

UKAEA Indico Training

Introduction and Format

Adam Parker,

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About Me

- Physics PhD + postdoc based at CERN (where Indico was created)
- **6+ years of experience** working with Indico and organising events for physics workshops and conferences
- **ATLAS Software Tutorial Coordinator** (18 months)
- **US ATLAS Tutorial and Event Coordinator** (18 months)
All events and training sessions used Indico
Multiple multi-day conferences organised in the US
- Data manager in UKAEA Tokamak Science Department (2 years)
Currently: data manager in UKAEA Computing Division (10 months)
- Created UKAEA Indico instance and introduced it to colleagues as a tool that was missing

Now things have really snowballed...



What is Indico and What Can it Do?

“The effortless open-source tool for event organisation, archival and collaboration”



Event-organisation workflow that fits lectures, meetings, workshops and conferences



Multi-granular tree-based protection scheme



Easy upload and retrieval of presentations, papers and other documents



Permanent archival of all event material and metadata



Reviewing functionalities for conference papers



Full coverage of the conference lifecycle




Room booking and management



Integration with several collaborative tools

Indico History and Support

- This software project was initially funded by the European Union's FP5 programme , in what was called the Integrated Digital Conferencing Project, or just **InDiCo**.

- Indico is the result of the collective work of more than 100 different developers, translators and usability specialists of many nationalities

Open-source software under MIT license

<https://github.com/indico/indico>

- **Statistics – 100s of Indico instances in operation**

“Indico is used every day at CERN to manage more than 1 000 000 events of different complexities and 200 meeting and conference rooms.”

“Since 2016, the United Nations have been using Indico to handle more than 180.000 participants of conferences happening all around the globe, as well as thousands of visitors.”



Example Events

4th Inter-experiment Machine Learning Workshop (CERN)

<https://indico.cern.ch/event/852553/overview>

962 participants

26th International Conference on Computing in High Energy & Nuclear Physics (CHEP2023 – Norfolk, Virginia, USA)

<https://indico.jlab.org/event/459/overview>

500+ participants

This year already open **CHEP2024 – Krakow, Poland**

<https://indico.cern.ch/event/1338689/>

20th European Fusion Theory Conference – Padova, Italy

<https://indico.cern.ch/event/1239458/>

Participants not public

Other relevant Indicos

<https://indico.iter.org/>

<https://indico.euro-fusion.org/>

Accounts and Access

Can everyone access

<https://indico.ukaea.uk/> ?

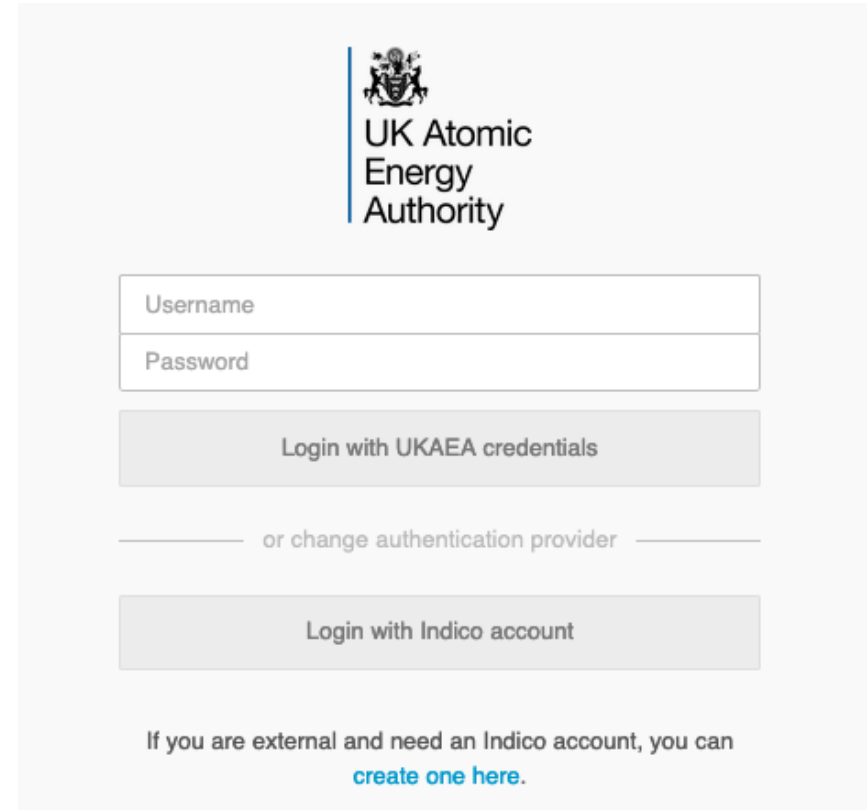
**Log in with your UKAEA credentials
(Microsoft SSO)**

OR

You can make a local Indico account

OR

Connect your existing local Indico account
to your UKAEA login



The screenshot shows the UKAEA Indico login interface. At the top right is the UK Atomic Energy Authority logo. Below it are two input fields: 'Username' and 'Password'. A button labeled 'Login with UKAEA credentials' is positioned below the password field. A horizontal line with the text 'or change authentication provider' is centered below the button. Another button labeled 'Login with Indico account' is positioned below the line. At the bottom, a note states: 'If you are external and need an Indico account, you can [create one here.](#)'

Accounts and Access

Main categories

Individual rights to manage
the Events/Conference area

Welcome to Indico. The Indico tool allows you to
To start browsing, please select a category below

Divisions

Conference, Workshops, and Events

Schools, Forums, and Courses

Home » Administration » General Settings

General Settings

- General Settings
- Security
 - IP Networks
 - Legal/Disclaimers
- Plugins

A new Indico version (3.3.2) is available!

System ⓘ

Administration of Indico
managed by

- Adam Parker
- Dan Short

Current Status of Indico at UKAEA

- **indico.ukaea.uk** currently running on dedicated hardware procured by the Events team and Procurement
Will be used for the training -- please have some patience 😊

Dedicated Hardware



- Server bought for ~£5000, installed by CST and PAT tested
- Currently files and database stored on the machine itself, additional funding may be needed for dedicated storage

Agenda and Plan

100% won't keep to time, it will be very open


Please ask questions as we go through, happy to discuss

Secondary training session?

09:30 → 09:40 Introduction

- Current status
- Accounts and access
- Plan for the future
- Format and agenda

Speaker: Adam Parker (Data Solutions Unit)


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09:40 → 10:10 Session 1: Categories and Admin

09:40 Talk

- Accounts and profiles
- Category creation and management
- Area protection

Speaker: Adam Parker (Data Solutions Unit)

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10:00 Hands-On

10:10 → 10:40 Session 2: Event Management and Registration

10:10 Talk

- Lectures, Meetings, Conferences
- Creating an event
- Timetables
- Registration forms
- Managing registrations and email responses

Speaker: Adam Parker (Data Solutions Unit)

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10:30 Hands-On

10:40 → 10:50


Coffee Break

10:50 → 11:20 Session 3: Plugins and Additional Features

10:50 Talk

- Plugins
- Payment and GOV.UK Pay
- Surveys
- Abstract submission
- Document templates
- Tickets, Badges, and the Check-in App

Speaker: Adam Parker (Data Solutions Unit)

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11:10 Hands-On

11:20 → 11:30 Closing Remarks, AOB, and Q+A

Speaker: Adam Parker (Data Solutions Unit)