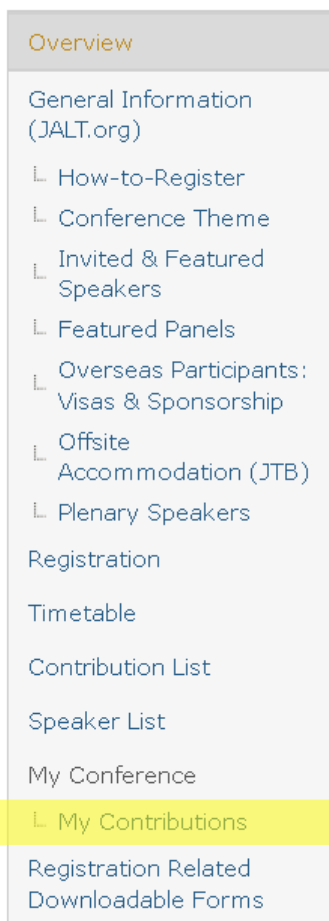


Editing an Indico Contribution

1. Log into Indico and **click on “My Contributions”** in the Overview panel.





2. **Open the editing window** for your presentation by clicking on the pencil icon on the right.

My Contributions

Speaker

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----------------------------------------------	---------------------------------------------------------------------------------------

Author

Sponsored 60 minutes #10	
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3. **Edit your presentation title** and add your **75-word summary** in the “Description” section.

Edit contribution 'Sponsored 60 minutes #10'

Presentation Title *

Description

B *I* | | |

Add your 75 word summary here.

4. In the *People* section add or remove presenters using the “**Add from search**” feature.

Presenters are the people who present at the conference. Presenters’ names will appear in the conference handbook.

Authors can edit the submission. Their names will not appear in the conference handbook unless they are also a presenter.

People

Authors

Miho Tajima
tajima@jalt.org (JALT)

Others

Trevor Holster
trevholster@gmail.com (Kyushu High-school)

Search for your presenters by **name or email address**. When you find the presenter’s account, click the “Confirm” button at the bottom.

Select users

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1 USER FOUND

Wayne Malcolm
conference@jalt.org (NPO JALT - Director of Conference)

I could not find the right person
If nobody on the search results corresponds to the person you were looking for, you can [add them manually](#).

Important Points

1. All presenters must open an Indico account before you try to add them. They can do that from this link: <https://events.jalt.org/login/>
2. If you cannot find the presenter's name using the "Add from search" feature, they probably do not have an Indico account. Please do not try to add them manually. This will not link the presentation to their Indico account and they will not be able to access it. Ask the presenter to open an Indico account and then add them using "Add from search."