

## UKAEA Indico Training

# Plugins and Additional Features

*Adam Parker,*

January 20<sup>th</sup>, 2025

# 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

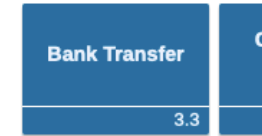
<https://github.com/indico/indico-plugins> array of plugins available here

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



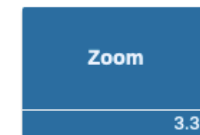
## Search



## 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><b>Manual</b></p> |  <p><b>GOVUKPAY<br/>Plugin</b></p> |  <p><b>Bank Transfer</b></p> |  <p><b>PayPal</b></p> |
| <b>enabled</b>  | <b>enabled</b>   | disabled   | disabled   |

**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*

-  Settings
-  Timetable
-  Protection
-  Privacy
-  Organisation
- Materials

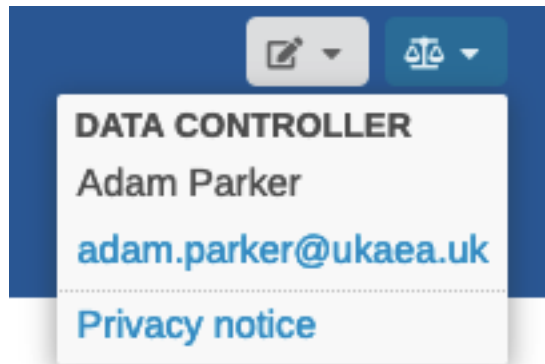
## Privacy dashboard

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### Data controller

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|                           |                      |
|---------------------------|----------------------|
| <b>Person/Institution</b> | Adam Parker          |
| <b>Contact email</b>      | adam.parker@ukaea.uk |

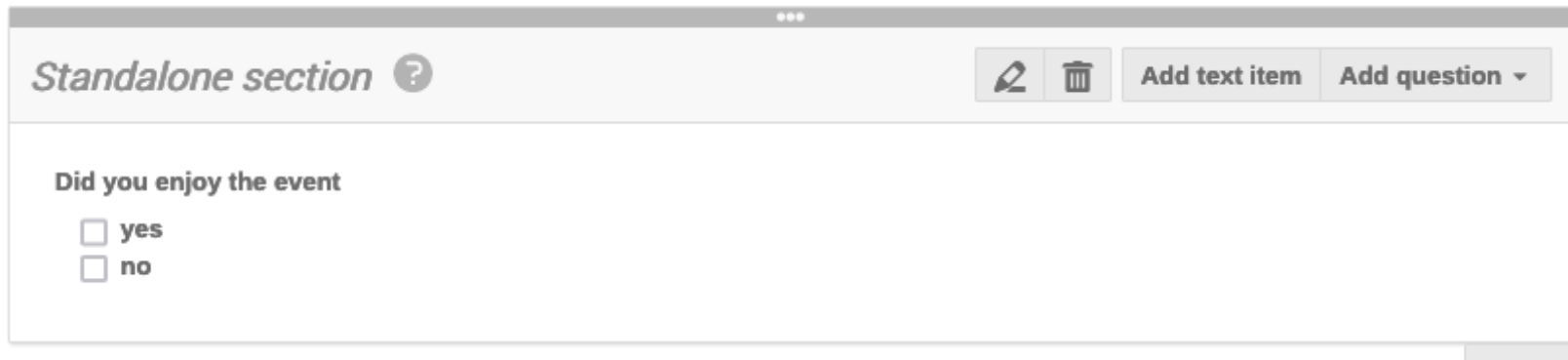


The Data Controller then appears on the main event page with contact details and the privacy notice.

# Surveys

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

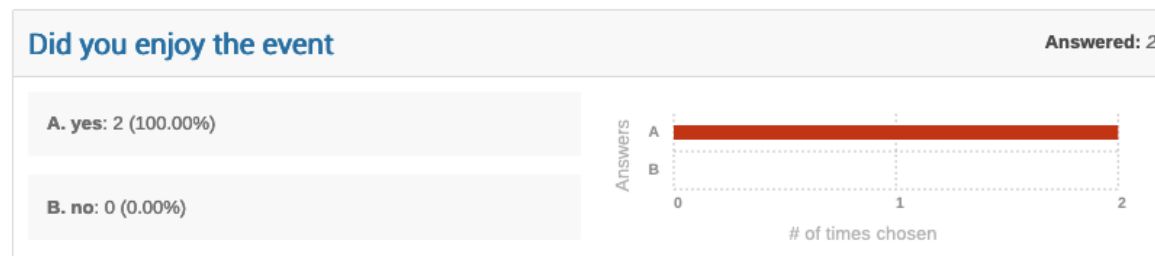
The email can be customised in the same way as any other (Thanks to Eddie!)



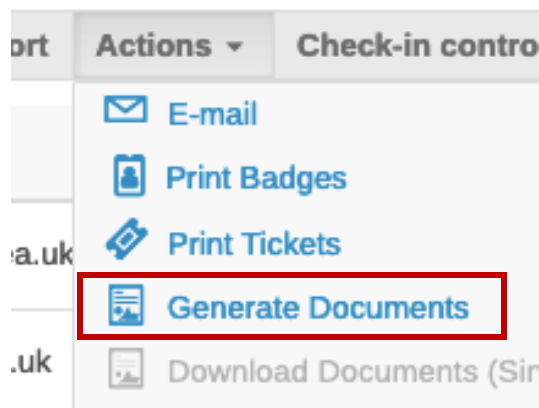
The screenshot shows a survey editor interface. At the top, it says "Standalone section" with a help icon. To the right are icons for editing and deleting, and buttons for "Add text item" and "Add question". The main content area contains the question "Did you enjoy the event" with two radio button options: "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        |
|--------------|--------------|
| <b>Total</b> | <b>£0.00</b> |

# Tickets and Badges

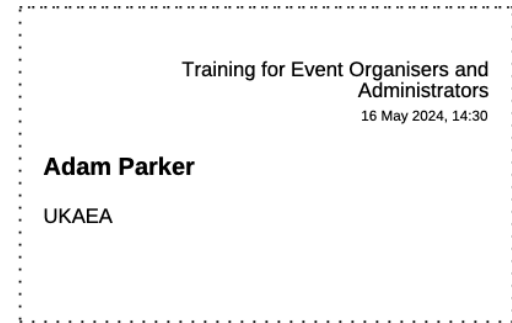
Indico supports tickets and badges for conferences

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



Training for Event  
Organisers and  
Administrators

Adam Parker  
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

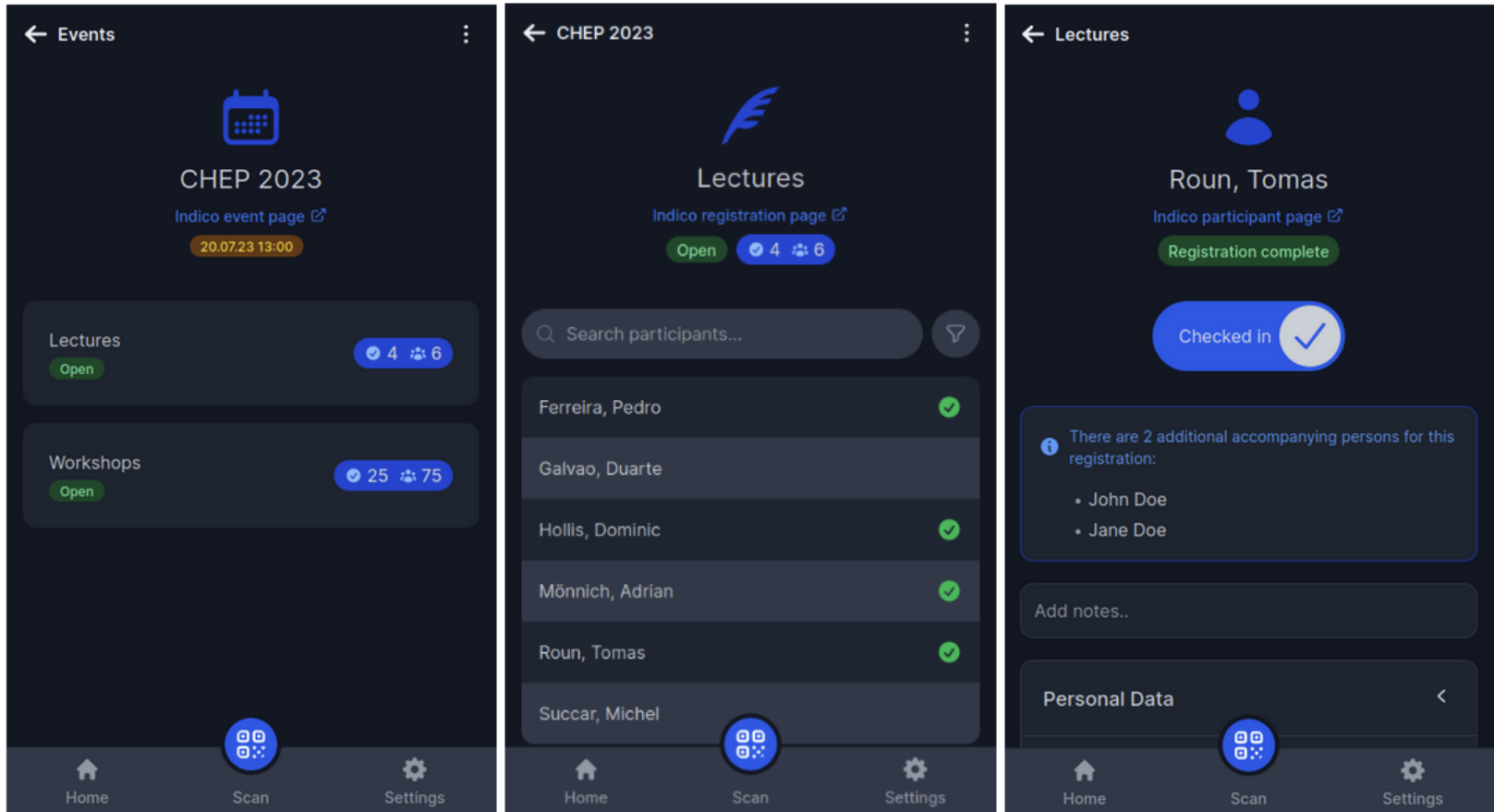
Back side

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