

Bulletin #2022/1 (Indico.UN)

Settings and fields retained during the migration of past events to Indico.UN Version 2

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Indico.UN Team

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Introduction

Following the decision by the Indico.UN Project Board, all organizations and teams (categories) on Indico.UN version 1 will be migrated to Indico.UN version 2 by mid-2022, and version 1 would be decommissioned not later than **1 October 2022**. If your organization or team is not yet migrated to version 2, **contact the Indico.UN support team immediately** and do not **create/have** any events on version 1 that fall during or after the 1st of October 2022, which is the date on which the version 1 system will be decommissioned.

The Information note “[Paper on the Decommissioning of Indico.UN version 1](#)” sent on the 11th of May 2022 shared the planning and high-level details regarding the Indico.UN migration to version 2. As of July 15th, 2022, all development of new features in version 2 has also been suspended, and the development team will focus on completing the developments for the migration to version 2. The most important excerpts of the previous information note can also be found in the annex of this document.

This bulletin aims to provide comprehensive information regarding events created in version 1, which the Indico.UN team will migrate to version 2 on the 1st of October 2022. This bulletin will detail the event-related settings and configurations that will and will not be migrated automatically to version 2.

Settings and configurations which will be migrated.

The following pages detail the settings by section that will and will not be migrated to version 2.

All fields enclosed in a green box will be migrated, while the red boxes will not.

If you have any concerns regarding the fields that will not be migrated, kindly contact the project manager at moserf@un.org.

General Settings

All settings that are enclosed in green boxes will be migrated while those in the red boxes will not be migrated.

Settings that will not be migrated include:

- Default style
- Event type
(Will be defaulted to the default value in version 2 with no impact for events)

All event URLs will be migrated, ensuring that event invitees and the public can access the event page.

In addition, if a short URL was defined for an event in version 1, it will continue working after the migration to version 2 unless the same short URL was used twice, in which case it will only be retained for the most recent event.

Public Status	<input checked="" type="checkbox"/> Hide event from public
Title	Indico.UN Stakeholder's Meeting (edit)
Short Title (for badges)	No text (edit)
Description	No description
Place	Location: VIRTUAL Room: Address: Geneva, Switzerland (edit)
Start/End date	Starts : 04/02/2021 14:30 Ends : 04/02/2021 15:30 (edit)
Timezone	Europe/Zurich (edit)
Additional info	No additional info
Support	Caption : Support Email : Telephone : (edit)
Default style	Parallel (edit)
Visibility	Everywhere (edit)
Event type	conference
Keywords	(edit)
Short display URL	There is not any short url yet. Click "edit" to setup. (edit)

As the events are in the past and badges no longer need to be printed, Security Settings won't be migrated.

Fields that won't be migrated include:

- Chairpersons
- Type of contributions
- Custom lists
- Badge Templates
- Do not sync with gMeets

The Custom class field will be mapped to the equivalent representation type schema in version 2.

Security Settings

Automatic Check-In on Printing Badge Associate Printing Badge to Check-In

Limit #Printed Badge for Badge Assistant (0 for unlimited) 0 (edit)

Show extra info in Registrants list Show (can access/print badge) information

Use UNOG Security Badges Use UNOG Security Badges

Chairpersons

Screen dates Thursday 4 February 2021 14:30 (normal) ->
Thursday 4 February 2021 15:30 (normal)

Types of contributions

Custom Class

Custom Lists

Badge Templates template_default

gMeets ID NONE

DO NOT SYNC with gMeets

Timetable

Session

All settings that are enclosed in green boxes will be migrated while those in the red boxes will not be migrated.

Fields that won't be migrated include:

- Sub-Title
- Session Type

Add Session ✕

Title

Sub-Title

Description

Date

Time -

Place Location Room

Inherit from parent event: (VIRTUAL)

Address

Color

Convener(s)

Session type Standard Poster

Break

All fields will be migrated.

Add Break ✕

Title

Description

Place Location Room

Inherit from parent event: (VIRTUAL)

Address

Date

Start time Duration min

Color

Contribution

Contribution will not be migrated to version 2

Material

All fields and uploaded files will be migrated.

Upload Material

Basic
Advanced

Location Local file
 External resource (hyperlink)

No file chosen
[more](#)

Material type or other

*This will be the first resource of type **Minutes**. Please select who will be able to access this material type:*

- Inherit from parent Conference (*currently open to everyone, but can change*)
- Restricted: Can only be viewed by you and users/groups chosen by you from the list of users
- Public: Can be viewed by everyone

Upload Material

Basic
Advanced

Description

Display Name
'Display name' will be used instead of the original file name

Registration

All meeting participant registrant data will be migrated to version 2. Meeting managers will be able to access historic registration data once the migration to version 2 is completed. The sections below detail the registration configuration fields that will be (and will not be) migrated.

Setup

All fields that are enclosed in green boxes will be migrated while those in the red boxes will not be migrated.

The following fields will not be migrated as registrations for these events will already be closed.

- Max no of registrants
- Automatic notification on approve/reject
- Email registrant
- Limit NGO badge's validity
- Limit Public badge's validity
- Restrict NGO selection to the approved list
- Quota for NGO Approvals
- Quota for NGO Approvals Per Session
- Registration Quota
- Must have an account
- Allow renewal registration
- Always display full list of registrations
- Excluded Representation Types

<p>Current status <input type="checkbox"/> OFF</p> <p>Registration start date</p> <p>Registration end date</p> <p>Modification end date (for participants & registrars)</p> <p>Title</p> <p>Contact info</p> <p>Announcement</p>
<p>Max No. of registrants</p>
<p>Email notification sender address</p> <p>Reply To</p> <p>Email notification (on new registrations)</p> <p>Also notify on Registration Changes</p>
<p>Automatic notification on approve/reject</p> <p>Email registrant</p> <p>Limit NGO badge's validity</p> <p>Limit Public badge's validity</p> <p>Restrict NGO selection to the approved list</p> <p>Quota for NGO Approvals</p> <p>Quota for NGO Approvals Per Session</p> <p>Registration Quota <input type="button" value="See/Modify"/></p> <p>Must have account</p> <p>Allow renewal registration No</p> <p>Always display full list of registrations No</p> <p>Excluded Representation Types --empty--</p>

Edit

As the registration form is built dynamically using fields, the section below will detail the sections and field types that will and will not be migrated.

Sections

Migrated to version 2	Not migrated to version 2
General sections	Social events
Session Section	Accommodation section
Media/Journalists/Press section	
Personal data section	

Field Types

All field types will be migrated to version 2 (complete listing below).

Migrated to version 2
Picture
CheckBox
TextArea
Yes/No
Text input
Dropdown
Number
Phone
File
Country
Date
Label
Multichoice

Protection

All fields that are enclosed in green boxes will be migrated while those in the red boxes will not be migrated.

The following fields will not be migrated:

- Modification Key
- Session coordinator's rights

The above fields are not migrated as there has been minimal use of them in version 1.

Modification control

Managers
(users allowed to modify)

Modification key
Note: It is more secure to use the manager list instead of a modification key!

Registration modification control

Registrars
(users allowed to modify registration)

Access control

Current status Your event is currently **INHERITING** from a **PUBLIC** category
This means that it has the same access protection as its parent category 'Events' which is currently **PUBLIC** (but this may change).

Modify status Make it (viewable by all the users, regardless of the access protection of the parent category 'Events').
 Make it (viewable only by the users you choose, regardless of the access protection of the parent category 'Events').

Session coordinator's rights

Basic Rights
(Always available)

- Restricted session timetable management (add contributions, create breaks)
- View comments from the conference manager (no modifications)
- View contribution list (no modifications)
- View session main data (no modifications)

Optional Rights **(Click on the icon in order to enable/disable)**

- ✗ Modify the contributions
- ✗ Unrestricted session timetable management

Tools

Managers should create new events on version 2 before cloning to make copies of events. Events that are migrated from version 1 should not be cloned.

Tools

Lock

The settings applied for locking an event will be migrated to version 2

Confirmation Required

Are you sure that you want to lock the event?

Indico.UN Stakeholder's Meeting

Note that if you lock the event, you will not be able to change its details any more. Only the creator of the event or an administrator of the system / category can unlock an event.

Layout

All settings that are enclosed in green boxes will be migrated while those in the red boxes will not be migrated.

The following settings will not be migrated

- Stylesheets
- Social Bookmarks

Managers who wish to have a backup of the stylesheets should ensure that they are manually backed up.

Stylesheets

Currently used stylesheet *No stylesheet has been applied*

Apply stylesheet [Click here](#) in order to select one of the default stylesheets

Upload your own stylesheet *If you want to fully customize your conference page you can create your own stylesheet and upload it. An example stylesheet can be downloaded [here](#).*

No file chosen

Color customization

Conference header text color

Conference header background color

Conference logo

Upload a logo (JPG or PNG file only) No file chosen

Preview *No logo has been saved for this conference*

Conference map

Upload a map (JPG or PNG file only) No file chosen

Preview *No map has been saved for this conference*

Page Footer

Social bookmarks

Logs

All log data will be migrated for reference.

Event Log

Filter by **Email** **Action** << 23/Dec - 16/Nov >>

Date	Event	Time
23 Dec 2021	Registration	at 10:55:04
	Registration	at 10:55:04
	Registration	at 10:54:41
	Registration	at 10:54:41
	Registration	at 10:54:24
	Registration	at 10:54:24
	Registration	at 07:59:57
	Registration	at 07:59:57
20 Dec 2021	Registration	at 14:25:04
	Registration	at 14:25:04
	Registration	at 14:25:04
	Registration	at 14:25:04

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Sections that will not be migrated

While most settings and fields will be migrated (and detailed in the sections above in this document), the Indico.UN sections listed below will not be migrated as they have been only occasionally used or the corresponding functionality does not exist in version 2.

- Contribution under the Timetable section
- Programme
- Stats under the Registration section (replaced by the Power BI analytical tool for managers)
- Payment under the Registration section
- UN Event Pass under the Registration section
- Abstracts
- Contributions
- Paper Reviewing
- Evaluation
- Lists

Summary

The Indico.UN team believes that this bulletin provides a comprehensive overview of the settings and fields that will be migrated automatically to the version 2 system when the version 1 system is decommissioned on the 1st of October. An update on the progress and detailed planning of any downtime will be shared with all stakeholders during a Stakeholder meeting foreseen for the 27th of September 2022 at 14:30 CET.

Important points to remember

- Ensure that your organization/team (category) is migrated to version 2 before the 1st of October.
[Contact](#) the support team using the [contact](#) form if you are unsure or need assistance.
- Do not create an event in version 1 starting after or during the 1st of October 2022.
- You do not need to take any action regarding events that were created in version 1 (and end before the 1st of October 2022.) unless you want to manually create a backup of a setting that is not migrated.
- No new features will be developed for Indico.UN after the 15th of July until the end of the decommissioning of version 1.

ANNEX

The Annex contains extracts from the previous Information note, "[Paper on the Decommissioning of Indico.UN version 1](#)" sent on the 11th of May 2022.

How to identify which version of Indico.UN is being used for an event?

There are two ways to identify version 1 and version 2:

1. Check the URL
 - If the number of your event is below 1000000, then it is version 1 e.g., <https://indico.un.org/event/27309/>
 - If the number of your event is above 1000000, then it is version 2 e.g., <https://indico.un.org/event/1001567/>
2. Observe the top of the page
 - In version 1, a red banner indicates it is [Paper-Migration of Indico.UN - v1 to v2 \(3\).pdf](#).



What happens when my organization migrates to version 2?

The Indico.UN team will:

1. Share materials, videos and help files to familiarize yourself with version 2.
Create and verify the relevant organization category, the related folders and subfolders' structure in version 2.
2. Replicate in version 2 all customized features, such as representation list, badge templates, etc., for ongoing and future events.
3. In the case of categories where registration is not linked to a specific event but rather to the accreditation of some categories of resources (e.g., visitors, contractors, guided tours, etc.), the team will onboard the Category on the new Access Accreditation Module available in version 2.

Once all the activities are completed, the Category will be switched to version 2 and new events will automatically redirect the relevant event managers to the new version.

What is important to know before migrating to version 2?

1. Do not create any event in version 1 that has an end date after 1 October 2022. Do not customize an event or share the URL of an event created in version 1 which ends after 1 October 2022.
2. If an event has been automatically created by gMeets (Geneva duty station users) and ends after 1 October 2022, immediately alert the Indico.UN support team via [iNeed](#).
3. Entities not yet migrated should be migrated to version 2 as soon as possible with the assistance of the Indico.UN support team. Please create an [iNeed](#) ticket to request assistance if needed.
4. If any specific customization is needed, it will be prioritized on a first-come, first-served basis. Examples of customization include badge layout, badge type, representation type schemas and lists (for drop-down selections e.g., NGOs) and any diversion from the standard registration and badging process, etc.
5. Account information (user profiles) are automatically migrated to version 2.

Kindly contact the support team via [iNeed](#) if you require a demo of version 2.
