

Setting up your own **LPA seminar** on indico

Getting started in less than 5 minutes

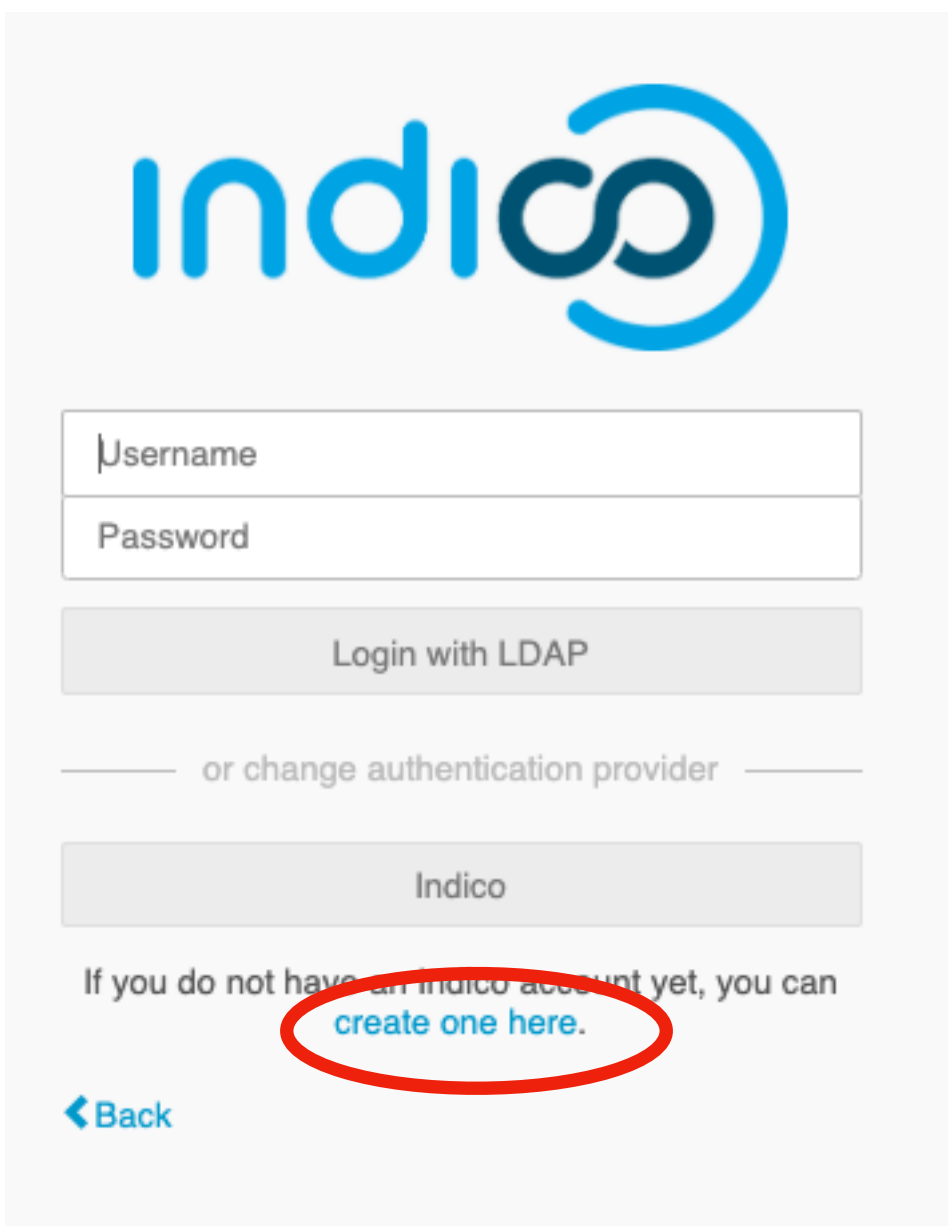
Getting started

1. Visit `indico.physik.uni-muenchen.de`

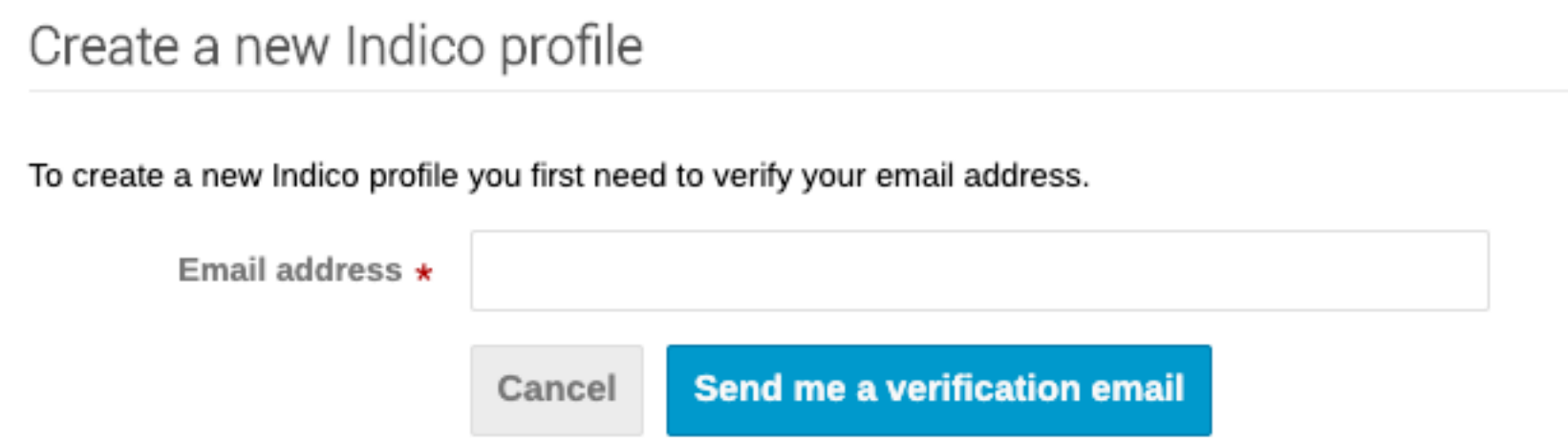
2. Click „Login“



3. Log in or (for first time access) click „Create one here“



4. Follow instructions



Creating a virtual laser-plasma seminar event

1. Go to „Laser-Plasma Acceleration“.

Laser-Plasma Acceleration

Create event

Parent category

Lectures, Seminars and Conferences on Laser-Plasma Acceleration. Managed by LS Krausz / AG Karsch.

There are 2 events in the future. [Hide](#)

October 2020

2. Click on „Create Event“

Laser-Plasma Acceleration

Create event

Lecture

Meeting

Conference

Parent category

Lectures, Seminars and Conferences on Laser-Plasma Acceleration. Managed by LS Krausz / AG Karsch.

There are 2 events in the future. [Hide](#)

October 2020

3. Select „Lecture“

Creating an event

Create new lecture

Category *

Laser-Plasma Acceleration

Choose category

Event title *

[Name of Seminar Series] Title of Talk

Dates *

30/06/2020

09:00

120

⌚

Add occurrence

Timezone *

Europe/Berlin

Location

Venue

Room

Speakers

There are no chairpersons

⌵

Search

Enter manually

Protection mode

Public

Inheriting

Protected

Public

This event will be publicly accessible since the category Laser-Plasma Acceleration is not protected.

Advanced

Create event

Cancel

1. Please use the following format for the **event title**: „[Name of Seminar Series] Title of Talk“, e.g. „[CALA Seminar] Laser-wakefield Acceleration with ATLAS“ or „[JuSPARC Seminar] Towards kHz laser-plasma acceleration“
2. Add the date and time zone.
3. If the speaker is registered on LMU’s indico page, just search for their name. Otherwise chose „enter manually“.
4. If you want the event to be visible to anybody, chose „Public“ or „inheriting“. If you choose protected, only registered LMU indico users can see the event description. We recommend „inheriting“, as you can set protection on any material later.

Creating an event

Create new lecture

Category *

Laser-Plasma Acceleration

Choose category

Event title *

Dates *

30/06/2020

09:00

120

Add occurrence

Timezone *

Europe/Berlin

Location

Venue

Room

Speakers

There are no chairpersons

↓
A
Z

Search


Enter manually

Protection mode

Public

Inheriting


























Protected

 **Public**

This event will be publicly accessible since the category Laser-Plasma Acceleration is not protected.

Advanced

Description









B**I****U****S** x_2 x^2 I_x \int \sum \prod $\frac{1}{2}$ $\frac{3}{4}$ $\frac{5}{6}$ $\frac{7}{8}$ $\frac{9}{10}$ $\frac{11}{12}$ $\frac{13}{14}$ $\frac{15}{16}$ $\frac{17}{18}$ $\frac{19}{20}$ $\frac{21}{22}$ $\frac{23}{24}$ $\frac{25}{26}$ $\frac{27}{28}$ $\frac{29}{30}$ $\frac{31}{32}$ $\frac{33}{34}$ $\frac{35}{36}$ $\frac{37}{38}$ $\frac{39}{40}$ $\frac{41}{42}$ $\frac{43}{44}$ $\frac{45}{46}$ $\frac{47}{48}$ $\frac{49}{50}$ $\frac{51}{52}$ $\frac{53}{54}$ $\frac{55}{56}$ $\frac{57}{58}$ $\frac{59}{60}$ $\frac{61}{62}$ $\frac{63}{64}$ $\frac{65}{66}$ $\frac{67}{68}$ $\frac{69}{70}$ $\frac{71}{72}$ $\frac{73}{74}$ $\frac{75}{76}$ $\frac{77}{78}$ $\frac{79}{80}$ $\frac{81}{82}$ $\frac{83}{84}$ $\frac{85}{86}$ $\frac{87}{88}$ $\frac{89}{90}$ $\frac{91}{92}$ $\frac{93}{94}$ $\frac{95}{96}$ $\frac{97}{98}$ $\frac{99}{100}$ $\frac{101}{102}$ $\frac{103}{104}$ $\frac{105}{106}$ $\frac{107}{108}$ $\frac{109}{110}$ $\frac{111}{112}$ $\frac{113}{114}$ $\frac{115}{116}$ $\frac{117}{118}$ $\frac{119}{120}$ $\frac{121}{122}$ $\frac{123}{124}$ $\frac{125}{126}$ $\frac{127}{128}$ $\frac{129}{130}$ $\frac{131}{132}$ $\frac{133}{134}$ $\frac{135}{136}$ $\frac{137}{138}$ $\frac{139}{140}$ $\frac{141}{142}$ $\frac{143}{144}$ $\frac{145}{146}$ $\frac{147}{148}$ $\frac{149}{150}$ $\frac{151}{152}$ $\frac{153}{154}$ $\frac{155}{156}$ $\frac{157}{158}$ $\frac{159}{160}$ $\frac{161}{162}$ $\frac{163}{164}$ $\frac{165}{166}$ $\frac{167}{168}$ $\frac{169}{170}$ $\frac{171}{172}$ $\frac{173}{174}$ $\frac{175}{176}$ $\frac{177}{178}$ $\frac{179}{180}$ $\frac{181}{182}$ $\frac{183}{184}$ $\frac{185}{186}$ $\frac{187}{188}$ $\frac{189}{190}$ $\frac{191}{192}$ $\frac{193}{194}$ $\frac{195}{196}$ $\frac{197}{198}$ $\frac{199}{200}$ $\frac{201}{202}$ $\frac{203}{204}$ $\frac{205}{206}$ $\frac{207}{208}$ $\frac{209}{210}$ $\frac{211}{212}$ $\frac{213}{214}$ $\frac{215}{216}$ $\frac{217}{218}$ $\frac{219}{220}$ $\frac{221}{222}$ $\frac{223}{224}$ $\frac{225}{226}$ $\frac{227}{228}$ $\frac{229}{230}$ $\frac{231}{232}$ $\frac{233}{234}$ $\frac{235}{236}$ $\frac{237}{238}$ $\frac{239}{240}$ $\frac{241}{242}$ $\frac{243}{244}$ $\frac{245}{246}$ $\frac{247}{248}$ $\frac{249}{250}$ $\frac{251}{252}$ $\frac{253}{254}$ $\frac{255}{256}$ $\frac{257}{258}$ $\frac{259}{260}$ $\frac{261}{262}$ $\frac{263}{264}$ $\frac{265}{266}$ $\frac{267}{268}$ $\frac{269}{270}$ $\frac{271}{272}$ $\frac{273}{274}$ $\frac{275}{276}$ $\frac{277}{278}$ $\frac{279}{280}$ $\frac{281}{282}$ $\frac{283}{284}$ $\frac{285}{286}$ $\frac{287}{288}$ $\frac{289}{290}$ $\frac{291}{292}$ $\frac{293}{294}$ $\frac{295}{296}$ $\frac{297}{298}$ $\frac{299}{300}$ $\frac{301}{302}$ $\frac{303}{304}$ $\frac{305}{306}$ $\frac{307}{308}$ $\frac{309}{310}$ $\frac{311}{312}$ $\frac{313}{314}$ $\frac{315}{316}$ $\frac{317}{318}$ $\frac{319}{320}$ $\frac{321}{322}$ $\frac{323}{324}$ $\frac{325}{326}$ $\frac{327}{328}$ $\frac{329}{330}$ $\frac{331}{332}$ $\frac{333}{334}$ $\frac{335}{336}$ $\frac{337}{338}$ $\frac{339}{340}$ $\frac{341}{342}$ $\frac{343}{344}$ $\frac{345}{346}$ $\frac{347}{348}$ $\frac{349}{350}$ $\frac{351}{352}$ $\frac{353}{354}$ $\frac{355}{356}$ $\frac{357}{358}$ $\frac{359}{360}$ $\frac{361}{362}$ $\frac{363}{364}$ $\frac{365}{366}$ $\frac{367}{368}$ $\frac{369}{370}$ $\frac{371}{372}$ $\frac{373}{374}$ $\frac{375}{376}$ $\frac{377}{378}$ $\frac{379}{380}$ $\frac{381}{382}$ $\frac{383}{384}$ $\frac{385}{386}$ $\frac{387}{388}$ $\frac{389}{390}$ $\frac{391}{392}$ $\frac{393}{394}$ $\frac{395}{396}$ $\frac{397}{398}$ $\frac{399}{400}$ $\frac{401}{402}$ $\frac{403}{404}$ $\frac{405}{406}$ $\frac{407}{408}$ $\frac{409}{410}$ $\frac{411}{412}$ $\frac{413}{414}$ $\frac{415}{416}$ $\frac{417}{418}$ $\frac{419}{420}$ $\frac{421}{422}$ $\frac{423}{424}$ $\frac{425}{426}$ $\frac{427}{428}$ $\frac{429}{430}$ $\frac{431}{432}$ $\frac{433}{434}$ $\frac{435}{436}$ $\frac{437}{438}$ $\frac{439}{440}$ $\frac{441}{442}$ $\frac{443}{444}$ $\frac{445}{446}$ $\frac{447}{4$


5. Click on Advanced to add an abstract for the event.

6. Once you are done, click on „Create event“.

Adding a streaming link to the event


 Settings
 Protection
▼  Organization
Materials
Participant Roles
Participants
Reminders
Surveys
▼  Reports
Logs
▼  Customization
Layout
Posters/Badges
▼  Advanced options
Features
Offline Copy
Roles Setup


Materials




Add materials to the event.

You can attach files or links using the buttons on the right.


 Upload files

 Add link




Generate a material package.

You can generate a ZIP file containing materials from the event.

 Material Package

There are no materials yet.

 New folder

You can also use this to upload related material such as slides etc. after the seminar. Just click on „Upload files“.

Adding a streaming link to the event

Add link

URL *

https://lmu-munich.zoom.us/j/596907884?pwd=a0lmcnZr

Title *

Zoom Link

Folder

No folder selected

Adding materials to folders allow grouping and easier permission management.

Protected

NO

Public

This object is publicly accessible since Test (Event) is not protected.

Access control list

Add User / Group

The list of users and groups allowed to access the material

Submit

Cancel

1. Insert the **link to access the event**, e.g. Zoom link, Blue Jeans, etc.
2. **Name the Link** appropriately
3. Select if the link is **protected or public**. If you select public, anyone who can see the indico event can also see the link. If you **select protected** only indico users can view it. We recommend using the protected option to avoid undesired access to the meeting („Zoombombing“).

Protected

YES

Protected

This object is **only** accessible by the **users specified** below and the **managers of parent resources**.

Access control list

Add User / Group

The list of users and groups allowed to access the material

Submit

Cancel

4. Submit.

Thank you for contributing to the
LPA Seminars!

If you have any questions, feel free to contact the organizers at laser.plasma.seminars@gmail.com