

Instructions for Creating a FZU - Indico Account & Submitting an Abstract

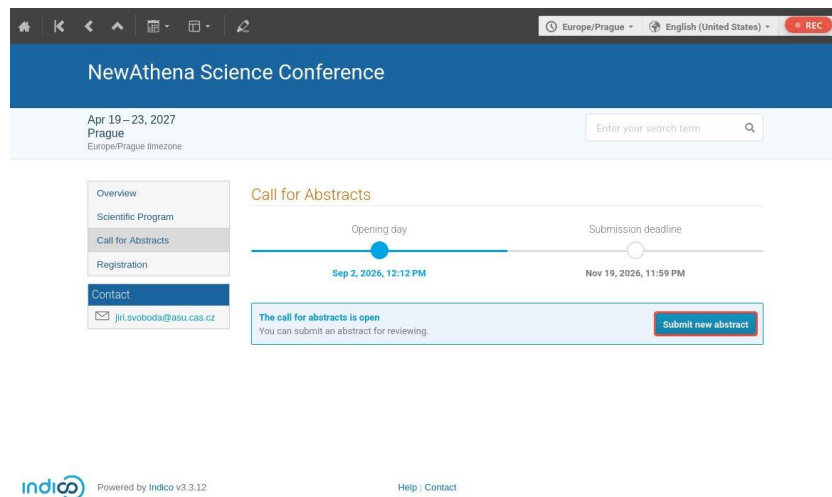
Step-by-step guide for conference participants

Step 1: Navigate to the Call for Abstracts Page

Access the 'Call for Abstracts' menu section on the FZU-Indico conference web page:

<https://indico.fzu.cz/event/352/abstracts/>

Click the blue 'Submit new abstract' button.



Step 2: Initiate Account Creation

If you do not have an existing **FZU** - Indico profile, locate the text at the bottom of the login form stating 'If you do not have an Indico account yet, you can create one here.' and click the 'create one here' link.



Step 3: Verify Email Address

On the 'Create a new Indico profile' page, enter your valid email address in the field provided. Type the CAPTCHA code shown in the image box into the Answer field, then click 'Send me a verification email'.

indico

Europe/Prague English (United States) REC

Home Create event Room booking

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

A355

Answer

Send me a verification email Back

indico Powered by Indico v3.3.12 Help Contact

Step 4: Enter your details

Check your email inbox for the verification message and follow the link and enter your details in the form. In the Comment, write ***"I want to participate in the NewAthena Science Conference"*** as the reason for registration to help speed up the approval. Choose Submit registration request

✓ 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 *

Account moderation

Each new account needs to be approved by an administrator. We will send you an email as soon as your request has been approved.

Comment *

You can provide additional information or a comment for the administrators who will review your registration.

Submit registration request Cancel

Step 5: Log In to Your Indico Account

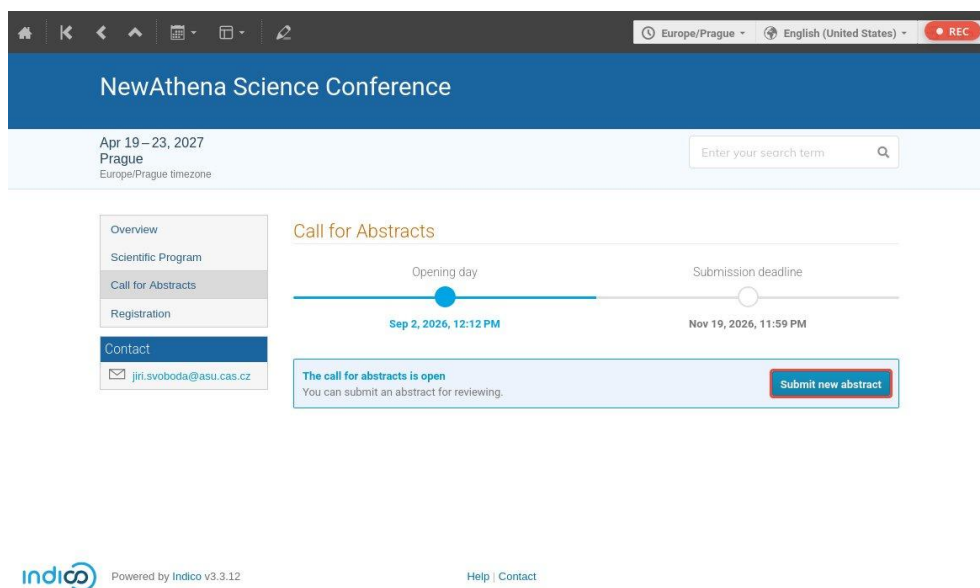
Once your account is approved (this may take up to a few days), enter your registered email address and Password into the respective input fields, then click the **'Login with Indico'** button (not FZU account – that is for FZU employees).



The image shows the Indico login page. At the top right is a red 'REC' button. The Indico logo is centered. Below it are two input fields: 'email' and a password field with masked characters. A 'Forgot my password' link is to the right of the password field. Below the inputs is a red 'Login with Indico' button. Underneath is a link 'or change authentication provider'. Below that is a grey 'FZU Account' button. A message states: 'If you do not have an Indico account yet, you can [create one here](#).' At the bottom left is a 'Back' link. The footer shows the Indico logo and 'Powered by Indico v3.3.12'.

Step 6: Submit Your Abstract

Once logged in, return to the conference dashboard under 'Call for Abstracts' and click the blue 'Submit new abstract' button to open the submission form.



The image shows the NewAthena Science Conference dashboard. The header includes navigation icons, location 'Europe/Prague', language 'English (United States)', and a red 'REC' button. The main header is 'NewAthena Science Conference'. Below it, the dates 'Apr 19 – 23, 2027' and location 'Prague' are shown, along with a search bar. A sidebar on the left contains links: 'Overview', 'Scientific Program', 'Call for Abstracts' (highlighted), 'Registration', and 'Contact' (with email 'jiri.svoboda@asu.cas.cz'). The main content area is titled 'Call for Abstracts' and features a timeline from 'Sep 2, 2026, 12:12 PM' to 'Nov 19, 2026, 11:59 PM'. A message states: 'The call for abstracts is open. You can submit an abstract for reviewing.' A red 'Submit new abstract' button is at the bottom right. The footer shows the Indico logo, 'Powered by Indico v3.3.12', and links for 'Help' and 'Contact'.

Write **Title**, **Content** and choose 'Add myself' as the **Author**. You can add more authors from search (but they need to have FZU-Indico account) or Enter manually. Choose **Contribution type** (Talk or Poster, select Invited Talk only if you were invited to give a review talk by the conference organizers).

Select the scientific topic (**Track**) that best matches your abstract. This selection is intended to facilitate the review process and does not determine the final session in the conference programme.

Submit new abstract

Title *

Content *

B ***I*** |         

 You can use [Markdown](#) and [LaTeX](#) math formulae.

Authors *

There are no authors

 Add myself

 Add from search

 Enter manually

Contribution type *

No type selected

Comments

Track *

Submit

Cancel