How to submit a presentation with Indico

Follow the steps below to successfully [submit your presentation for KohaCon26](#).

Step 1: Start the Submission Process

1. Open the **Call for Presentation** : https://indico.kit.edu/event/5444/abstracts/ .

2. Click on the link **"create one here"** under the login section to create a new user profile.

Step 2: Enter Your Email Address

1. Enter a **valid email address** in the provided field.

    o   This email will be used for all submission-related communication.

2. Complete the **CAPTCHA** to confirm you are not a robot.

3. Click **Send me a verification email**.

Create a new Indico profile

To create a new Indico profile you first need to verify your email address.

Email address *

CAPTCHA *

Confirm that you are not a robot 🐻
Type the characters you see in the image. You can also listen to the audio instead

2274

Answer

Send me a verification email   Back

Create a new Indico profile

ⓘ We have sent you a verification email. Please check your mailbox within the next hour and open the link in that email.

Cancel

Step 3: Check Your Email Inbox

1. Open your email inbox.

2. Look for an email from **Indico**.

   o If you do not see it, please check your **spam or junk folder**.
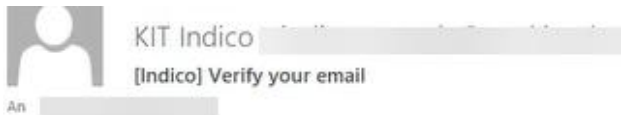
Create a new Indico profile

ⓘ We have sent you a verification email. Please check your mailbox within the next hour and open the link in that email.

Cancel

Step 4: Confirm Your Email Address

1. Open the email you received.

2. Click on the **confirmation link** inside the message.

   o This step verifies your email address and activates your access to the submission system.

KIT Indico
[Indico] Verify your email

An

Dear user,

You started the Indico profile creation process. To continue, you need to verify that _____ is indeed your email address.

Please click the following link to continue the registration process:

https://indico.kit.edu/register/?token=

Step 5: Complete Your Profile Information

After confirming your email, you will be redirected to Indico.

1. Fill in your **profile details**, such as:

    o Full name

    o Affiliation / institution

    o Login details (username & password)

2. Review the information carefully.

3. Save your profile.

Create a new Indico profile

✓ You have successfully validated your email address and can now proceed with the registration.

User information

Email address

First name *   Last name *

Affiliation

Login details

Username *

Password *   Confirm password *

Create my Indico profile   Cancel

Step 6: Submit Your Presentation

1. Once your profile is complete, proceed to the **presentation submission form**.

2. Enter all required information, such as:

    o   Presentation title

    o   Abstract or description

    o   Author(s) and co-author(s), you can use the Button "Add myself"

    o   Any additional requested details

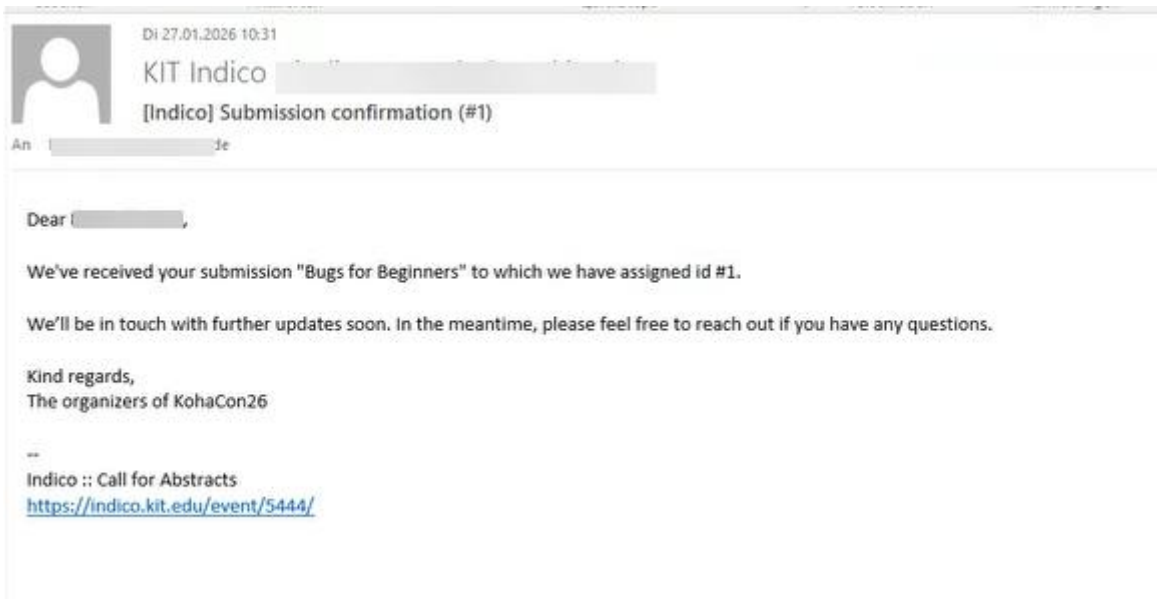3. Click **Submit** to finalize your presentation submission.

Step 7: Submission Confirmation

- After submission, you will receive an **automatic confirmation email** acknowledging that your presentation has been successfully submitted.

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KIT Indico

[Indico] Submission confirmation (#1)

An [   ]de

Dear [   ],

We've received your submission "Bugs for Beginners" to which we have assigned id #1.

We'll be in touch with further updates soon. In the meantime, please feel free to reach out if you have any questions.

Kind regards,
The organizers of KohaCon26

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Indico :: Call for Abstracts
https://indico.kit.edu/event/5444/

Step 8: Acceptance Notification

- If your submission is accepted, you will receive **another email in April** confirming that your presentation has been included in the **conference programme**.