MODULE: GENERAL SETTINGS

To manage information displayed on the event page, the General settings module is used.

- Click (edit) beside the appropriate fields to edit text (if existing) or to add. Click Save.

- To verify edits made, click Switch to event page (top-right of screen).
- On the event page, to switch back to the event management area, click the pencil icon again.

NOTE
Both Switch to event page (event management area) and the pencil icon (event page) are used to switch between both environments.
Parameters of General Settings Explained

Public Status: Unchecked, the event is visible on the Indico calendar. If checked, the event is hidden meaning that it cannot be seen. The only way anyone can find it is if they perform a word/event number search on Indico or are given the event page link.

Title: This field is pre-populated from the creation of the event in Indico. It can be modified.

Short title:* How the name of the event appears on a participant’s badge. Max 30 characters.

Note: this is mandatory for opening the event for registration without which the registration period will not open.

Description: Text added here appears at the top of the event page.

Note: Rich text may be enabled to add formatting.

Place: Indicate location of the event and venue.

NOTE: For events taking place at the Palais des Nations, Indico adds by default a UNOG map on the event page and the UN Entry Pass (if this feature has been enabled). However, for events taking place at other locations, a map is not added by default and the organizer will have to include one.

Start/end date: Indicate the start/end dates and start/end times of the event.

Time zone: Select a different time zone if needed.

Additional info: Text added here appears on the event page marked with \(\text{\textregistered}\) to draw attention to specific information.

Note: Rich text may be enabled to add formatting.

Support:* At least one field (tel. or email) must contain contact details. More than one email address can be listed separated by a semicolon. The caption “Support” may be changed e.g. Help, Contact, etc.

Note: this is mandatory for opening the event for registration without which the registration period will not open.

Default style: Ignore.

Visibility: If “everywhere” is selected, the event is visible everywhere in Indico. If “Category” is selected, the event will only be visible on the parent category’s list of events/overview page.

Event type: Leave as is i.e. Conference.

Keywords: Add some keywords here to assist people to find the event through a search on Indico.
Short display URL: If you want your event page link to be something other than e.g. https://reg.unog.ch/event/20121/ then you can add a word to replace the event number.

E.g. if you enter UPR15 here, an event page URL https://reg.unog.ch/e/UPR2015 is created. This is a more indicative URL of what the event is. This URL you should then share with your participants instead of the one that features the number.

Security Settings: Cannot be changed.

Chairperson: If applicable, you can select 1 or more persons who will be listed on the event page as Chairperson(s).

Screen dates: Dates that will be displayed on the event’s Indico page.

Types of contributions: Ignore unless using the abstract, contribution and paper reviewing modules.

DO NOT SYNC with gMeets Do not check this box. If you do, changes made to the event in gMeets (e.g. timetable, room change, etc.) will not be reflected in Indico.
Example of edits made in General settings (Fig.1) and how they look on the event page (Fig.2)

Fig.1

General Settings

- **Public Status**: Hide event from public
- **Title**: Second International Forum on World Poverty (edit)
- **Short Title** (for badges): World Poverty (edit)
- **Description**: This is text and images inserted in the Description Box.
- **Place**:
  - Location: Palais des Nations
  - Room: Room XV
  - Address: Geneva (edit)
- **Start/End date**:
  - Starts: 29/10/2019 09:00
  - Ends: 23/01/2020 18:00 (edit)
- **Timezone**: Europe/Zurich (edit)
- **Additional info**: This is text inserted into the Additional Info box.
- **Support**:
  - Caption: Support
  - Email: supporttime@un.org
  - 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)

Security Settings

- **Automatic Check-In on Printing Badge**: Associate Printing Badge to Check-In
- **Limit #Printed Badge for Badge Assistant**: 0 (edit)
- **Show extra info in Registrants list**: Show 'can access/print badge' information

Chairpersons

- **Screen dates**: Tuesday 29 October 2019 9:00 (normal) => Thursday 23 January 2020 18:00 (normal)

Types of contributions

- **Custom Class**:
- **Custom Lists**:

- gMeet ID: NONE
- DO NOT SYNC with gMeet: ☐
Second International Forum on World Poverty
from 29 October 2019 to 23 January 2020
Palais des Nations
Geneva

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