Indico.un.org

Step-by-Step Guide

Indico.UN profile creation

& how to register for an event

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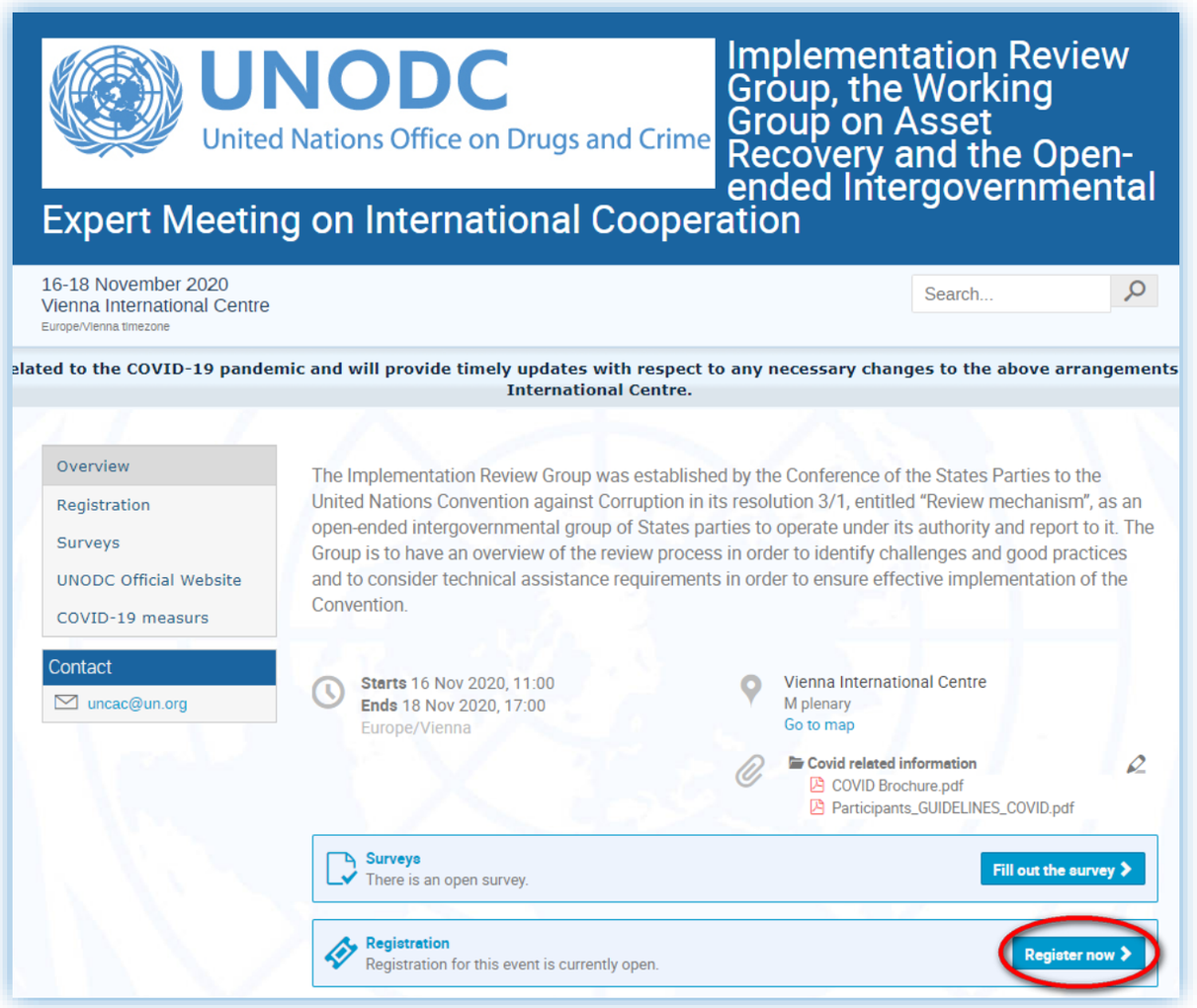
Indico.UN profile creation

Profile creation

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

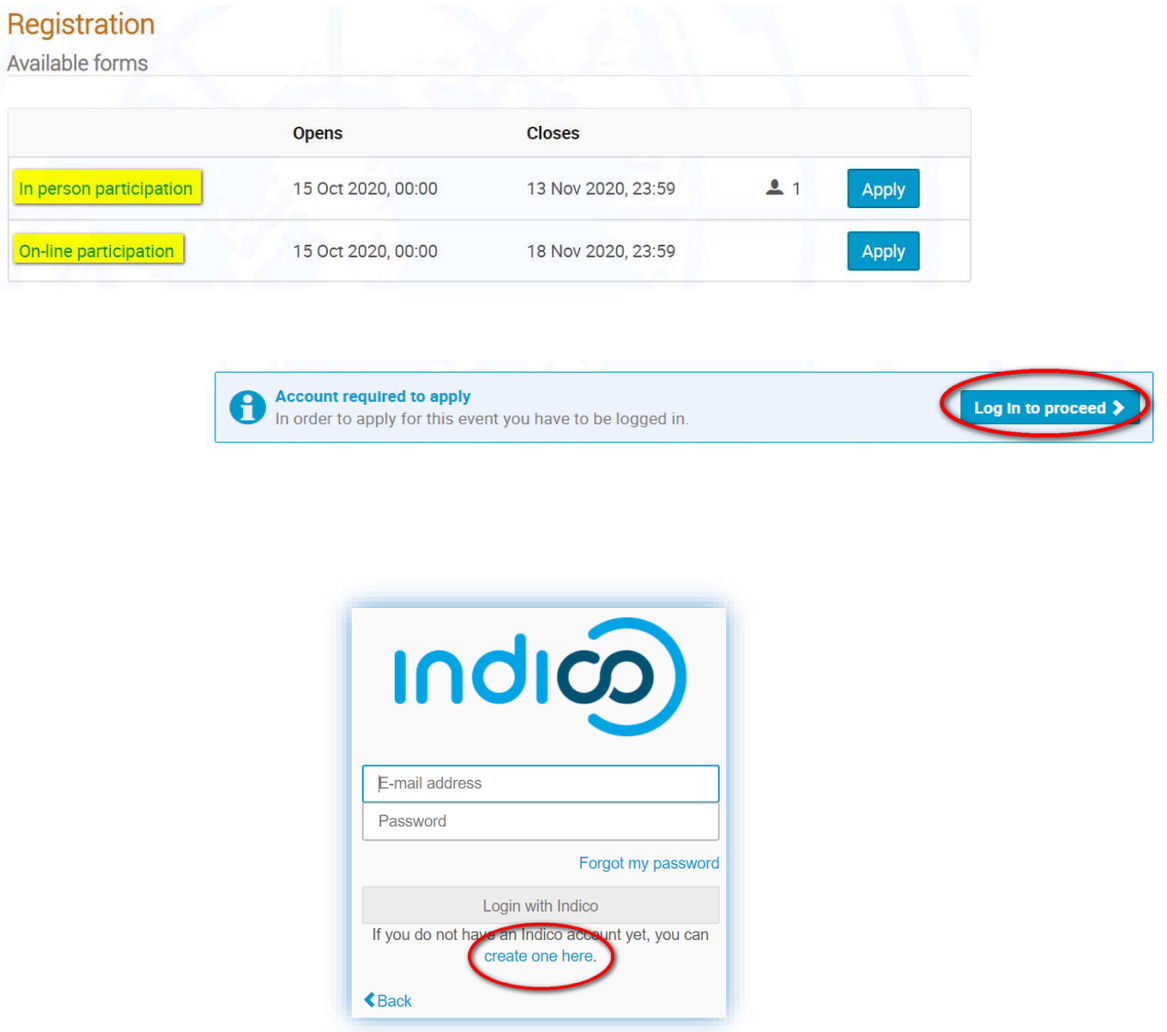
- From the event registration page. Click on the **Register now**.

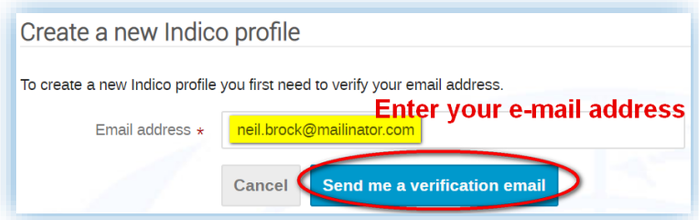


- Select the form, based on your event participation preference.

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

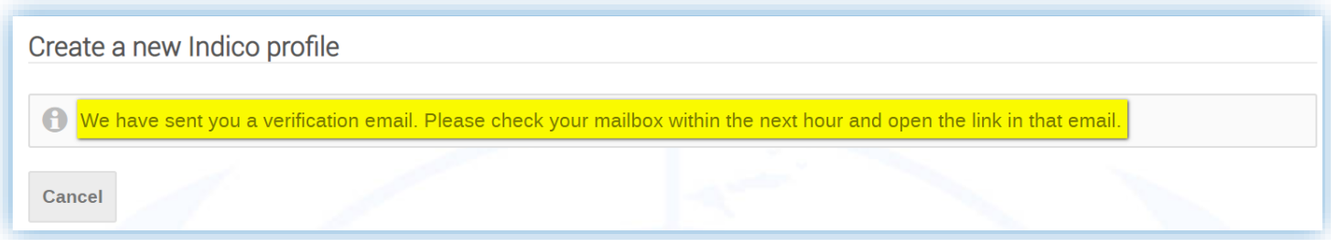
- Please click on the link "**create one here"** to start the account creation process.

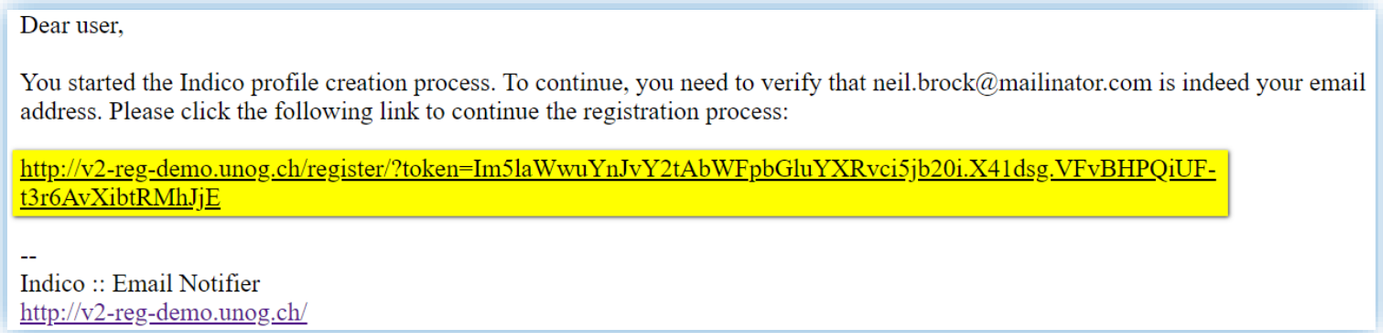


• Enter a valid e-mail address, then click on **Send me a verification email**.	

You should have received the email verification link.
Note that the link will be valid for one hour.

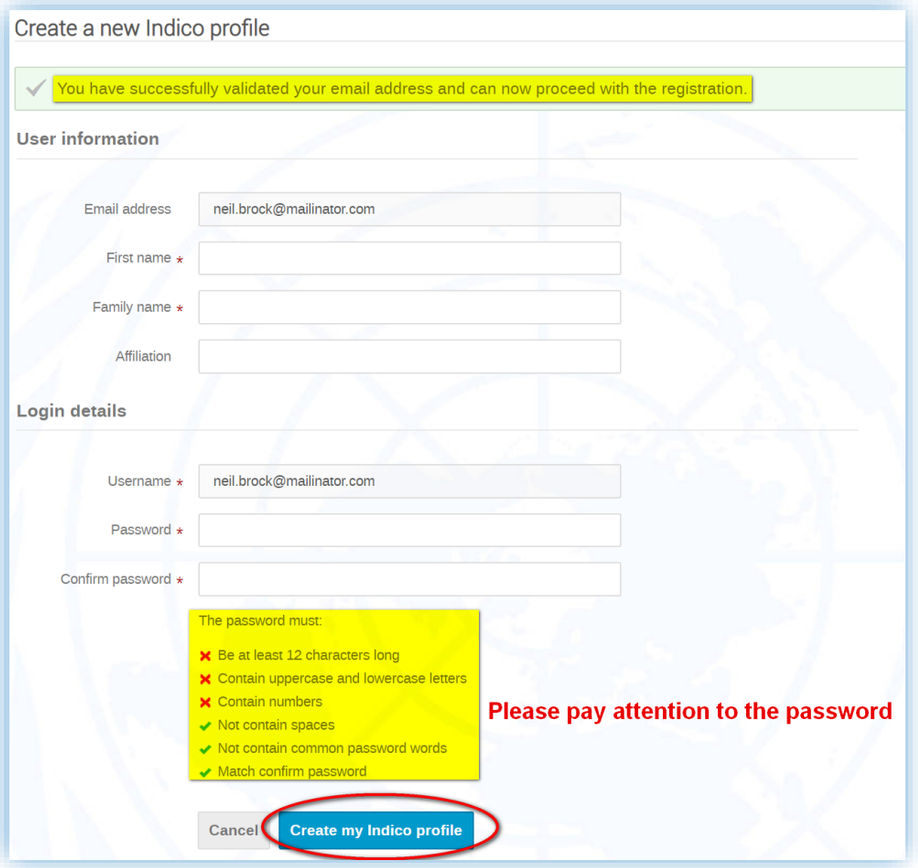
- Go to your e-mail inbox and click on the verification link.





- 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.

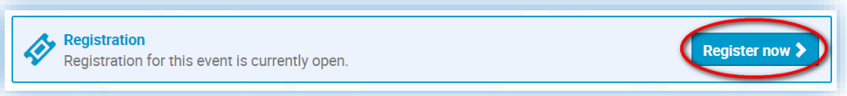
Note: Normally, once you click on **Create my Indico profile**, the system will log you in.

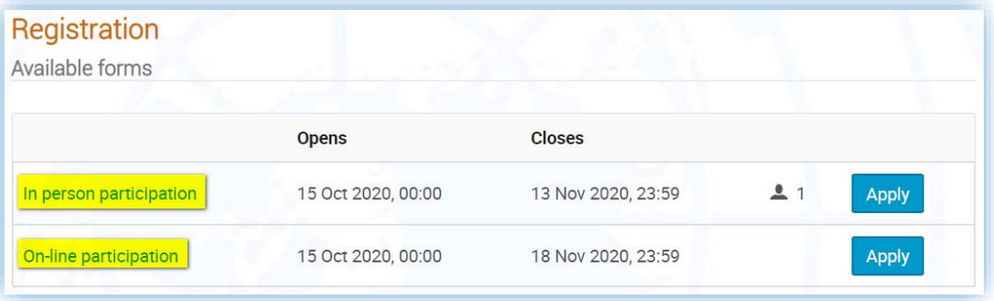


REGISTER FOR AN EVENT

- 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.

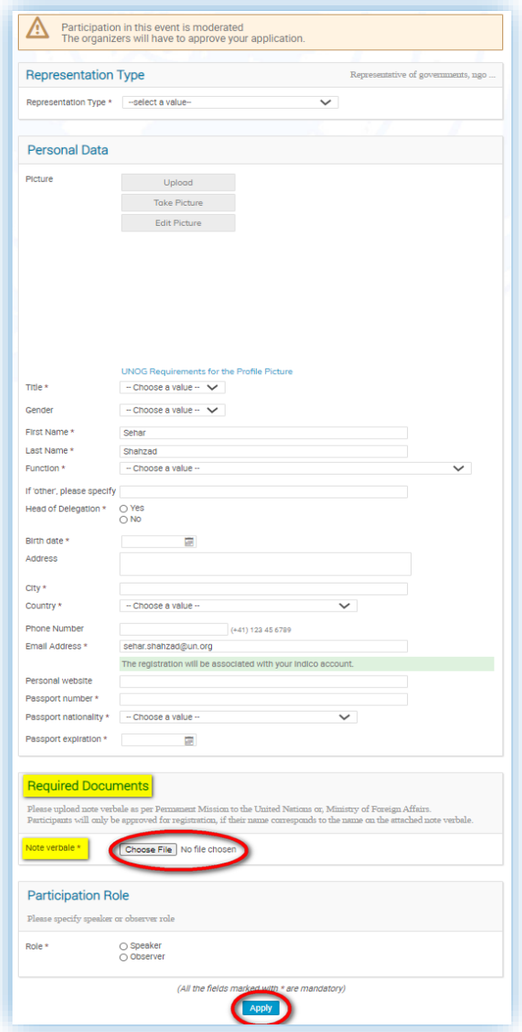




- Once registered, the system will display a message that your registration is awaiting approval.

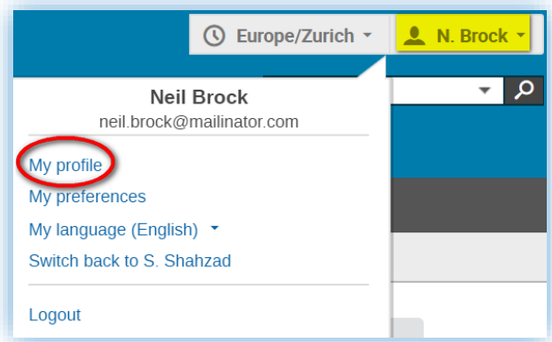
- At the same time, you will receive an e-mail notification acknowledging receipt of your registration.

- Once your registration is approved by the event organizers, you will receive an additional approval e-mail with all the relevant information.

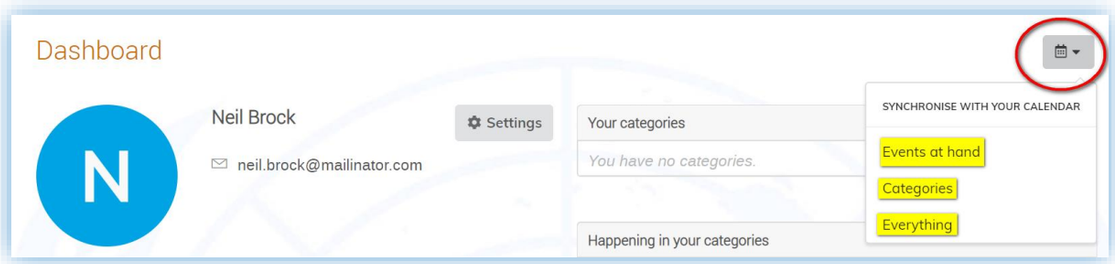


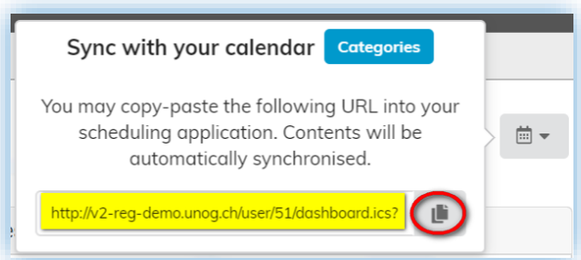
How to synchronize your Indico.UN events with your calendar

- 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)

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