Guide to the pre-filled conference template

The conference template package is made with the document types Calendar event and Form - see the Web Guide. We assume that your site uses the Bootstrap templates.

The template is copied (with subpages) to a calendar folder. It’s a good idea for departments and faculties to edit the template before it is copied, for example by inserting common and reusable information about location, hotels, transport, etc.

The pre-filled conference template can be used for most events at UCPH; conferences, workshops, symposia etc. If you just want to advertise a picnic or similar, use the traditional Calendar event. If you are planning a very large conference and have been approved to create a site with subpages, use the Standard Gridpage.

Do not build your conference pages outside of UCPH's CMS. “Conference Manager” and “NemTilmeld/EasySignup” should only be used as payment modules.

Remember to follow up on your page when the conference is over. Change focus to the conference's results and remove the fields/pages with call for papers, hotels/accommodation and location/venue. They make no sense after the conference and will probably contain links that die over time.

If you use the registration form, please remember to remove the link to it when the deadline has expired. One year after your conference, the participant’s data are automatically deleted from the form due to data protection requirements.

The structure of the conference template

- Teaser/Resume must be completed, the text is used in a number of calendar views.
- In the text field, the introductory photo must be replaced by your own illustration (496 px wide). Or simply delete the image. You may want to post a group photo from the conference later.
- Below the photo insert the event's title and a short introductory text, max. 8-10 lines, 500 characters.
- The accordion menu is made with the most used headings. Editing is described below.
- Right-side boxes: The box "Details" with time, place and organizer is inserted automatically. The next box is for sponsor logos. You can find a small selection of sponsor logos here. Finally, a box for downloading the conference poster follows, if needed.

Edit the accordion menu

The Webguide only provides instructions for the accordion menu under Bootstrap in Danish. But here are the basics: New accordion fields are added by clicking on the last icon in the menu bar (with the three lines). You edit a field (a menu item) by clicking on the field and then clicking on the accordion icon. When you have opened a field for editing (in the Accordion window), you can delete the field by clicking [Delete] at the bottom right.

If you have more than 2500-3000 characters in an accordion field, you should instead create a subpage (Standard page) and link from the accordion field to the subpage. Otherwise, the conference page becomes unmanageable. Do not display subpages in the left menu.

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