

Indico User Guide

Indico is a web-based, open-source event management system developed at CERN. This system will be used by the 2026 AIP Congress organisers to manage abstract submissions, reviews, scheduling talks and miscellaneous communication with the congress participants. The congress registrations and fee payments will be organised through the congress webpage.

Indico will serve as a central repository for congress materials related to the scientific program, allowing users to submit abstracts and upload and download presentations securely. To do so you would need to have an Indico account. Below is a short guide on setting up an account and submitting an abstract.

1. How to Set Up an Indico Account

If you do not have an existing CERN or institutional Indico account, follow these steps:

1. **Go to the Event URL:** Navigate to the specific Indico page for your conference and click "Login" in the top-right corner, or follow the "Call for Abstracts" link provided by the organisers.
2. **Create New Account:** Click on "create one here" or "Sign in with a public service account" (e.g., Google, Facebook, Yahoo) if allowed.
3. **Verify Email:** Enter your email address to receive a verification link, which is typically valid for only one hour.
4. **Complete Profile:** Open the link in the email, set your password, and fill in mandatory personal information (name, affiliation).
5. **Finalise:** Click "Create my Indico profile".

2. How to Submit an Abstract

Once logged in, follow these steps to submit your abstract:

1. **Navigate to "Call for Abstracts":** On the Indico conference homepage, click on "Call for Abstracts" or "Submit new abstract" in the menu.

2. **Fill the Form:** Enter the **Title** and **Content** (text) of your abstract.
 0. Use plain text for the content, and use LaTeX format for special characters or formulas.
 1. Please keep the abstract short, under 200 (?) words; indicate the relevant publication(s), if appropriate.
2. **Select Type & Track:** Choose the contribution type (e.g., Oral, Poster) and the relevant thematic track.
3. **Add Authors & Speakers:** Add all authors and explicitly mark at least one person who will be presenting as the "Speaker" (using the microphone icon).
4. **Submit:** Click "Submit" to send your abstract. You should see a green notification confirming success and receive a confirmation email.

3. Key Tips

- **Editing:** You can generally edit your abstract after submission, but only before it is assigned to a reviewer.
- **Review Status:** You can check the status (accepted/rejected) by viewing your submitted abstracts on the event page. The review decision will be communicated by email by the designated due date.