



UKAEA Indico Training

Plugins and Additional Features

Adam Parker,

October 16th, 2024

Plugins

Feature-rich and also **extensible** through the use of plugins;

Indico relies on additional functionality by activating or deactivating available plugins

Users and administrators with the technical ability are invited to create their own plugins

<https://github.com/indico/indico-plugins> array of plugins available here

CERN also have their own indico-plugins specific to their site and Indico instance

<https://github.com/indico/indico-plugins-cern>

For example, CERN have their own plugin for site access and tickets. Registrants are automatically given a pass for site

Payment



Search



Synchronization



Videoconference



Payments

Indico can understand payment once enabled within Advanced Options

A few plugins exist, including PayPal API connection and also simple bank transfer (free text field for bank details)

Payments

Event-wide payment settings







General settings

Configure general settings for payments.

 **Configure**

Payment methods

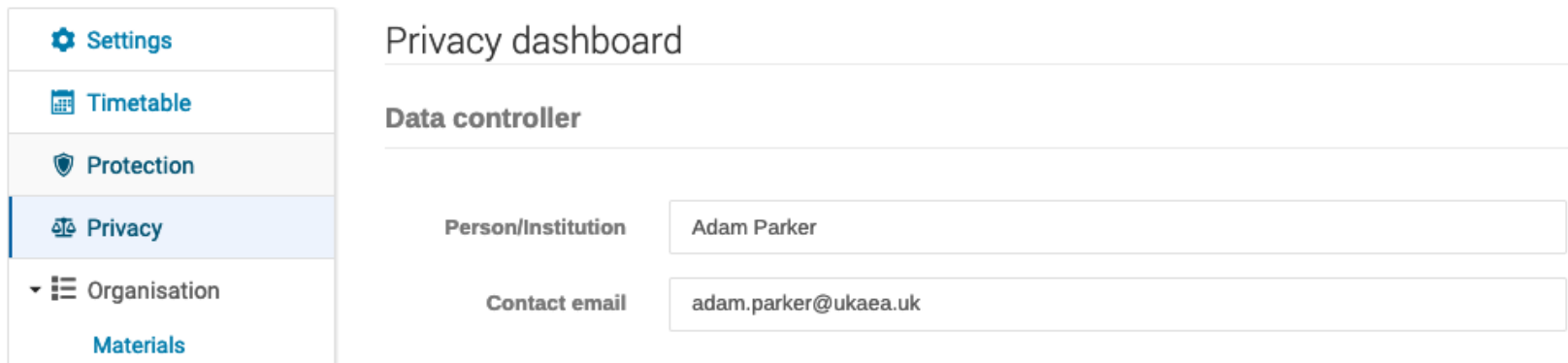
 <p>Manual</p> <p style="color: green; font-weight: bold;">enabled</p>	 <p>GOVUKPAY Plugin</p> <p style="color: green; font-weight: bold;">enabled</p>	 <p>Bank Transfer</p> <p>disabled</p>	 <p>PayPal</p> <p>disabled</p>
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LIVE DEMO

Privacy Policy

For each event, you have the option to define a 'Data Controller' and a privacy policy for this particular event

I would encourage you all to do this in the future

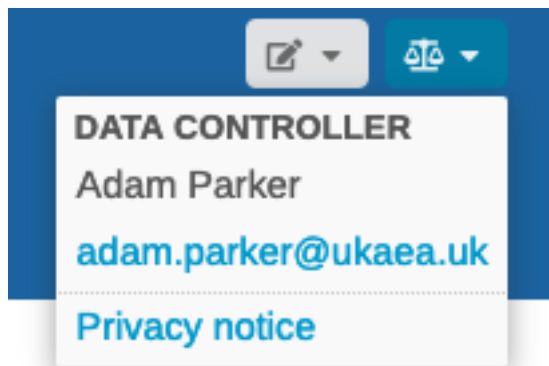


Privacy dashboard

Data controller

Person/Institution: Adam Parker

Contact email: adam.parker@ukaea.uk

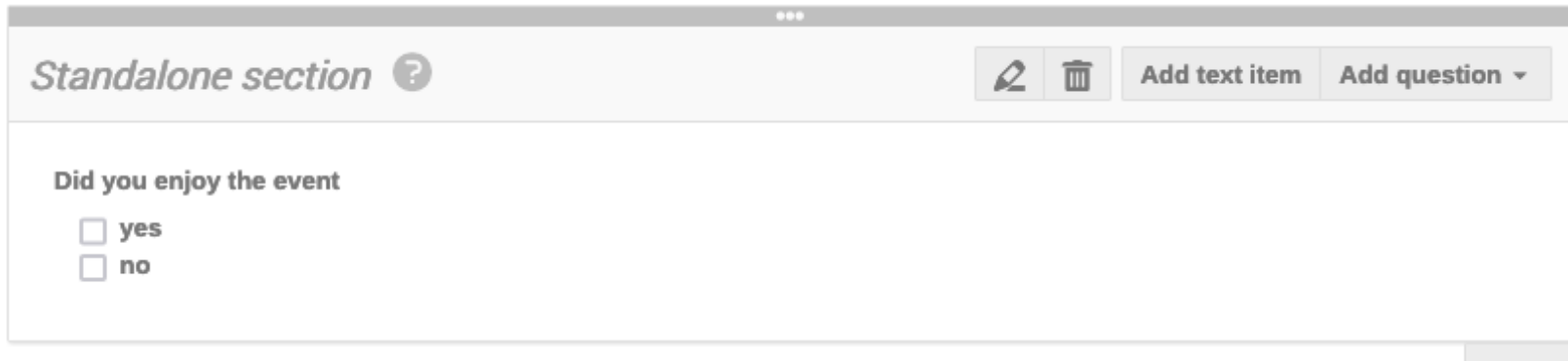


The Data Controller then appears on the main event page with contact details and the privacy notice.

Surveys

After an event, you can automatically schedule a survey to be sent to each participant (it is anonymous) and then results reviewed

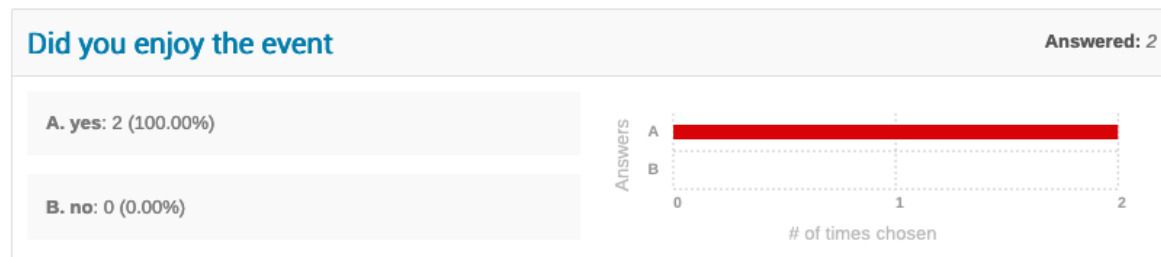
The email can be customised in the same way as any other (Thanks to Eddie!)



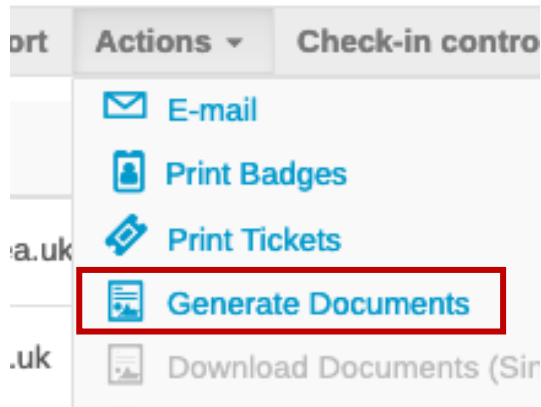
The screenshot shows a survey editor interface. At the top, it says "Standalone section" with a help icon. To the right are buttons for editing (pencil), deleting (trash), "Add text item", and "Add question". The main content area contains the question "Did you enjoy the event" with two radio button options: "yes" and "no".

Results for "Post-Showcase Survey"

2 people responded to this survey



Document Generation



Indico can define documents templates to generate from within each registration form

For example, this could be a:

- receipt,
- invoice,
- certificate of attendance,
- etc..

These templates are not provided by Indico. We will need to define what documents we need and can generate

The templates are also quite hard to make..

Receipt

Number: 202405161205/1
Date: 16 May 2024

Training for Event Organisers and Administrators

16 May 2024 - C7

Adam Parker

DESCRIPTION	PRICE
Total	£0.00

Tickets and Badges

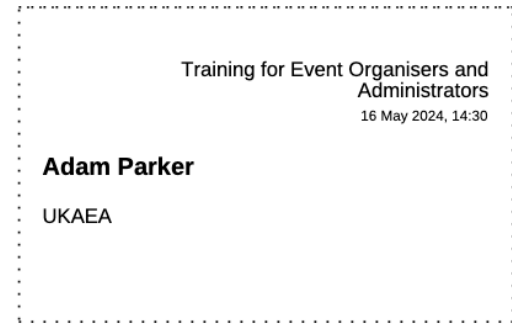
Indico supports tickets and badges for conferences

Once tickets are enabled in the registration settings you are able to generate tickets and badges

Participants will be emailed their ticket when they complete registration

The QR code can be scanned and they will be 'checked-in' on the registration details

Default badges and tickets exists, however.. they aren't too fancy...



16 May 2024, 14:30
Remote / Witney
C7



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UKAEA

Tickets and Badges

Indico does have an in-house ticket and badge designer

Although it is slightly difficult to use and you may be better off with alternatives



→ and then linking back to Indico




Poster and Badge Designer

 Save Template

Go back

Name Allow cloning

 Width: cm  Height: cm Preset:

Snap to grid  Choose a file   Stretch Centre

Front side

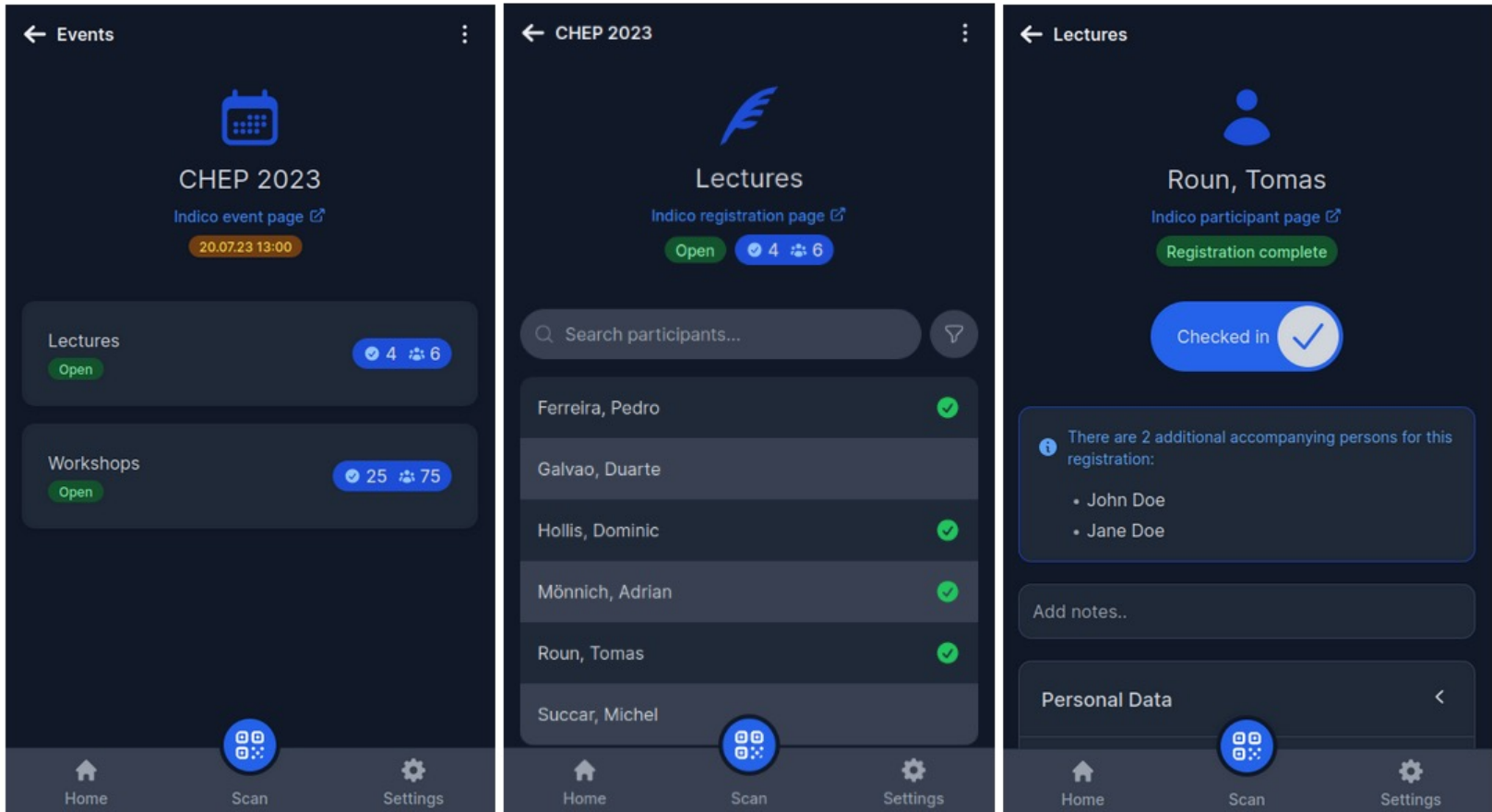
Back side

Insert element:  Insert



Check-in App

Web app to be used in your browser or on your phone, with automatic check-in



Other features

if we had time...

- **Abstract submission and review**
- **Paper reviewing and editing**
- **Poster sessions**