

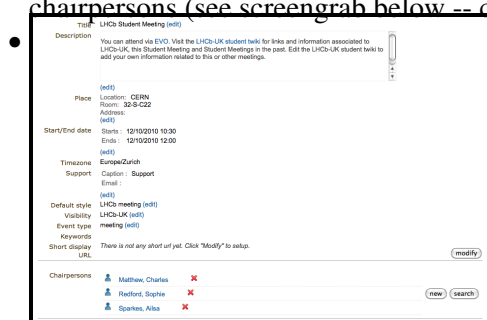
Here's how to set up a meeting. There are four steps:

1) To book the EVO meeting, do:

- Launch the EVO client [☞](#).
- Click **Meetings** and then **Book a meeting**.
- From "Community", choose "LHCb".
- Put "LHCb-UK student meeting" or similar as the title.
- Put a description if you like.
- Enter the password
- Leave the "Kind of meeting" as "Open meeting"
- Set the date and time (remember it's CERN time, not UK time).
  - ◆ I suggest having the EVO meeting start at 10:00, so that if someone (us, speaker, ...) wants to connect in advance it will work.
  - ◆ Likewise, I'd suggest being generous with the end time, e.g. 13:30.
- Don't bother about "Recurrence".
- When you're ready, click **Create**.
- You'll get an email with full co-ordinates (should only take a few seconds). Make a note of the meeting URL.

2) To set up Indico:

- Start from the Indico page of a previous meeting, e.g. [here](#) [☞](#).
- Click **Manage** and then **Clone Event**.
- Check or uncheck what bits to clone (probably just **Access and management privileges**).
- Under "Clone the event only once at the specified date", click the calendar and choose the meeting data.
- Ignore the "fixed interval" and "given days" bit below.
- When you're ready, click **clone once**.
- Accept the confirmation (should be for "1 new events").
- The date, time, location, etc should be set up by default. It should also list the three of us as **chairpersons** (see [screenshot below](#) -- click for bigger version). This is the "General Settings" page.



- Tell it the EVO URL:
  - ◆ On the General Settings page, click **modify**.
  - ◆ In the "Description" box, edit the EVO URL to match the one you were emailed.
  - ◆ Click **ok**.
- To add items to the timetable, click **Timetable** on the left. Then from the Timetable page:
  - ◆ Click **Add new** and then **Contribution**.
  - ◆ Give it a title (easy -- just fill in the box)
  - ◆ Set the time and duration
  - ◆ Set the speaker(s). You don't type directly into the box -- instead, click **Add existing** at the bottom, then search for them in the form that pops up (like a phone book). When you find them, select their name and click **Add**. (Sometimes people appear more than once if they're registered with CERN under multiple email addresses.)
  - ◆ When you're done, click **Add**.
- When you're done, click **Switch to event page**.

- If you need to edit again, click **Manage** then **Edit event**.
- That's usually enough, but sometimes permissions can get screwy (especially if the speaker isn't a member of LHCb, or if they have multiple accounts). You can edit things for the whole meeting under the "Protection" page (e.g. to add non-LHCb people to the access list), and for individual talks you can add people who are allowed to submit slides (click on the talk, then **Edit**, then **Protection**, then see "Submission control" at the bottom).

### 3) Update the twiki page

- Go to LHCbUKStudentGroup
- Helpful tip: Update the LHCbUKStudentGroupMeetingArchive now while the URL etc from the previous meeting is still there.
- Edit the LHCbUKStudentGroup twiki page -- update the Indico and EVO URLs, title, etc.
- Check if the phone bridge ID and/or passcode need updating.

### 4) Send out an email to lhcb-uk@cernNOSPAMPLEASE.ch with the details

- You'll need to send it from an email account that's subscribed to the CERN mailing list. I get this mixed up all the time (sending from uni vs cern address) and it usually fails silently so remember to check that it went through!
- Blank out the secret LHCb-UK password (but not the phone bridge passcode)
- Give twiki, EVO, and Indico links

-- MatthewCharles - 08-Oct-2010

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This topic: Main > LHCbUKStudentGroupMeetingSetup

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