16th Marcel Grossmann meeting

Instructions for parallel sessions chairpersons

Phase 1: abstracts and the program

Thank you for accepting to act as a parallel session chairperson. In case of questions regarding your role as a parallel session chairperson, or about the information given in this document, please do not hesitate to contact us at mg16@icranet.org.

You need an Indico account to login and to manage your parallel session and to review the abstracts submitted. If you do not have an Indico account then you should register now at https://indico.icranet.org/register/.

How parallel sessions are represented in Indico

The Indico platform is an instrument developed for managing conferences with complex structure like MG16. Each parallel session of MG16 is inserted into the list of TRACKS (https://indico.icranet.org/event/1/program), which represents the main scientific topics of the meeting. Abstracts are submitted by the participants into specific TRACKS. You should review and accept or decline every abstract submitted to your TRACK https://indico.icranet.org/event/1/abstracts/reviewing/. The parallel sessions in the program of the meeting are termed SESSIONS by Indico. You can access your SESSION here: https://indico.icranet.org/event/1/sessions/mine.

Your responsibilities as the parallel session chairperson

1. Manage the abstracts for your TRACK
As the parallel session chairperson your task is to go through the abstracts of the TRACK corresponding to your SESSION and then accept or reject them. To accept or to reject abstracts please:

- Go to the Indico page: https://indico.icranet.org/event/1/
- Click LOGIN in the top right corner. After login you should see the category «Reviewing area» under «Call for Abstracts» in the left menu. Click on «Reviewing area».
- You will see the page of your TRACK. Insider the «Reviewer» button you will see the number of abstracts awaiting your decision. Click on the title of your TRACK. You should see a list of abstracts that were submitted to your TRACK.

Click on the abstract titles and choose:
- «Accept» or «Reject» from the pop-up list;
- your TRACK from the list of TRACKS;
- type of presentation: «Talk in the parallel session» or «Invited talk in the parallel session»;
- your SESSION from the list of SESSIONS.

Click on «Judge».

Here you can also leave a comment to the submitter. Please put a tickmark in the field «Send notification to submitter» so that he/she will be informed about your decision. Then click on «Judge».
2. **Setup your sessions with the approved abstracts**

You are responsible for creating the timetable for your parallel session. The SESSION(s) will be inserted as BLOCKS in the meeting timetable by the Organizers. As soon as you decide about the date and time suitable for your parallel session please send an email to mg16@icranet.org with the subject schedule of the parallel session (session code). To setup a SESSION starting from the abstracts which have been accepted for your parallel session:

- Go to the Indico page: [https://indico.icranet.org/event/1/](https://indico.icranet.org/event/1/)
- Click LOGIN in the top right corner. After login you should see the category «My Sessions» under «My Conference» in the left menu.
- Click on “My Sessions”.

This should bring you to the setup page for the SESSION(s) you manage. To the right of the SESSION title you will see a button with the clock, which allows you to «Manage timetable». Click on this button. You will see your SESSION time BLOCK(s).

To edit and add talks to a BLOCK of time:
- Click on the block and select in the bottom right «Go to session block timetable»;
- add contributions from the approved abstracts to the session:
  - click on "Add new" in the top right menu;
  - select "Contribution";
  - select a contribution from one of the approved abstracts (or create an entirely new contribution if needed);
  - select "Add selected".

All inserted contributions will appear inside the time BLOCK. You can adjust the program by moving the contributions up or down inside the BLOCK using the arrows.

**Additional information**

We understand that you will be able to handle your parallel session yourself or with your co-chair. In case you need technical assistance in this phase, or in the successive phase during the meeting, it is your responsibility to find suitable technical assistance and ask us, if necessary, well prior to the meeting. As the organizers we cannot guarantee prompt technical assistance, especially during the meeting when dozens of parallel sessions will be active at the same time.

After the program is ready, we will send you further instructions about handling your session during the meeting with Zoom.

Thank you for collaboration.

The Organizers of MG16