

Registration instructions for participants

Important:

- The online registration system works better with the following browser: [Edge](#), [Firefox](#), [Chrome](#), [Safari](#) or [Opera](#).
- Group registration is not possible. Each participant must register individually.
- All participants should register through the online platform Indico (including representatives in possession of a grounds pass issued by the Security and Safety Section of the United Nations Office at Geneva (UNOG) or United Nations Headquarters in New York (UNHQ)).

MANDATORY: To approve your registration request please complete the “personal data” section and submit the following information:

- Upload a passport format photo (refer to picture/photograph standards on the menu in Indico) otherwise a badge cannot be issued.

Representation Type:

Please use the correct representation type of your organization / company:

- Member or Observer State: for country representatives
- IGO (Intergovernmental Organizations): refer to <https://www.un.org/en/sections/member-states/intergovernmental-and-other-organizations/index.html>
- International Organization (Observer Organizations): please refer to the above link, under “other entities having received a standing invitation to participate as observers in the sessions ...
- United Nations: select a name
- National Human Rights Institution
- NGO (Non-Governmental Organizations):
 - ECOSOC NGOs: start typing the name of your organization and it will appear automatically
 - For NON ECOSOC NGOs: write the name of your organization
- Private Sector: select one of the following sub types: Business Enterprises, Business/Industry Associations, Consultancy or Law Firm
- Multi-stakeholder initiative
- Trade Union
- Academia
- Press/Media: for Press only. In addition complete the section “Mandatory documents, for press only”
- Other: select one of the following sub types: Community or worker representative, Representative of Indigenous Peoples group or Other

Mandatory documents for participants

Accreditation Letter: A letter of nomination from your organization/company, which is a standard requirement from the United Nations to issue access badges.

- The letter must contain the following elements:
 - Submitted on the official letterhead of the organization/company;
 - State the title and duration of the session the organization/company wishes to attend, e.g. “[Name of Organization/Company], wishes to send the following

- representatives to attend the xyz [add title of the event/meeting/conference/consultation], to be held on [add date])...”;
- List the name/s (FAMILY NAME, First name) of the person/s who will represent the organization/company at the meeting. Names of persons must appear exactly as they appear in their passports;
 - If the persons listed are already in possession of a valid identity badge issued by UNOG Security and Safety Section, please indicate this clearly in the letter and tick the relevant box in the registration form.
 - The letter must be signed by a senior manager.

Once your registration will be approved, you will receive a confirmation of registration email with a QRD code.

VISA

Registrants in need of a visa for Switzerland should tick the relevant box in the online registration system Indico.

A confirmation of registration letter, to accompany your request for a visa at the Swiss embassy in your country, is provided once your registration is approved. All arrangements for travel, including visas, accommodation, insurance and transportation, are the responsibility of participants. Applicants in need of a letter to support their visa application should get it from the organization sponsoring their travel and accommodation.
