

**INDI**  **Submitters Guide**  
Integrated Digital Conference

**CERN**



## Submitters Guide

by CERN

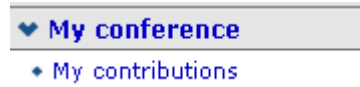
# Table of Contents

- 1. Submitters Guide .....1
  - 1.1. Submitter .....1
  - 1.2. Submitting .....1
    - 1.2.1. Submitting Material.....2

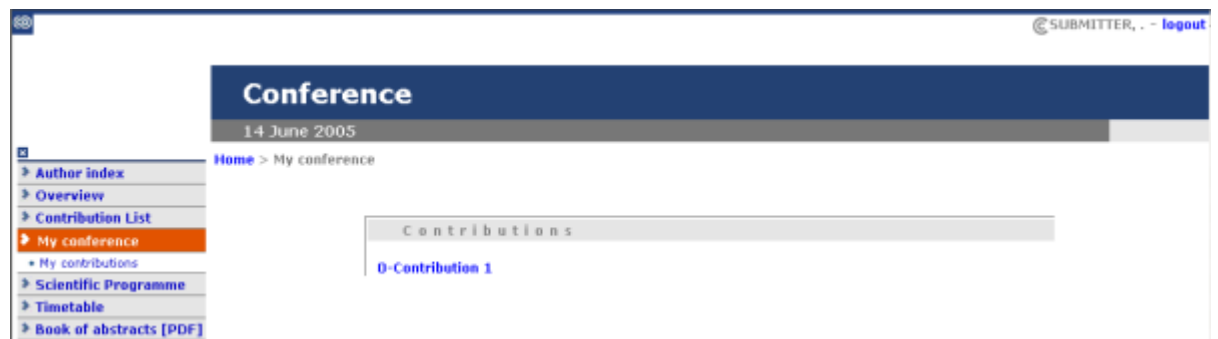
# Chapter 1. Submitters Guide

## 1.1. Submitter

Being a submitter you are able to submit material for a contribution. You are given submitter access by either the Conference Manager, Session Manager, Contribution Manager or possibly the Session Co-ordinator.



You can access the contributions you can submit to by selecting 'my contributions' from the left hand menu under my conference, this will take you to your submission area and will list the contributions you have access to submit material for.



## 1.2. Submitting

Once in the my contributions area you can click on the contribution name to view the contribution details and start submitting material.

Home > Contribution details



submit material

**Contribution 1**

Id: 0  
Place: Room: Room 1  
Starting date: 14-Jun-2005 08:00  
Duration: 20'

Included in session: **Session 1**

Sub-contributions: [sub contribution 1](#)

submit material

### 1.2.1. Submitting Material

Once you have clicked on 'submit material' you are presented with a screen to let you submit.

Submitting material for a contribution

Contribution 0-Contribution 1

Material type

File to submit

Description & comments

You have the choice of which material type you want to submit, to upload a file and to enter a description or comment.

When the material has been submitted it will appear in the contribution details