INDICO GUIDELINES FOR ORGANIZERS

First step:

If you do not have an ECT* Indico account, please create one using the following URL:
https://indico.ectstar.eu/register/?next=%2Fevent%2F145%2Fmanage%2F

In case you already have an ECT* Indico account, for the first access, please reset your password:

1) click on the following Indico URL: "https://indico.ectstar.eu/reset-password"
2) fill in your e-mail address (the same as the one used on the ECT* Website)
3) follow the instructions

As organizer of the workshop, you can edit the Indico page of your workshop. You can, for example, compile the timetable, insert the titles of the presentations, upload the files of the presentations, download the list of participants, etc.

Below you will find some instructions.

SETTINGS

First, you have to go to the settings page by clicking on the "little pencil" circled in red.

CONTRIBUTION PAGE (to upload titles and files of the talks):

Go to the **settings page** and click on **Contributions**

- to insert a title of a talk, please click on New Contribution

- to upload the file of the presentation, click on the paper clip

TIMETABLE

Go to the **settings page** and click on **Timetable**

Add a contribution or a break and select the talk you have added before in the Contribution page