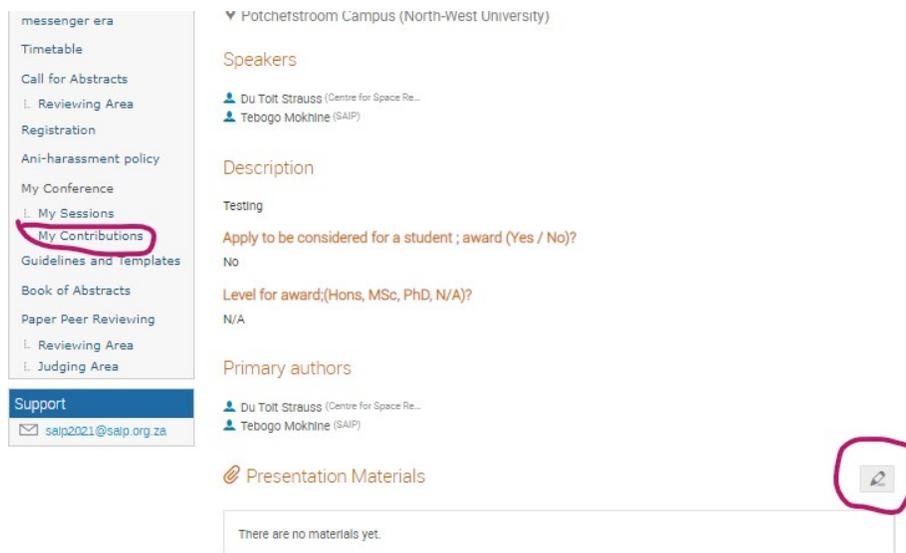
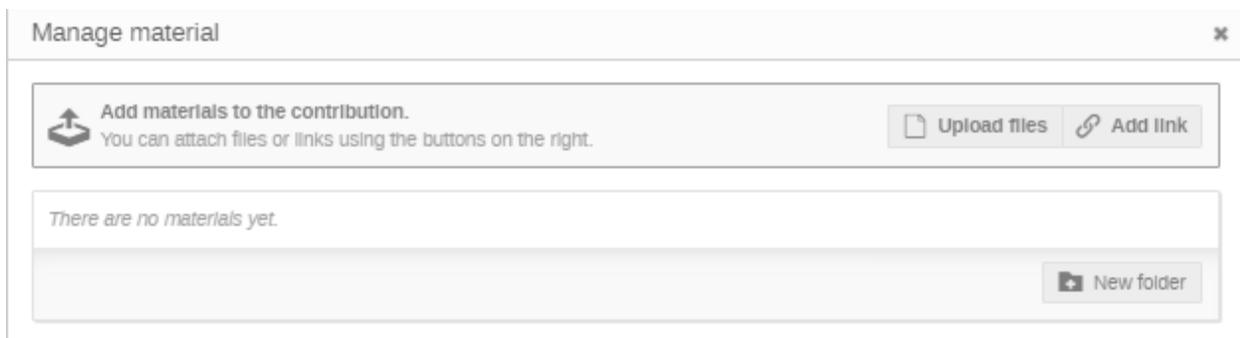


## How to upload presenter materials to indico:

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.



5. The following pop-up screen will appear:



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

Drag file here

- or -

Choose from your computer

**Folder**  ▾

*Adding materials to folders allow grouping and easier permission management.*

**Protected**

**Access control list**

This list is currently empty

▾

*The list of users and groups allowed to access the material*

**Public**

 This object is publicly accessible since **Test Upload With Du Toit (Contribution)** is not protected.

7. Select the material you wish to upload and click “Upload.”

8. The uploaded material will be processed further by the SAIP2022 LOC.

-- the end --