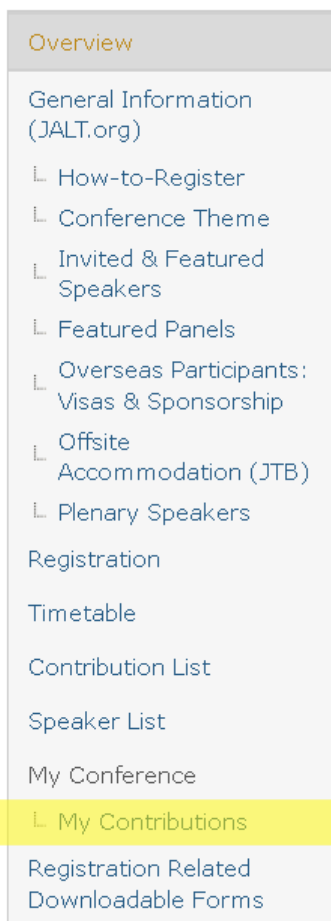


## Editing an Indico Contribution

1. Log into Indico and **click on “My Contributions”** in the Overview panel.



2. **Open the editing window** for your presentation by clicking on the pencil icon on the right.

### My Contributions

#### Speaker

Validating TOEIC Bridge® as a Placement Test	
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#### Author

Sponsored 60 minutes #10	
Validating TOEIC Bridge® as a Placement Test	

3. **Edit your presentation title** and add your **75-word summary** in the “Description” section.

Edit contribution 'Sponsored 60 minutes #10'

**Presentation Title \***

**Description**

**B** *I* | | |

Add your 75 word summary here.

4. In the “People” section add or remove presenters using the **“Add from search”** feature.

**People**

Authors

	Tajima Miho tajima@jalt.org (JALT)	Presenter/Speaker	<b>Author</b>	Co-author		
	Trevor Holster trevholster@gmail.com {Fukuoka Jogakuin University}	Presenter/Speaker	<b>Author</b>	Co-author		

Add myself **Add from search** Enter manually

Search for your presenters by **name or email address**. When you find the presenter’s account, click the “Confirm” button at the bottom.

Select users

Family name

Malcolm

Given name

Email address

1 USER FOUND



Wayne Malcolm  
conference@jalt.org (NPO JALT - Director of Conference)



**I could not find the right person**

If nobody on the search results corresponds to the person you were looking for, you can [add them manually](#).

## Important Points

1. All presenters must open an Indico account before you try to add them. They can do that from this link: <https://events.jalt.org/login/>
2. If you cannot find the presenter's name using the "Add from search" feature, they probably do not have an Indico account. Please do not try to add them manually. This will not link the presentation to their Indico account and they will not be able to access it. Ask the presenter to open an Indico account and then add them using "Add from search."