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Type: **Practice-based Presentation (30 minutes)**

## **Indico for Vetting Management of EFL Events: Set Your Team Up for Success**

*Saturday, 18 May 2024 14:20 (30 minutes)*

Targeted at EFL professionals tasked with conference management, this interactive presentation outlines a streamlined, tested approach to deploying and successfully managing a call for papers on the Indico conference management platform. From initial setup to the successful execution of each stage of a Cfp, participants will learn how to leverage Indico's comprehensive suite of tools. The session will cover key features such as event creation, abstract submission guidelines, review process configuration, and communication with participants. Attendees will leave with actionable insights and best practices for using Indico to enhance the educational impact and reach of their EFL conferences, making the most of this powerful platform to foster academic excellence and collaboration.

### **Is this a sponsored session?**

### **Keywords**

Academic conference management, Indico platform, Abstract submission process, Review workflow, Call for Papers (Cfp) management

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**Session Classification:** DN 411: Mixed Sessions

**Track Classification:** General CALL: Professional Development and Teacher Training