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# Lanka Education And Research Network

## LEARN

### LEARN Indico as a Service

Workshop on Digitalizing Research & Education Content  
on LEARN FOSS Free Open Cloud Platform



# Our Foss Team - LEARN

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# Introduction

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LEARN has implemented set of software in its **private cloud**

The tools can be  
**“accessed”**  
via **“internet”**  
**“Software as a Service”**

# Introduction

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These services are available to use:

(<https://learn.ac.lk/index.php/service/foss-services>)

- ✓ ODRaas – Open Digital Repository
- ✓ LEARN Event Management System
- ✓ LTube – LEARN Tube
- ✓ Moodle as a Service
- ✓ WordPress as a Service
- ✓ LEARN virtual Class Room (vCR)
- ✓ LIAF – LEARN Identity Access Federation
- ✓ EduID
- ✓ IaMIaaS
- ✓ EduRoam
- ✓ EduVPN

# It's 2<sup>nd</sup> day of this series..

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We are going to cover..

- ✓ What is “Conference Management System - CMS”
- ✓ Indico
- ✓ How to get the service(and it is free..)
- ✓ Demonstration
- ✓ Q & A

# Conference Management System(CMS)

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Software platform designed to streamline the planning, organization, and execution of conferences and events

- ✓ Abstract and paper submissions
- ✓ Reviewer assignments and evaluations
- ✓ Participant registration and payments
- ✓ Scheduling sessions and building agendas
- ✓ Communicating with attendees and speakers

# Key Features of CMS

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## Event Creation & Configuration

- ✓ Define event title, dates, venue, event type (conference, workshop, etc.)
- ✓ Events with multiple parallel sessions (tracks) and multiple days
- ✓ Event templates to simplify setup for recurring events
- ✓ Cloning events or series of events for continuing sessions (ex: lectures)

# Key Features of CMS

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## Abstract and Paper Management

- ✓ Call for abstracts/ papers (authors can submit abstracts and papers)
- ✓ Organize submissions into different tracks (subjects)
- ✓ Assign reviewers, set review criteria, and handle evaluations
- ✓ Reviewers can score submissions and provide feedback and propose track changes
- ✓ Accept/reject decisions with automated notifications

# Key Features of CMS

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## Registration Management

- ✓ Collect attendee details, affiliations, preferences using registration forms
- ✓ Set different pricing for early bird, students, or groups
- ✓ Support for online payments using payment gateways and offline payments like bank transactions
- ✓ Limit the number of registrations (quota management)
- ✓ Automatically generate printable name tags (badges)

# Key Features of CMS

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## Scheduling and Agenda Building

- ✓ Easy to use timetabling interface (drag-and-drop, automatically change on date/time update etc.
- ✓ Define session types like presentations, panel discussions, breaks, poster sessions, etc.
- ✓ Link speakers with sessions and topics
- ✓ Generate downloadable agenda and send to participants using emails

# Key Features of CMS

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## Communication Tools

- ✓ Send announcements or updates using bulk emails
- ✓ Automated notifications on submission, registration, etc.
- ✓ Reminders for speakers, reviewers, or participants

## Document and Management

- ✓ Upload presentation files, posters, or papers
- ✓ Archive of past events, sessions, and materials

# Key Features of CMS

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## Participant Management

- ✓ Assign organizers, reviewers, authors, participants
- ✓ Personalized dashboards for each role
- ✓ Check-in and attendance tracking

## Reporting and Analytics

- ✓ Statistics like registrations, submission counts, etc.
- ✓ Track how many reviews were completed

# Key Features of CMS

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## Security and access control

- ✓ Secure login with optional SSO or LDAP support
- ✓ Role-based permissions

## Post-event features

- ✓ Surveys and feedback forms to collect feedback from attendees
- ✓ Certificates of attendance and presentation

# Popular CMS

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# Indico Intro

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- Indico - A feature-rich event management system, made at CERN (European Organization for Nuclear Research).
- This software project was initially funded by the European Union's FP5 programme, in what was called the Integrated Digital Conferencing Project, or just InDiCo.
- Has more features than other CMS.
  - ✓ Room booking for conference venue booking
  - ✓ Accommodation assignment from registration form

# User Roles in Indico

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There are several roles in indico

- ✓ Site administrator
- ✓ Event manager / conference organizer
- ✓ Session/ track convener
- ✓ Speaker / presenter
- ✓ Participant / attendee
- ✓ Reviewer

# Site Administrator

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- Oversees the indico platform

## Responsibilities

- ✓ Install, configure, and update the indico platform
- ✓ Manage user accounts and access permissions
- ✓ Monitor system performance and security
- ✓ Backup data and handle recovery
- ✓ Create locations and assign managers in room booking

# Event Manager/ Conference organizer

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- Plans and runs events using indico

## Responsibilities

- ✓ Create conferences, workshops, or meetings
- ✓ Set up event schedules, rooms, and resources
- ✓ Design registration forms and manage participant registration
- ✓ Coordinate submissions (papers, abstracts, presentations)

# Session/ Track convener

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- Manages a session or track within an event

## Responsibilities

- ✓ Review submissions assigned to their session
- ✓ Accept or reject abstracts/papers
- ✓ Schedule talks and coordinate session logistics
- ✓ Communicate with speakers regarding session requirements
- ✓ Monitor session schedules and resources

# Speaker/ Presenter

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- Contributes content to events

## Responsibilities

- ✓ Submit abstracts, papers, or presentations
- ✓ Update or replace submitted materials
- ✓ Participate in Q&A or discussions
- ✓ Attend to their assigned sessions and present their content (outside indico/ through video conferencing)

# Participant/ Attendee

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- Attends events and sessions

## Responsibilities

- ✓ Register for events and sessions
- ✓ Access event schedules, materials, and recordings
- ✓ Engage in polls, Q&A sessions, or discussions
- ✓ Attend to the registered sessions (outside indico/ through video conferencing)

# Reviewer

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- Evaluates submissions for acceptance or feedback

## Responsibilities

- ✓ Access submissions assigned by event manager
- ✓ Review abstracts, papers, or presentations
- ✓ Provide scores, comments, or recommendations
- ✓ Follow deadlines for submission review

# Room Booking

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Built-in module for managing physical meeting rooms and resources

- ✓ Find rooms by location, capacity, equipment (e.g., projector, video conferencing)
- ✓ Check real-time room availability
- ✓ Reserve rooms directly through the system
- ✓ Approval workflow if we need to restrict bookings
- ✓ Set up repeated reservations for regular meetings

# Room Booking

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There are three levels of users in room booking

## Admins

- ✓ Configure the booking system and assign managers
- ✓ Manage global settings

## Room Managers

- ✓ Approve/decline booking requests
- ✓ Manage room details

## Users

- ✓ Search and request room bookings

# Payment Plugins

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- Indico supports several plugins for online payments (paypal, stripe, etc.)
- Enables event organizers to charge fees for registrations
  - ✓ Registration confirmed after payment is processed
- There is a plugin for bank transfers
  - ✓ Manual payment method
  - ✓ Shows bank details to transfer

# Backup and Restore

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## Backup

- ✓ PostgreSQL backup for data backup
- ✓ File backup for event materials, attachments, and uploads

## Restore

- ✓ Restore using SQL dump and files
- ✓ Institutes can only do backup of contributions and surveys.

Full backup need to request from LEARN.

# Conference Workflow

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- General conference process
  - ✓ Create event
  - ✓ Set up registration and call for abstracts
  - ✓ Abstracts review
  - ✓ Full paper submission
  - ✓ Schedule timetable
  - ✓ Share event information
  - ✓ Host the event and archive proceedings

# Demonstration covers...

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- Creating an Indico Account
- Create category for university
- Create the event – Conference
- Add Event Managers and Assign permissions
- Add event dates, deadlines and schedule configuration
- Enabling registration – registration forms
- Email notifications
- Add contributions (Sessions, presentations)
- Paper submission
- Customize Certificates and Generate Participation Documents
- Room booking
- Feedback forms/ survey

# LEARN's Role

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- Maintenance of indico service
- Creating categories and subcategories for each university/institute, faculty and department.
- Assigning managers for the subcategories.
- Creating locations in room booking system for each university/institute and assign managers.
- Backup and restoration on request.

# Representative's Role

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- Creating and managing conferences/events.
- Add event managers and other roles.
- Manage registrations to the conference.
- Manage contributions and sessions.
- Generate certificates and other documents.
- Manage room booking system.
- Create feedback forms.

# Current users in LEARN OEM

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- Faculty of Agriculture, Rajarata University of Sri Lanka
- Faculty of Medicine and Allied Sciences, Rajarata University of Sri Lanka
- Faculty of Agriculture, University of Jaffna

# More about the service..

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We provision OEM to

- ✓ Faculty Level
- ✓ Department Level

# How to request the service..

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- Contact [foss-team@learn.ac.lk](mailto:foss-team@learn.ac.lk) and fill out the request form

## **LEARN Indico as a Service**

### **Service Request Form**

LEARN Indico as a Service is provided as a central conference/event management system, with access given to each department to manage their respective events. Separate Indico instances are not provided for departments. It does not provide testing or temporary instances. The Indico service runs on LEARN FOSS HA cloud infrastructure and comes without a Service Level Agreement (SLA), but is maintained on a best-effort basis by the LEARN engineering team.

All the LEARN FOSS services can be accessed from anywhere as long as you are connected to the Internet. The major local ISPs currently provide free data for accessing LEARN FOSS services when you access them from your private Internet connection.

Let's Check the request form..

# We have a sandbox for Indico..

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If you need to experience how Indico platform works and the functionality:

- ✓ Contact [foss-team@learn.ac.lk](mailto:foss-team@learn.ac.lk) and request for Indico testbed access.

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# LEARN Indico as a Service

# Thank you

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