

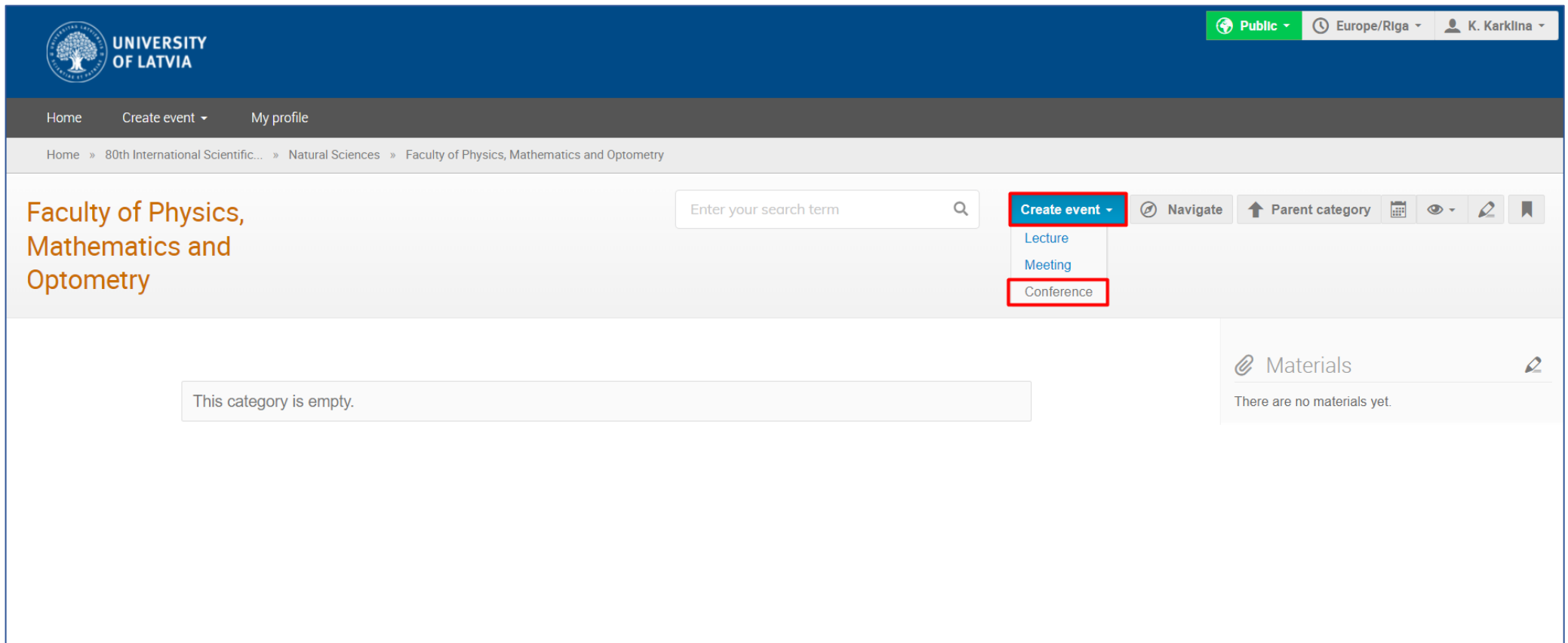
Indico

Sekcijas sēdes pamatinformācijas ievietošana

1. Jaunas sekcijas sēdes pievienošana

Indico izpratnē katra sekciju sēde ir kā atsevišķa konference.

Līdz ar to, lai izveidotu jaunu sekciju sēdi, jānospiež **Create event => Conference:**



The screenshot displays the Indico web interface for the University of Latvia. The top navigation bar includes the university logo, the text 'UNIVERSITY OF LATVIA', and user information: 'Public', 'Europe/Riga', and 'K. Karklina'. Below this is a secondary navigation bar with 'Home', 'Create event', and 'My profile'. The main content area shows a breadcrumb trail: 'Home > 80th International Scientific... > Natural Sciences > Faculty of Physics, Mathematics and Optometry'. The page title is 'Faculty of Physics, Mathematics and Optometry'. A search bar is present with the placeholder 'Enter your search term'. A 'Create event' dropdown menu is open, showing options for 'Lecture', 'Meeting', and 'Conference', with 'Conference' highlighted. To the right of the dropdown are icons for 'Navigate', 'Parent category', and other actions. Below the dropdown, a message states 'This category is empty.' On the right side, there is a 'Materials' section with the text 'There are no materials yet.'

2. Sekcijas sēdes nosaukuma un norises datuma + laika pievienošana


Pēc 1. soļa veikšanas atvēršies logs, kurā:


- jānorāda **sekcijas sēdes nosaukums** (1); **sekcijas sēdes norises datums un laiks** (2);
- jānospiež “Create event” (3).

Create new conference ✕

Category * Faculty of Physics, Mathematics and Optometry

Event title * Magnetic soft matter 1


Start * 02/11/2022 11:00 am 2 

End * 02/11/2022 6:00 pm 

Timezone * Europe/Riga ▼

Location Venue ▼ Room ▼

Protection mode

Public
 This event will be publicly accessible since the category Faculty of Physics, Mathematics and Optometry is not protected.

3

Svarīgi!

Ņemot vērā to, ka visa Indico sistēmas pamatne ir angļu valodā, sekciju sēžu informāciju vēlams ievadīt **angļu valodā**.

Bet, ja sekcijas sēde notiek tikai latviešu vai citā valodā, un angļu valoda nekādā veidā nav attiecināma, informāciju var vadīt tajā valodā, kurā notiks sekciju sēde, rēķinoties ar to, ka pamatne tāpat paliks angļu valodā.

3. Sekcijas sēdes pamatinformācijas pievienošana

Pēc iepriekšējā soļa veikšanas Jūsu sekcijas sēdei tiks izveidota sava mini-tīmekļvietne, kurā tālāk notiks visi turpmākie ar Jūsu sekcijas sēdi saistītie procesi.

Nākamais solis – pievienot **nelielu aprakstu** par Jūsu sekcijas sēdi. Vieta, kur pievienot aprakstu, ir atrodama šeit:













Home » 80th International Scientific... » Natural Sciences » Faculty of Physics, Mathematics and Optometry » Magnetic soft matter

Switch to display view

Magnetic soft matter 11 Feb

Created by Kristine Karklina (kk12142@edu.lu.lv)

Settings

	Title Magnetic soft matter Description None Short URL None	
	Date February 11, 2022 Time 11:00 AM - 6:00 PM Timezone Europe/Riga Screen dates None	
	Room None Venue None Address None Map URL None	
	Chairpersons None	
	Additional info None Contact title Contact Email None Phone None	
	Keywords None	

4. Sekcijas sēdes apraksta un unikālās URL adreses pievienošana

- Sadaļā “Description” jāpievieno **neliels apraksts par sekciju sēdi** (1);
- Sadaļā “URL shortcut” (2) – vai ierakstīt (tas nav obligāti, pēc Jūsu izvēles) sekcijas sēdes nosaukuma atslēgvārdu, lai izveidotos unikāla URL adrese, kuru varēsiet izmantot publicitātei;
- Pēc veiktajām darbībām jānospiež “Save” (3).

The screenshot shows the 'Settings' page for an event titled 'Magnetic soft matter' created by Kristine Karklina. The page is divided into several sections:

- Event title:** A text input field containing 'Magnetic soft matter'.
- Description:** A rich text editor with a toolbar and a text area. The text area contains a paragraph of text about the conference. A red box highlights this section, with a red '1' next to it.
- URL shortcut:** A text input field containing 'https://conferences.lu.lv/e/ magneticsoftmatter'. A red box highlights this field, with a red '2' next to it.
- Save/Cancel:** Two buttons at the bottom right. The 'Save' button is highlighted with a red box, with a red '3' next to it.

Below the URL shortcut field, there is a note: "The URL shortcut must be unique within this Indico instance and is not case sensitive."















5. Sekcijas sēdes vadītāja/-u pievienošana

- Lai pievienotu sekcijas sēdes vadītāju/-s, jānospiež uz zīmuli sadaļā “Chairpersons”:

Magnetic soft matter 11 Feb

Created by Kristine Karklina (kk12142@edu.lv)












Settings

	Title Magnetic soft matter 
	Description This year's conference is devoted to the challenges related to the magnetic soft matter. MMLL (Lab of Magnetic Soft Materials) research group is focused on understanding the behaviour of... 
	Short URL https://conferences.lu.lv/e/magneticsoftmatter
	Date February 11, 2022 
	Time 11:00 AM - 6:00 PM
	Timezone Europe/Riga
	Screen dates None
	Room None 
	Venue None
	Address None
	Map URL None
	Chairpersons None  
	Additional info None 
	Contact title Contact
	Email None
	Phone None
	Keywords None 

- Sekcijas sēdes vadītājs jāpievieno, izmantojot “Search” poga:

Magnetic soft matter 11 Feb
Created by Kristine Karklina (kk12142@edu.lu.lv)

Settings

	Title Magnetic soft matter  Description This year's conference is devoted to the challenges related to the magnetic soft matter. MMML (Lab of Magnetic Soft Materials) research group is focused on understanding the behaviour of... Short URL https://conferences.lu.lv/e/magneticsoftmatter
	Date February 11, 2022  Time 11:00 AM - 6:00 PM Timezone Europe/Riga Screen dates None
	Room None  Venue None Address None Map URL None
	Chairpersons  <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">There are no chairpersons</div> <div style="display: flex; align-items: center; gap: 10px;">↓↑  Add myself Search Enter manually</div> <div style="display: flex; justify-content: flex-end; gap: 10px;">Save Cancel</div>
	Additional info None  Contact title Contact Email None Phone None

- Sadaļā “Family name” jāieraksta sekcijas sēdes vadītāja uzvārds (bez diakritiskām zīmēm) (1);
- Jānospiež “Search” (2):

Add users

Family name

1

Given name

Email address

Affiliation

Exact matches only

Select favorite ▼

2

Svarīgi!

Lai pievienotu konkrētu sekcijas vadītāju, viņam ir jābūt izveidotam **Indico profilam** un **kaut vienu reizi jāpieslēdzas** <https://conferences.lu.lv/>.

- Atrodot sekcijas vadītāju, jānospiež "+":

Add users

Family name

Given name





Email address

Affiliation

Exact matches only

Select favorite ▾

2 USERS FOUND

	Kristine Karklina kk12142@edu.lu.lv (University of Latvia)	
	Kristine Karklina kristine.karklina11@gmail.com	

- Pēc “+” nospiešanas blakus izvēlētajai personai parādīsies zaļš ķeksītis, kas apstiprina izvēli;
- Jānospiež “Confirm”:

Add users 1

Family name

Given name





Email address

Affiliation

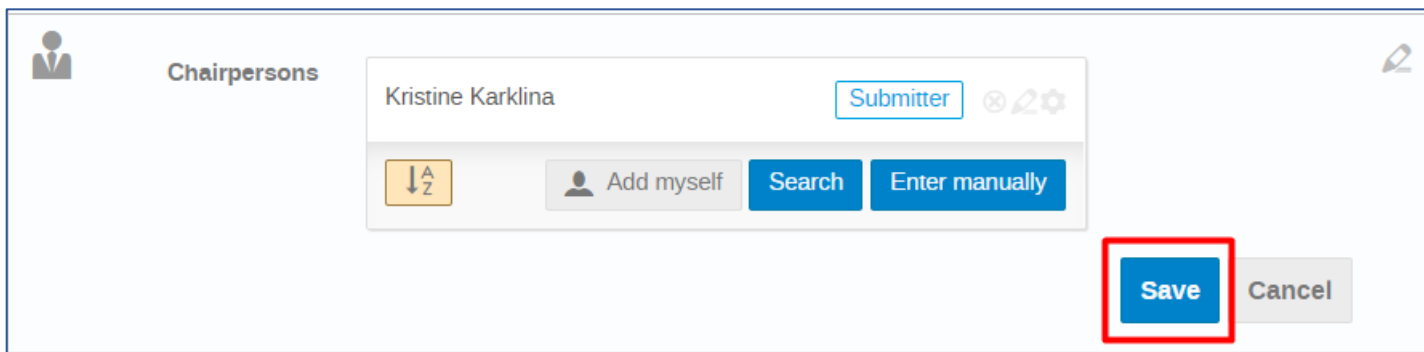
Exact matches only

Select favorite ▾

2 USERS FOUND

	Kristine Karklina kk12142@edu.lu.lv (University of Latvia)	
	Kristine Karklina kristine.karklina11@gmail.com	

- Pēc šāda paša principa var pievienot vairākus sekcijas vadītājus.
- Kad ir pievienoti visi sekcijas sēdes vadītāji, jānospiež “Save”:



The screenshot displays a user interface for managing chairpersons. The title is "Chairpersons". A search bar contains the name "Kristine Karklina" and the role "Submitter". Below the search bar are several buttons: a yellow button with a down arrow and "A Z", a grey button with a person icon and "Add myself", a blue button "Search", and another blue button "Enter manually". At the bottom right, there are two buttons: a blue "Save" button (highlighted with a red box) and a grey "Cancel" button.
























6. Kontaktinformācijas pievienošana

- Lai pievienotu kontaktinformāciju, caur kuru interesenti varēs ar Jums sazināties saistībā ar Jūsu sekcijas sēdi, jānospiež uz zīmuliņi šajā sadaļā:

Magnetic soft matter 11 Feb

Created by Kristine Karklina (kk12142@edu.lu.lv)

Settings

	Title Magnetic soft matter 
	Description This year's conference is devoted to the challenges related to the magnetic soft matter. MMML (Lab of Magnetic Soft Materials) research group is focused on understanding the behaviour of... 
	Short URL https://conferences.lu.lv/e/magneticsoftmatter 
	Date February 11, 2022 
	Time 11:00 AM - 6:00 PM 
	Timezone Europe/Riga 
	Screen dates None 
	Room None 
	Venue None 
	Address None 
	Map URL None 
	Chairpersons Kristine Karklina Submitter 
	Additional info None 
	Contact title Contact 
	Email None 
	Phone None 
	Keywords None 

- Sadaļā “Title” jānorāda vārds “Contact” (1);
- Sadaļā “Email” jāieraksta e-pasts, uz kuru varēs rakstīt interesenti, lai noskaidrotu informāciju par sekcijas sēdi (2);
- Sadaļā “Phone numbers” jāieraksta kontakttālrunis (3);
- Pēc visām veiktajām izmaiņām jānospiež “Save” (4):

Additional information

This text is displayed on the main conference page.

Contact/Support

Title * 1

Emails 2

Phone numbers 3

4

7. Ievadītā satura apskate priekšplānā

- Lai apskatītos, kā izskatās Jūsu savadītā informācija priekšplānā, lapas augšējā kreisajā stūrī jānospiež “Switch to display view”:

The screenshot shows the University of Latvia event management interface. At the top, there is a blue header with the University of Latvia logo and name. Below the header is a navigation bar with links for Home, Create event, and My profile. A breadcrumb trail indicates the current location: Home » 80th International Scientific... » Natural Sciences » Faculty of Physics, Mathematics and Optometry » Magnetic soft matter.

The main content area features a blue button labeled "Switch to display view" with a camera icon, which is highlighted by a red rectangular box. To the right of this button, the event title "Magnetic soft matter" is displayed in orange, followed by the date "11 Feb" and the creator information "Created by Kristine Karklina (kk12142@edu.lu.lv)".

On the left side, there is a sidebar menu with the following items: Settings (highlighted), Timetable, Protection, Organization (expanded), Materials, Contributions, Participant Roles, Program, and Registration.

The main content area is titled "Settings" and contains two sections. The first section, marked with a house icon, includes the following details: Title: Magnetic soft matter; Description: This year's conference is devoted to the challenges related to the magnetic soft matter. MMML (Lab of Magnetic Soft Materials) research group is focused on understanding the behaviour of...; Short URL: <https://conferences.lu.lv/e/magneticsoftmatter>. The second section, marked with a calendar icon, includes: Date: February 11, 2022; Time: 11:00 AM - 6:00 PM; Timezone: Europe/Riga; Screen dates: None.

- Izejt cauri visiem iepriekšējiem soļiem, rezultātā Jūsu sekcijas sēdes lapā ir jāparādās:
 - Sekcijas sēdes nosaukumam (1);
 - Sekcijas sēdes norises datumam un laikam (2);
 - Sekcijas sēdes īsajam aprakstam (3);
 - Sekcijas sēdes vadītājam (4)
 - Sekcijas sēdes kontaktinformācijai (5):

The screenshot shows a conference page for 'Magnetic soft matter'. The page has a blue header with the title 'Magnetic soft matter' (1). Below the header, the date 'February 11, 2022' and 'Europe/Riga timezone' are displayed. A search bar is located on the right. On the left, there is a sidebar with 'Overview', 'Participant List', and 'Contact' (5). The 'Contact' section shows an email 'k.karklina@lu.lv' and a phone number '67000000'. The main content area contains a description of the conference (3): 'This year's conference is devoted to the challenges related to the magnetic soft matter. MMML (Lab of Magnetic Soft Materials) research group is focused on understanding the behaviour of soft matter systems influenced by the application of magnetic field. In this conference section researchers from MMML present the latest results on current research topics. The objective of the conference is to provide a platform/opportunity for scholars, researchers, and professionals to meet, exchange ideas, findings, research results and discuss challenges for magnetic soft matter.' Below the description, the start and end times are listed (2): 'Starts Feb 11, 2022, 11:00 AM' and 'Ends Feb 11, 2022, 6:00 PM' in 'Europe/Riga'. The organizer's name 'Kristine Karklina' (4) is shown below the times. At the bottom, there is a message 'There are no materials yet.' with a paperclip icon and an edit icon.