



Dear parallel session convener,

In this mail we have tried to summarize more detailed technical information on the planning and running of your parallel stream. Please read this carefully and make sure you get back to us with any questions you might have.

In case of questions please contact [eps21-loc@desy.de](mailto:eps21-loc@desy.de)  
The Web page of the conference is [www.eps-hep2021.eu](http://www.eps-hep2021.eu)

## Managing Contributions

At this moment you should have accepted all parallel session contributions/ posters and informed the presenters. It is your responsibility to insert now these contributions into the indico schedule.

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=== To add a contribution to the time table ===

- 1) On indico, please go to the menu entry "timetable". Click on one of the blocks of your session. A pop up should open, click on "view session details" (middle right hidden in the menu symbol). Click on "Manage timetable" (the little clock icon on the top right), which opens a timetable view. Here, click on the blocks (your stream might have many blocks), which opens a pop-up. In the pop-up, click on "Go to session block timetable".
- 2) Click on "Add new" and then select "Contribution", which opens a new window. Here you will see a list of all the contributions accepted in your session.
- 3) Select the contribution you want to schedule. You can then click on the contribution created to adjust the details, such as the start time and length, speaker etc.
- 4) You can nominate a convener for each session block separately (under "edit session block")

IMPORTANT: when adding the contributions, please make sure to not change the overall length of the session blocks.

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=== How to treat merged contributions ===

If you have merged contributions in your session, please be aware that the abstracts are not merged. Instead the abstract of the contribution into which the other contribution is merged, will be used. To update the abstract you will need to contact the submitters, ask them to send you a merged abstract, and then update the contribution once it is added to the time table.

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=== Names of presenters ===



Many abstract have been submitted in the name of collaborations. The names of the speakers should be communicated to you, the conveners, so that you then can update the contribution.

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==== Poster Session ====

Please treat posters just like talks, and inform authors about accepted posters. You do not need to schedule a poster, but “only” need to make sure that the posters are uploaded to the relevant indico contribution.

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=== Timing of the session ===

Please make sure that you clearly communicate the length of the contributions, and the length of the discussion time. We recommend that you clearly indicate this also the schedule of your session, and assign a few minutes after each presentation for discussions.

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## The conference

In the following section we have collected some more general information on the operation of the virtual EPS conference.

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=== Technical running of your session ===

Your session will be run using the zoom video conference system. Each Session block will be assigned a local convener, and a technical support person. The technical support person will be in charge of the technical operation of your session, starting the zoom room, addressing potential technical problem. Parallel sessions will be recorded (talks only, Q&A will not be recorded), and the recordings will be kept for the duration of the conference plus a few days in addition. You will receive a detailed fact sheet on the technical operation before the meeting.

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=== Indico System ===

Talks will be managed using the indico system. Ideally all your speakers have access to the indico, and can upload the talks by themselves. You should encourage your speakers to ask for an indico account if they do not yet have one. In case this does not work, it would be your responsibility to make sure that the contribution is uploaded to the indico in time.

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=== Poster Session ===



The poster session will be organized using a special tool – Mozilla.hubs – more detail will soon be available on the EPS Web page. The posters will be collected using the indico system, just as talks are collected. Please inform your accepted poster authors that they should upload their posters to indico. The same rules apply as explained for talks. We will need the posters some time ahead of the meeting, so that we can all enter them into the poster rooms – please make sure that the posters are uploaded at least one week ahead of the start of the conference.