## How to upload presenter materials to indico:

1. Once your presentation is accepted you will be able to upload material.

2. Log into the indico site using the same log-in credentials you used when submitted abstracts.

3. A new link called 'My Contributions' will appear in the side menu on the main page. This link will take you to a list of your presentations.

4. Choose the presentation that you want to upload material for, then click either of the 'submit material' buttons on the page.

	There are no materials yet.	
	Presentation Materials	2
Salp2021@salp.org.za		$\bigcirc$
Support	L Du Toit Strauss (Centre for Space Re	
L. Reviewing Area L. Judging Area	Primary authors	
Paper Peer Reviewing	N/A	
Book of Abstracts	Level for award;(Hons, MSc, PhD, N/A)?	
Guidelines and Templates	No	
My Contributions	Apply to be considered for a student ; award (Yes / No)?	
L. My Sessions	Testing	
Ani-harassment policy	Description	
Registration		
I. Reviewing Area	Du Tolt Strauss (Centre for Space Re     Tebogo Mokhine (SAIP)	
Call for Abstracts	opeanelo	
Timetable	Speakers	
messenger era	<ul> <li>Potchetstroom Campus (North-West University)</li> </ul>	

5. The following pop-up screen will appear:

🗋 Upload files 🔗 Add link
New folder

6. Click "upload files" to launch the following window:

Upload files

	Drag file here	
	- or -	
	Choose from your computer	
Folder	No folder selected	~
	Adding materials to folders allow grouping and easier permiss management.	islon
Protected		
Access control list	This list is currently empty	
	+ User Group Registrants •	
	The list of users and groups allowed to access the material	
	Public This object is publicly accessible since Test Upload V Du Tolt (Contribution) is not protected.	With
		Upload Cancel

×

- 7. Select the material you wish to upload and click "Upload."
- 8. The uploaded material will be processed further by the SAIP2022 LOC.