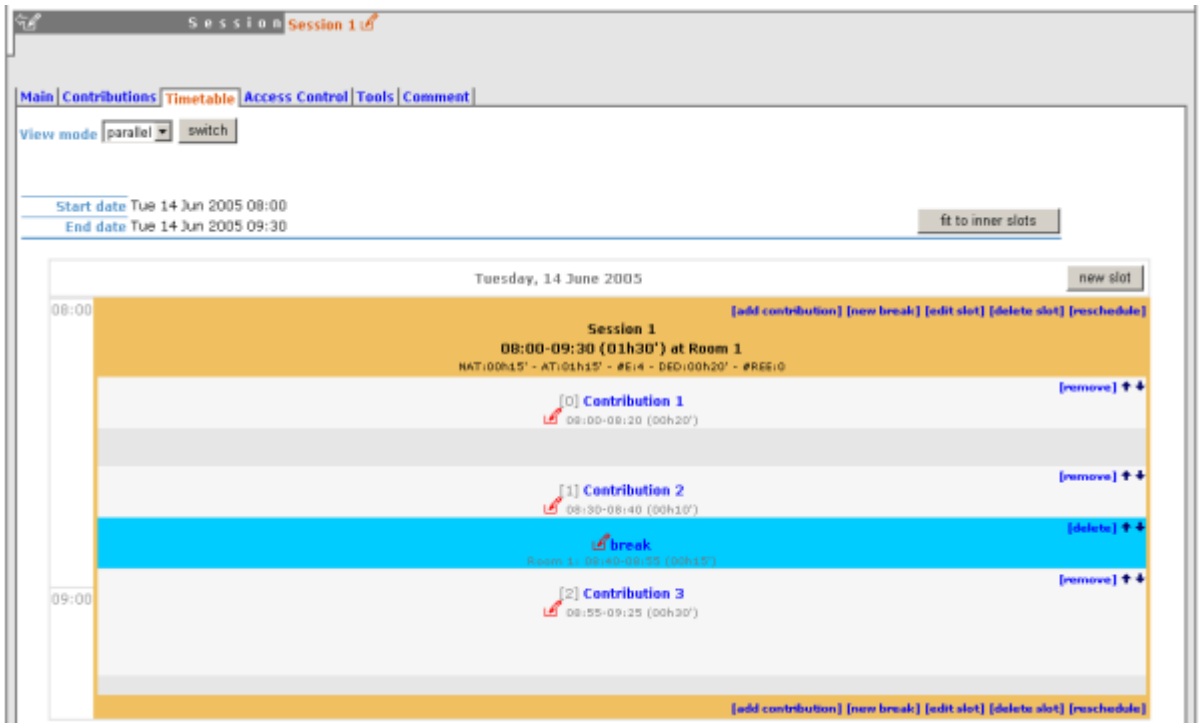
The contribution tab gives a list of all the contributions associated with your session.



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. Timetable Tab

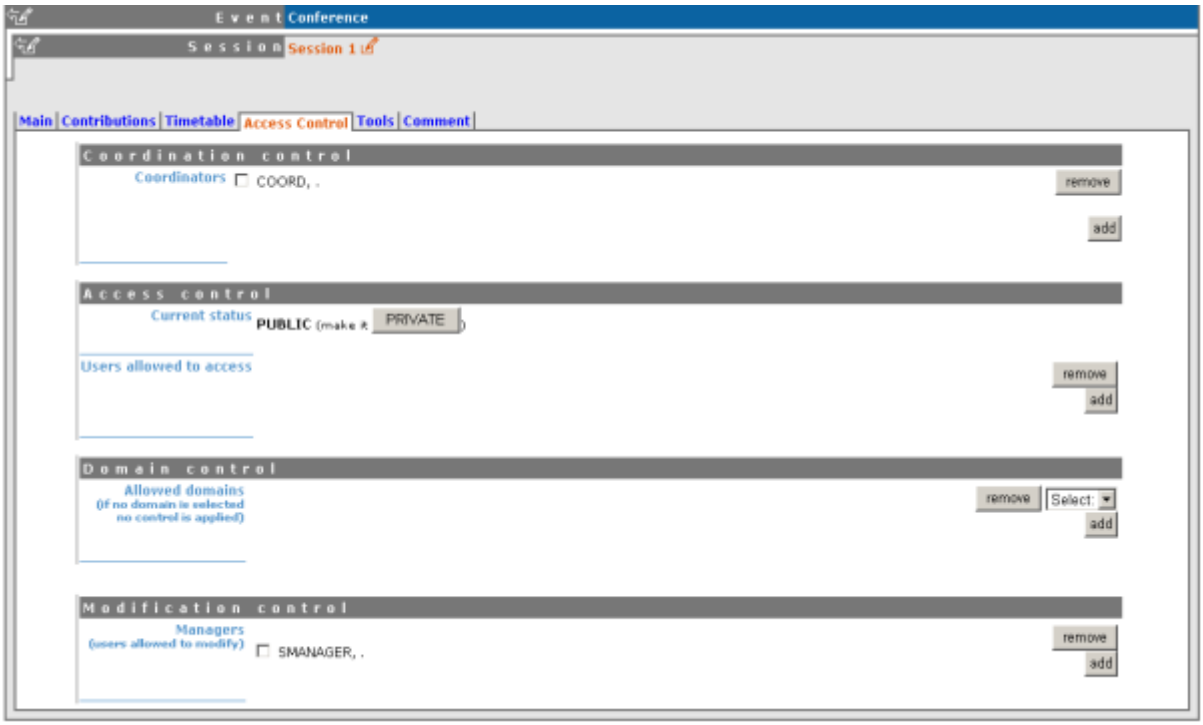
The timetable tab lets you arrange the scheduling for your session, you can add/edit/delete slots organise when your contributions are going to take place and include breaks within your session.



To change the start times of each entry use the small red pen to the left of the entry's details.

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 they may wish to set all the access rights themselves.



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, they can only change slots if they conference manager has given them 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 the session and to write minutes for the session.

1.2.6. Comments Tab

The Comments tab stores any comments about your session you can view this comment but only the conference manager can modify the comments.