AD HOC OPEN-ENDED EXPERT GROUP MEETING REGISTRATION GUIDE

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1. Creating an Indico Account

The UN Environment Assembly registration system runs on Indico platform. To register for the UN Environment Assembly, therefore a user needs to create an account first as shown below.

Kindly

- 1. Use Mozilla Firefox or Google chrome
- 2. Kindly use this link to create an account: https://reg.unog.ch/event/24456/user/register
- 3. Make sure all the Xs under your password are green and ticked

registration@unep.org	Beware! This	s is not a conference registration form but an Indico account creation.
+234 20 76 24780	Personal data	Account data
	* Email	Login Password
	Title Mr. 🔻	* Confirm Password
	Gender Male 🔻	Your Password:
	 Family name First name Institution BirthDate (dd/mm/yyyy) Language English < Address 	 Must be at least 8 characters long Must contain uppercase and lowercase letters Must contain numbers Must not contain spaces Must not contain common password words Must match (type same Password in Confirm Password field)
	Telephone number	ARE YOU HUMAN?
	Fax number	Please, solve this math to prove you are human:
	Passport ID	3 + 43 =
	Passport Origin Please select a countr Passport Expire (dd/mm/yyyy)	ry confirm >

4. An email will be sent to your email account. Go to your email and click on activate

	HW: Accreditation account confirmation	
	Volanda Adiedo to: Isaiah Otieno	11-09-2017 12:37 PM
		Snow Details
	History: Inis message has been torwarded.	
		L
	English	
	Dear Ms. Brennan VanDyke,	
18	you have created a new account on the UNOG Accreditation System.	
	In order to activate your account and proceed to the conference registration area, kindly click on the following activation link:	
	Activation link	
	Best regards,	
	The UNOG Accreditation Team	
<mark>کی</mark> ،	Français	
P r	Cher(e) Ms. Brennan VanDyke,	
<mark>ا ا</mark>	vous avez créé un nouveau compte sur le système d'accréditation de l' ONUG.	
<mark>ا ا</mark>	Pour activer votre compte et procéder à la page d'enregistrement de la conférence, veuillez cliquer sur le lien d'activation suivant:	
<mark>ار ا</mark>	Activation link	
»	Merci et meilleures salutations.	•
		*

2. Registering to Ad Hoc Open-Ended Expert Group Meeting

- 1. Use Mozilla Firefox or Google chrome
- 2. Click on the link below to visit the registration page: https://reg.unog.ch/event/24456

environment	GPA	from 16 April 2018 to 31 May 2018 United Nations Office at Nairobi	r Group Meeting undowny	Sear
United Nations Environment Programme	Global Partnership on Marine Litter	Ahira/Nakobi timezone		
Overview	This is the emisterior test for all the postio	mante vicibion to attend the Ad Use Onen Federal From	et Comm meanting	
Registration	This is the registration tool for all the particle	parits wishing to attend the Ad Hoc open chued expe	n Group meening	
Support	Kindly note that the system is best viewed on Mozilla firefox or Google Chrome browsers			
+254 20 76 24786 +254 20 76 25407	Kindly consult the registration tutorial video	c click here to view the Registration Video		
	Q United Nations Office at Nairobi (MAP HER	E)	Starts 16 Apr 2018 08:00	
	Hoom 1		Ends 31 May 2018 18:00 Africa/Nairobi	
	UNITED NATIONS OFFICE AT NAIROBI			
	P. 0. Box 67578 Nairobi, Kenya 00200		No material yet	k
	Telephone: +254 20 7624791			
	Begistration for this event is now open			Register now >

3. Kindly insert the email address and the password you used to create the account as directed in the "**Creating an Indico Account**" section

A H A D H I Cal export More -		🔇 Africa/Nairobi + 🕜 English + 🚽 Login
Home » Conferences » General Assembly » UN Environment » Events » Ad Hoc Open Ende	d Expert Group Meeting	
	Ad Hoc Open Ended Expert Group Meeting	
environment	from April 16, 2018 to May 31, 2018 United Nations Office at Nairobi	Search
United Nations Environment Programme Globel finitership on Morine Litter	Africa/Nalixiti finessee	
Overview	You cannot register without a user account	
Registration		
Support	Please log in if you have an account, or create a new one.	
🖾 registration@unep.org		
C +254 20 76 24786 +254 20 76 25407		
	Log in to Indico	
	Login	
	Username (email) isaiah.obieno@un.org	
	Password Loon	
	Reset password	
Powered by Indico/ WINGG Brought to you by UNOG/ Contact us	Re-send account activation Email	

4. Please fill in all relevant fields. Kindly make sure that you upload the right picture as shown below. Use the below link for guidance:

http://wedocs.unep.org//handle/20.500.11822/21753

Overview	Registratio	on: New
Registration		
Event Details	Identification	n
Notification for the UN Environment Assembly	Picture	Upload
Support		
registration@unep.org		
a +254 20 76 24786		Edit
_		
		This MUST be a clear, square passport size photograph, with a white
		background and should be not more than 2 Megabyte (MB) in size. For more guidance on the photo specifications Click here
	Title #	
	Canadaa	Mrs.
	Gender	Female 🗘
	Gender	
	First Name *	Test

3. Downloading Your E-Ticket

1. On approval of your registration, you will get an email with a QR code similar to the one shown below:

A I	👔 Tiewa 🛪 Hebula 🦛 Hebula Via III 🖉 Foundula 🛛 🖿 📐 🛄 Inizbiaha 🧭 🔥 📶 Inizbiaha 🧭 🕹
	Fwd: Registration approval for the UNEP - Third session of the United Nations Environment Assembly (To: Rajput, Pam) Rajputpam to: Registration SGB
	UN Environment - Registration System
2	
	Dear Ms. Pam Rajput,
	You are now registered!
18	We are glad to welcome you to the UN Environment Assembly, the world's highest-level decision-making body on the environment.
	In the run-up and during the Assembly, there will be a number of events that could interest you. To find out more, please visit: http://www.unep.org/environmentassembly/
	For information on logistics, including visas and accommodation, please visit: http://www.unep.org/environmentassembly/event-details
	Major airlines have decided to support the Assembly and have offered discounted airfares for the participants of the Assembly and related events. To get more information, please visit: (assembly website with discounts from different airlines)
	Do not forget that all the participants must register to access the Assembly. For more information on registration please visit: https://goo.gl/beScMi
(🕅 (As a final favor, we request you to sign the online Clean Planet Pledge and join the #BeatPollution campaign, which will be presented at the Environment Assembly, and to share your pledge on social media. Please access the pledge here: http://www.unep.org/environmentassembly/clean-planet-pledge
. .,	For any further information, please contact registration@unep.org.
ŀ	To make your access to the UN Gigiri in Nairobi, please make sure you bring your national passport and the following QR code:
•	
	We look forward to welcoming you to the 2017 Environment Assembly in Nairobi, Kenya!
	The UN Environment Assembly Organizing Team
18	Address: United Nations Office at Nairobi, United Nations Avenue, Gigiri, Nairobi, Kenya.
2	
~	
	From:- Prof. Pam Rajput Professor Emeritus , Panjab University, Chandigarh 1008, Sector 15 B Chandigarh-160015, India Tele/fax_0172-2545425, 4625425, 98725-11184, 09878779517
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Please print this or have it on your mobile device and come with to UN office at Nairobi Gate. This will facilitate you in getting your badge much quicker.

2. You can also download the E-ticket from your profile by logging in and clicking on the below link: reg.unog.ch/event/24456/registration/ticket.pdf

The E-ticket will include the QR code and the map to the UN Office in Nairobi