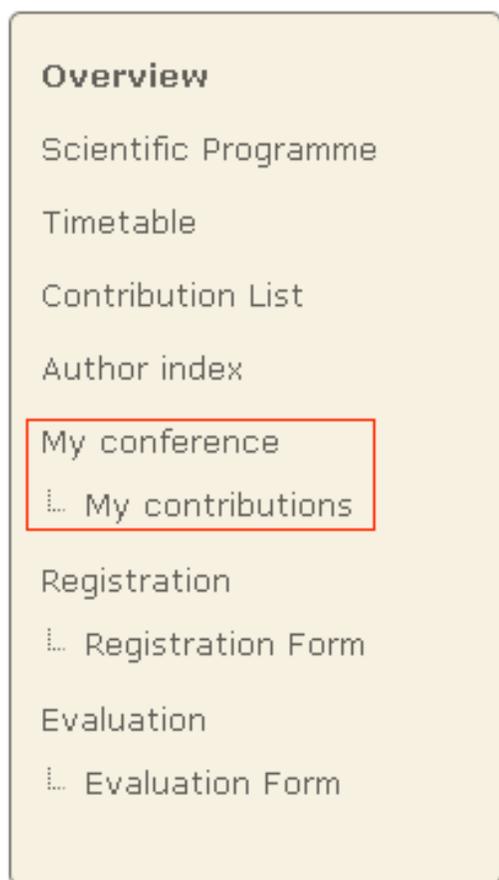


SUBMITTER'S GUIDE

1.1 Submitter

The Submitter is able to submit material for a contribution. You are given Submitter access by either the Conference Manager, Session Manager, Contribution Manager or possibly the Session Co-ordinator.



You can access the contributions for which you can submit material by selecting *My contributions* from the menu in the event homepage. This will take you to your submission area and will list the contributions for which you can submit material.

 **Conference 1**
6-10 July 2009 *aaa*

- Overview
- Scientific Programme
- Timetable
- Contribution List
- Author index
- My conference**
 - ↳ My contributions
- Registration
 - ↳ Registration Form
- Evaluation
 - ↳ Evaluation Form

[support](#)

| Contributions | |
|---------------|--------------------------------|
| <u>Id</u> | <u>Name</u> |
| 1 | Contribution 2 |

1.2 Submitting

Once in the My contributions area you can click on the contribution name to view the contribution details and start submitting material.

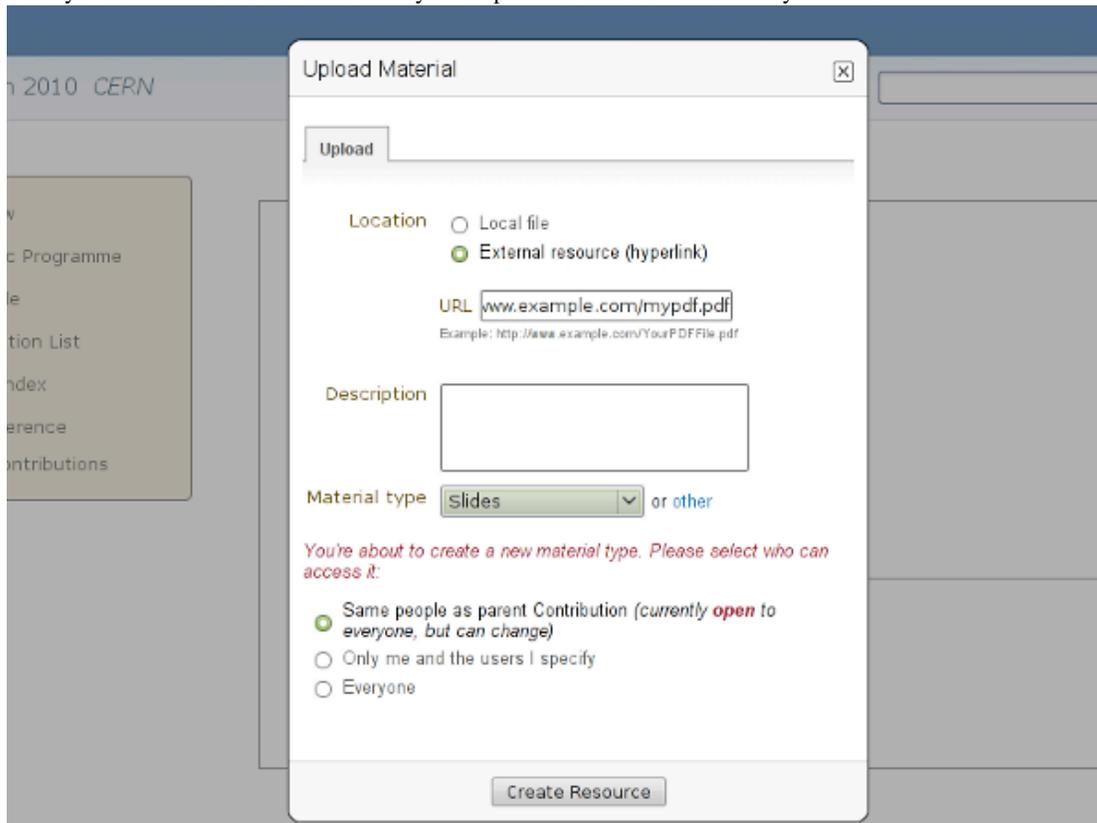
 **Contribution 2**

Id: 1
Place: *aaa*
Starting date: 06-Jul-2009 09:00 (Europe/Zurich)
Duration: 20'
Material: Existing material
[Add Material](#)

Included in session: [Session 1](#)

1.2.1 Submitting Material

Once you have clicked on 'Add Material' you are presented with a screen to let you submit.



The screenshot shows a web interface with a sidebar on the left containing navigation links like '2010 CERN', 'Programme', 'List', 'Index', 'Reference', and 'Contributions'. A modal dialog box titled 'Upload Material' is open in the center. The dialog has a close button in the top right corner. It features a tab labeled 'Upload'. Under the 'Location' section, there are two radio buttons: 'Local file' (unselected) and 'External resource (hyperlink)' (selected). Below this, a text input field contains the URL 'www.example.com/mypdf.pdf', with a small example text below it: 'Example: http://www.example.com/YourPDFFile.pdf'. A 'Description' text area is empty. The 'Material type' is set to 'Slides' in a dropdown menu, followed by the text 'or other'. A red warning message reads: 'You're about to create a new material type. Please select who can access it:'. Below this, there are three radio buttons: 'Same people as parent Contribution (currently open to everyone, but can change)' (selected), 'Only me and the users I specify' (unselected), and 'Everyone' (unselected). At the bottom of the dialog is a 'Create Resource' button.

You can choose of which material type you want to submit, upload a file, and enter a description or comment.

When the material has been submitted it will appear in the contribution details