

Do you need to read this?

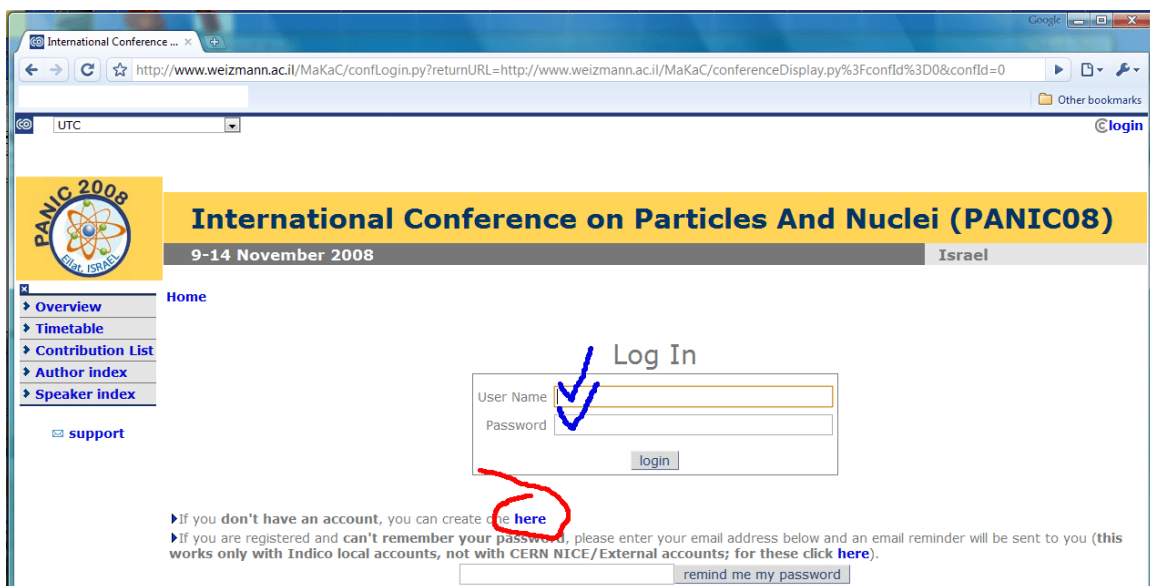
- If you have already registered to our Indico system following the link in the mail sent to you by our web-server [webmaster@weizmann.ac.il] please go to **"How to upload section"**.
- If you not registered, please read the **next section** and make sure that you register using the same email address you used to submit your abstract.

How to register to the Indico system

Please go to the Indico web site of PANIC08. It looks like in the snapshot below. Find the [login](#) button at the right top corner of the page.



Click on it to get to the login page. Once your account is set you can login there (blue marks) but for the first time click on the [here](#) link circled in red.



Now you are in the registration page with a pretty much standard questionnaire. It is important that you use the same **Email** address you used to submit your abstract. Hit the **confirm** button at the bottom when done.

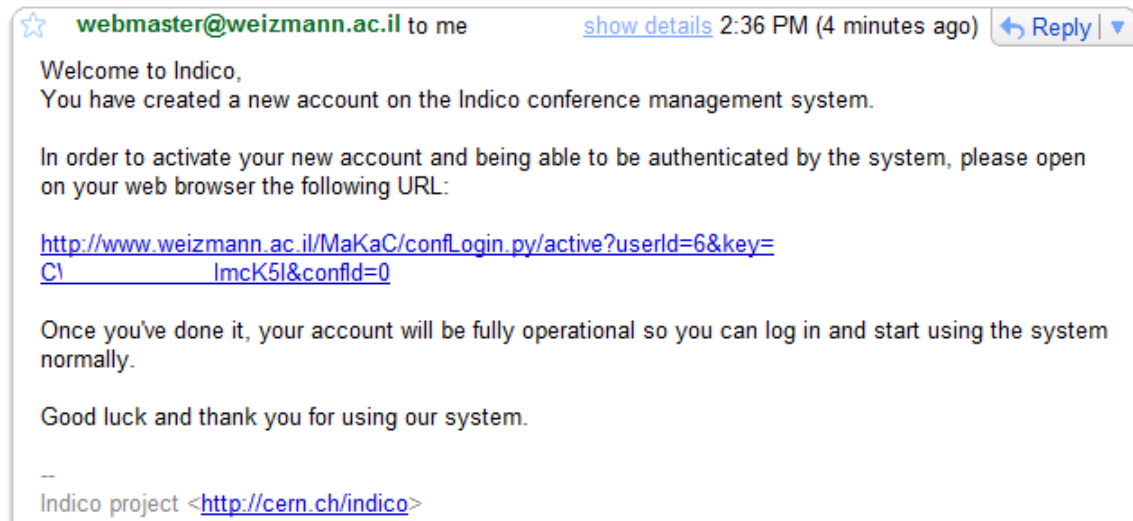
The screenshot shows a web browser window with the URL <http://www.weizmann.ac.il/MaKaC/confUser.py?confId=0>. The page header includes the PANIC 2008 logo and the text "International Conference on Particles And Nuclei (PANIC08) 9-14 November 2008 Israel". A navigation menu on the left lists "Overview", "Timetable", "Contribution List", "Author index", and "Speaker index". The main heading is "Registering a new Indico user". Below this, a warning states: "Beware! This is not a conference registration form but an Indico account creation." The form is divided into "Personal data" and "Account data". In the "Personal data" section, the email field "Firstname.Lastname@affiliation.edu" is circled in red. A red checkmark is placed above the "confirm" button at the bottom of the form. The "Account data" section includes fields for "Login" (with "lastname" entered), "Password", and "Password (again)".

Now you are in the “Congratulation!!!” page.

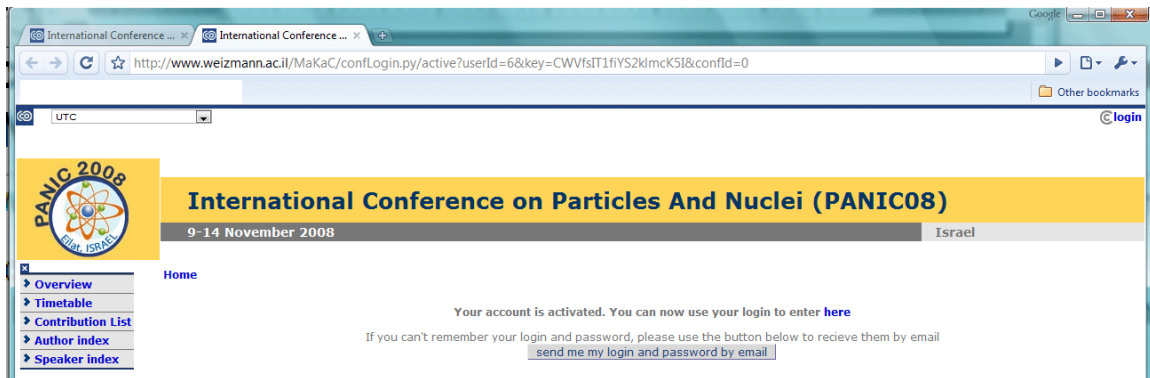
The screenshot shows the same website with the URL <http://www.weizmann.ac.il/MaKaC/confUser.py/created?userId=6&confId=0>. The page header and navigation menu are identical to the previous screenshot. The main heading is "Registering new user". A central message box contains the following text: "Congratulations!!! You have successfully been registered and your account has been created. However, you will not be able to log into the system until the site administrator has accepted your registration. You will be warned of the decision by email. Once your account is activated you can log in and start using the system. If you don't receive this email or you have any trouble with the login, do not hesitate to contact us." The "contact us" link is highlighted in blue.

Unfortunately, it is not over yet. You need to get an email in your mailbox. It is almost the same email that the system sent to you when we put your talk into Indico. If you tagged it as spam, please make sure the new mail does not follow the same path...

[Indico] User account activation (International Conference on Particles And Nuclei (PANIC08))



Click on the blue **link** in your mail to complete your registration. You can now log in as a regular user.



It is not a bad idea to ask for confirmation of your login and password by clicking **send me my login and password by email**.

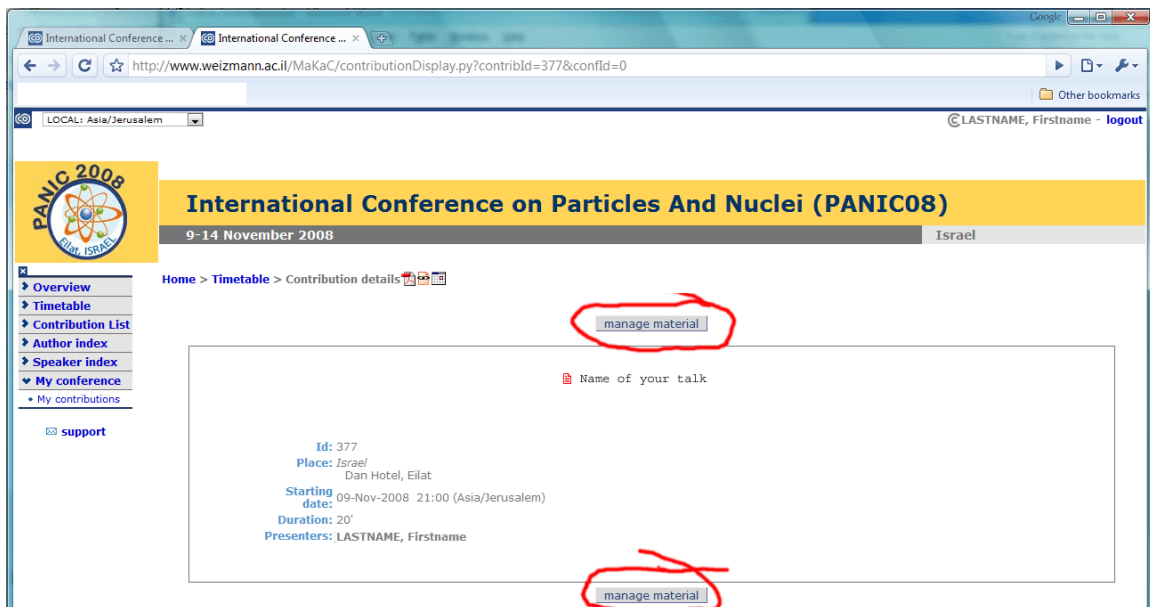
How to upload your talk.

Log in as a regular user. Your page looks the same as before, but now your name **LASTNAME, Firstname** appears next to the **logout** (former login) link in the right top corner. If you do not see it, you did not login yet. Click on “International Conference on Particles and Nuclei” to get the conference page.

Now you have to find your talk. There are two ways to do it, through the **Timetable** or through the **Speaker index**. Both links are on the left side of the page.



Once your talk is found, click on it. You come to a page like in the snapshot below. Important are the two **manage materials** buttons on the top and bottom of the frame. If you do not see them, you did not login yet. If you do, hit either of them.



Now your page shows this. In the **Add new material** section select **Type**, and use **Choose File** to select a file on your computer. Then hit **submit**.

Existing material
icons: protected delete

Add new material

Number of files: 1

Type: Slides or

1 File to upload: Choose File my_talk_at_PANIC.ppt

Rename it to:

Number of urls: 1

Type: -- Select a type -- or

1 URL to File:

submit cancel

Once you do it, you get again the previous page where this time at the bottom you see a new line called **Material** indicating that your talk is uploaded into Indico.

International Conference on Particles And Nuclei (PANIC08)
9-14 November 2008 Israel

Home > Timetable > Contribution details

manage material

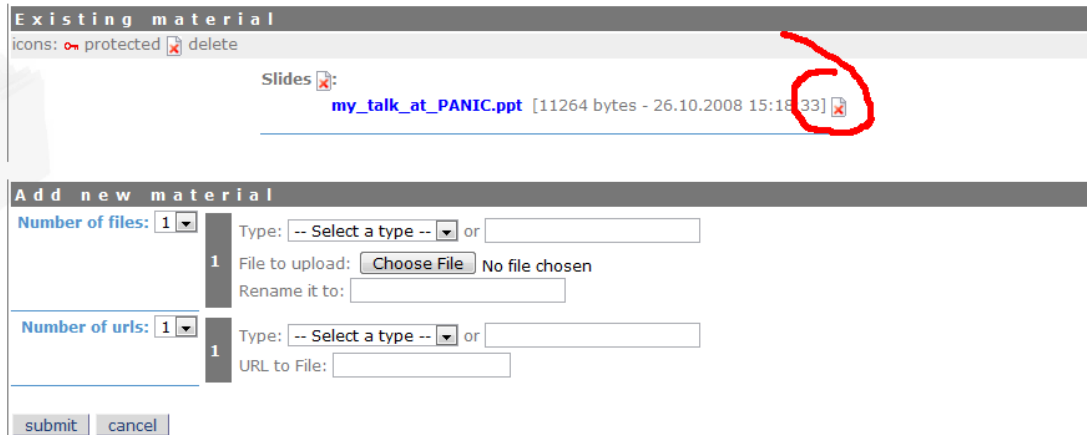
Name of your talk

Id: 377
Place: Israel
Dan Hotel, Eilat
Starting date: 09-Nov-2008 21:00 (Asia/Jerusalem)
Duration: 20'
Presenters: LASTNAME, Firstname
Material: Slides

manage material

Just in case.

What if you want to make changes in your slides? You need to delete the old version and upload the new one. Click [manage materials](#) again and you see almost the same page as before, but in **Existing material** section you can find the file you have already uploaded.



The screenshot shows a web interface with two main sections. The top section is titled "Existing material" and contains a list of items. Under the heading "Slides", there is one entry: "my_talk_at_PANIC.ppt [11264 bytes - 26.10.2008 15:18:33]". To the right of this entry is a small red 'x' icon, which is circled in red. Above the list, there are icons for "protected" and "delete". The bottom section is titled "Add new material" and contains two forms. The first form is for adding files, with a "Number of files" dropdown set to "1", a "Type" dropdown set to "-- Select a type --", and a "File to upload" button labeled "Choose File" with the text "No file chosen" next to it. The second form is for adding URLs, with a "Number of urls" dropdown set to "1", a "Type" dropdown set to "-- Select a type --", and a "URL to File" input field. At the bottom of the "Add new material" section are "submit" and "cancel" buttons.

Hit the small **x** icon next to the name of your file and Indico prompts you whether you really want to delete your talk. Do so if you want to upload a new version.

DO NOT CHANGE YOUR TALK AFTER 5PM ON THE DAY PRECEDING YOUR TALK. BY THAT TIME WE SHALL DOWNLOAD ALL MATERIALS TO THE PRESENTING LOCAL MACHINES AND YOUR CHANGE WILL NOT BE THERE.

If you encounter any problem please contact:

Reut.Hershenhoren@weizmann.ac.il or Alexander.Milov@weizmann.ac.il