

Indico.un.org

indico@.UN

# Step-by-Step Guide

Indico.UN profile creation  
& how to register for an event



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# Indico.UN profile creation

### Profile creation

First, follow the below steps to verify and validate your email.

- From the [event registration page](#). Click on the **Register now**.

The screenshot shows the event registration page for the "Implementation Review Group, the Working Group on Asset Recovery and the Open-ended Intergovernmental Expert Meeting on International Cooperation". The event is scheduled for 16-18 November 2020 at the Vienna International Centre. The page includes a navigation menu with options for Overview, Registration, Surveys, UNODC Official Website, and COVID-19 measures. A "Contact" section provides the email address [uncac@un.org](mailto:uncac@un.org). The main content area describes the Implementation Review Group and provides details on the start and end times, location, and COVID-related information. At the bottom, there are two call-to-action buttons: "Fill out the survey" and "Register now", with the latter being circled in red.

- Select the form, based on your event participation preference.

- If you are not logged-in, the system will prompt you to log-in.

- Please click on the link “[create one here](#)” to start the account creation process.

### Registration

Available forms

	Opens	Closes		
In person participation	15 Oct 2020, 00:00	13 Nov 2020, 23:59	1	<a href="#">Apply</a>
On-line participation	15 Oct 2020, 00:00	18 Nov 2020, 23:59		<a href="#">Apply</a>



#### Account required to apply

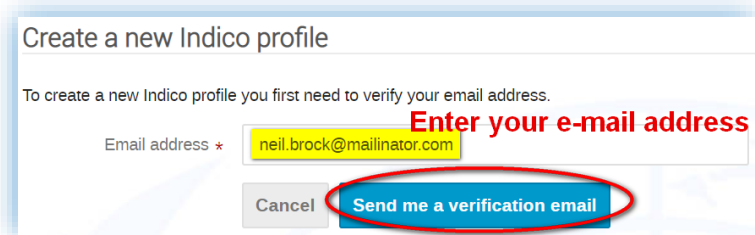
In order to apply for this event you have to be logged in.

[Log In to proceed >](#)

The form contains the following elements:

- Indico logo
- E-mail address input field
- Password input field
- [Forgot my password](#) link
- Login with Indico button
- Text: "If you do not have an Indico account yet, you can [create one here.](#)"
- [Back](#) link

- Enter a valid e-mail address, then click on **Send me a verification email**.



Create a new Indico profile

To create a new Indico profile you first need to verify your email address.


Email address \*  **Enter your e-mail address**

You should have received the email verification link.

Note that the link will be valid for one hour.

- Go to your e-mail inbox and click on the verification link.

### Create a new Indico profile

 We have sent you a verification email. Please check your mailbox within the next hour and open the link in that email.

Cancel

Dear user,

You started the Indico profile creation process. To continue, you need to verify that neil.brock@mailinator.com is indeed your email address. Please click the following link to continue the registration process:

<http://v2-reg-demo.unog.ch/register/?token=Im5laWwuYnJvY2tAbWFpbGluYXRvci5jb20i.X41dsg.VFvBHPQiUF-t3r6AvXibtRMhJjE>

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Indico :: Email Notifier

<http://v2-reg-demo.unog.ch/>

- The link directs you to the page **Create a new Indico profile**. An on-screen message informs you that your email address has been successfully validated.
- Fill out the Indico profile basic information form
- Click on **Create my Indico profile** button.

**Note:** Normally, once you click on **Create my Indico profile**, the system will log you in.

### Create a new Indico profile

✓ You have successfully validated your email address and can now proceed with the registration.

**User information**

Email address

First name \*

Family name \*

Affiliation

**Login details**

Username \*

Password \*

Confirm password \*

The password must:

- ✗ Be at least 12 characters long
- ✗ Contain uppercase and lowercase letters
- ✗ Contain numbers
- ✓ Not contain spaces
- ✓ Not contain common password words
- ✓ Match confirm password

Please pay attention to the password



# REGISTER FOR AN EVENT

- From the [event registration page](#), you should see the button “**Register now**”, kindly **click on it**.
- Select the form corresponding to your participation mode preference (In-person participation or On-line participation), by clicking on the corresponding button **Apply**.
- If you are already logged in some elements of your personal data will be prefilled. (If you are not already logged in, system will ask you to login.)
- In the form, all fields marked with \* are mandatory.
- Once you have completed the form, click on the **Apply** button to submit your registration.



**Do not forget to attach note verbal with your registration.**

	Opens	Closes		
In person participation	15 Oct 2020, 00:00	13 Nov 2020, 23:59	1	Apply
On-line participation	15 Oct 2020, 00:00	18 Nov 2020, 23:59		Apply

- Once registered, the system will display a message that your registration is awaiting approval.

**Your registration is awaiting approval**  
An event manager will manually validate it.

Modify
 Withdraw

- At the same time, you will receive an e-mail notification acknowledging receipt of your registration.
- Once your registration is approved by the event organizers, you will receive an additional approval e-mail with all the relevant information.

Participation in this event is moderated. The organizers will have to approve your application.

**Representation Type** Representative of governments, ngo ...

Representation Type \* --select a value--

**Personal Data**

Picture

UNOG Requirements for the Profile Picture

Title \* -- Choose a value --

Gender -- Choose a value --

First Name \*

Last Name \*

Function \* -- Choose a value --

If other, please specify

Head of Delegation \*  Yes  No

Birth date \*

Address

City \*

Country \* -- Choose a value --

Phone Number

Email Address \*

The registration will be associated with your Indico account.

Personal website

Passport number \*

Passport nationality \* -- Choose a value --

Passport expiration \*

**Required Documents**

Please upload note verbale as per Permanent Mission to the United Nations or, Ministry of Foreign Affairs. Participants will only be approved for registration, if their name corresponds to the name on the attached note verbale.

Note verbale \* Choose File No file chosen

**Participation Role**

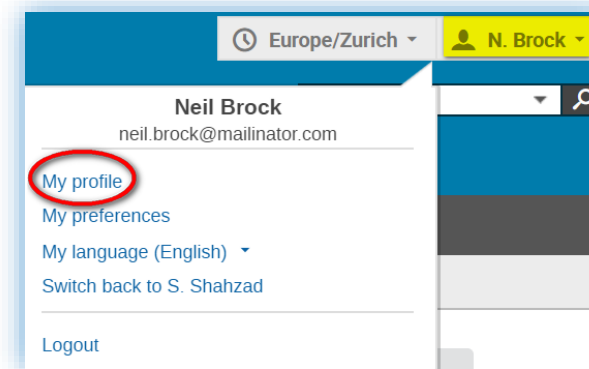
Please specify speaker or observer role

Role \*  Speaker  Observer

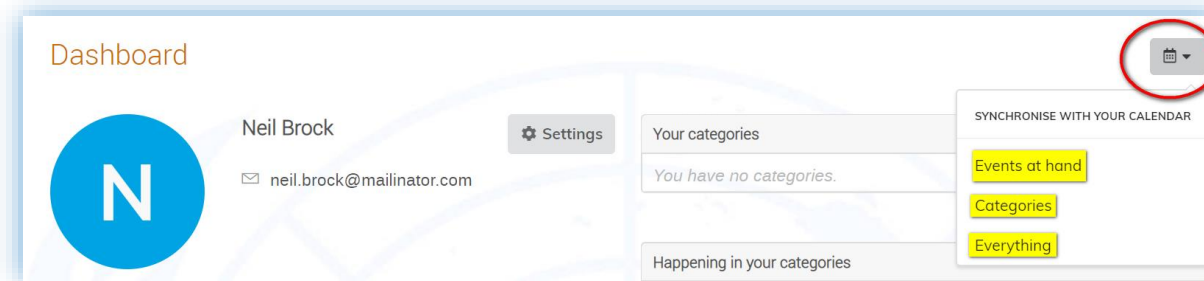
(All the fields marked with \* are mandatory)

# How to synchronize your Indico.UN events with your calendar

- Go to **My Profile**, by clicking on your name (in the top-right corner of your window).



- On your **Dashboard**, in the right-hand side, there is a small calendar icon.
- Click on the calendar icon and you will be presented with three synchronization options:
  - Current events at hand
  - Categories (or organizations) you bookmarked
  - Everything (all events in Indico.UN)
- Select **Events at hand** and copy the link generated.
- Go to your Calendar and create a new calendar from URL (Google and other calendar clients).



Now all the events you registered for will be automatically reflected on your calendar.

To synchronize **all** CEB events on Indico.UN with your calendar, refer to our [YouTube video tutorial](#) (type in the YouTube search box: Indico UN Support)

