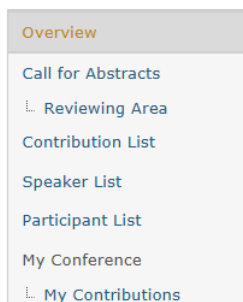


How to Edit an Indico Contribution



- I. On the landing page of the conference in Indico, click on *My Contributions* in the *Overview* section.



- II. You will see a list of your contributions, with a pencil icon to the right of each title. Click on the pencil icon to open the editing window.
 - Do not click on the title to open the contribution, you must click on the pencil icon!

My Contributions

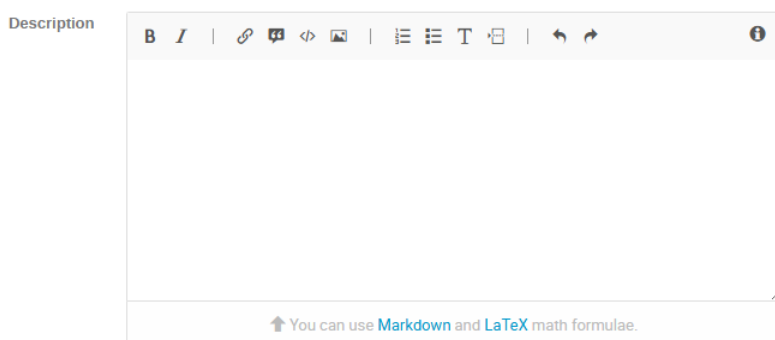
Author

Meeting 30 minutes	
Meeting 30 minutes	
Meeting 30 minutes	

- III. Add the correct title for your presentation in the *Presentation Title* section. The title should be no longer than 60 characters, including spaces.

Presentation Title *

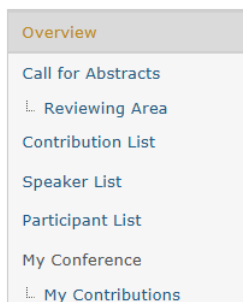
- IV. Add the short summary (maximum 75 words in English or 150 Japanese characters) to the *Description* section.



- V. Click the *Save* button at the bottom of the page to save your changes.

How to Add a New Author to a Presentation

- I. On the landing page of the conference in Indico, click on *My Contributions* in the *Overview* section.



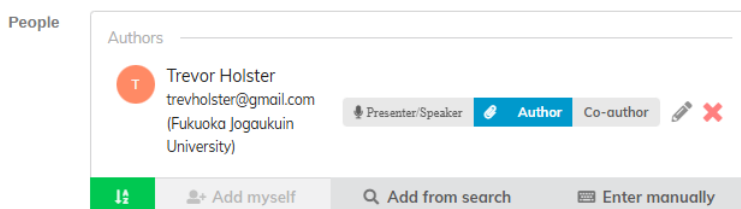
- II. You will see a list of your contributions, with a pencil icon to the right of each title. Click on the pencil icon to open the editing window.
 - Do not click on the title to open the contribution, you must click on the pencil icon!

My Contributions

Author



- III. In the *People* section of the editing window, click on *Add from search* to open the search window.
 - Do not try to add authors manually. If you do this, the contribution will not be linked to the person's Indico account and they will not be able to access it.



- IV. Search for the person by email address, family name, or first name. When you find the person's Indico account, click on the "+" to the right of their name to select them, then click on *Confirm* to add them to the contribution.
 - Only search for one thing at a time. Try the email address first. If that does not work, try searching for the family name.
 - If you cannot find the person's Indico account, check that the email address or name is correctly spelled.
 - If you still cannot find the person's Indico account, contact them to confirm that they do have an Indico account. If they do not have an account, they must open one before they can be added.


Select users

Family name

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](#).

- V. The person should now be listed as a *Presenter/Speaker*, but not as an *Author*. Click on the *Author* button to set them as an author. If the person is not a presenter, click on the *Presenter/Speaker* button to remove them as a presenter. Click the *Save* button at the bottom to save the changes.


People

Authors

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Others

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