



03/03/2017

UNOG Indico

User Guide for **Conference Participants**

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BEFORE YOU START...

Please note that the UNOG accreditation and online registration system works better with the following browser: **Edge, Firefox, Chrome, Safari or Opera**

HOW TO REGISTER FOR A CONFERENCE

You have probably received a communication from the conference organizers or an update on their official website informing you that an upcoming conference is open for online registration.

You will be redirected to the conference registration page.

The screenshot shows a web browser window displaying the UNCTAD conference registration page. The browser's address bar shows the URL 'Europe/Zurich' and 'English'. The page header includes the UNCTAD logo and the title 'Briefing on global economic trends and multilateral processes'. Below the title, the dates '20-23 February 2017' and the location 'Palais des Nations, Geneva, Switzerland' are displayed. A search bar is visible on the right. On the left, there is a navigation menu with options: Overview, Timetable, Registration, Digital Recordings, and Contact. The 'Contact' option is highlighted. In the main content area, there is a location pin for 'Palais des Nations (MAP HERE)', a clock icon indicating the event starts on '20 Feb 2017 08:00' and ends on '23 Feb 2017 08:00', and a 'Documents' section. A prominent blue banner at the bottom of the main content area states 'Registration for this event is now open' with a deadline of '21 Feb 2017' and a 'Register now' button. A red arrow points to this button. The footer contains logos for Indico, UNOG, and other partners.

- On the conference registration page, click on the button **Register now**.

If you **already have an account** on the UNOG Accreditation and online Registration system, please go to the section titled "**SUBMIT YOUR REGISTRATION FORM**".

DESCRIPTION OF THE CONFERENCE PAGE OR MEETING DISPLAY AREA


You have probably received from the Secretariat a link to register for a conference on the new UNOG Accreditation and Online Registration system. In which case, you will land on the meeting display

area or conference page.

This page is a view that Participants or Delegate will see. It contains information about the meeting and most importantly the button to register for the meeting.

Below is a quick description of the conference page:

1- Top left menu make available the following:

-  Gets you back to the UNOG Indico (UNOG Accreditation and Registration system) Home page.
- **Arrows** to navigate events in the current category.



Brings you to the oldest event in the category your event belongs to.



Brings you to the previous event in the category your event belongs to.



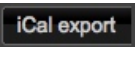

This button brings you to the category event overview your event belongs to



Brings you to the next event in the category your event belongs to.



Brings you to the newest event in the category your event belongs to.

-  Opens the popup with all the options to export the agenda to your calendar.
-  This button allows you to use the following additional features:
 - Change the layout of the conference page
 - Download a package with all the material linked to the conference (Available to logged in users)

2- Top right menu



These buttons allow you to use the following additional features:

- Change the time zone

- Change the interface language.
- Log in to your UNOG Indico account

3- Organization or client name

4- Title of the meeting

5- Search box: Search events using keywords

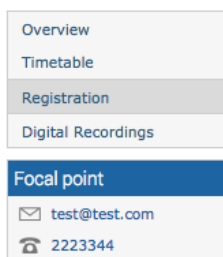
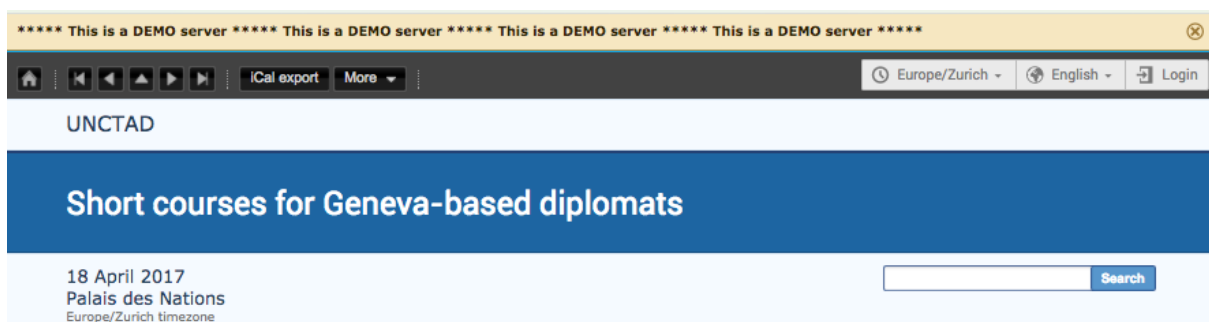
6- Left menu panel: This menu allows you, depending on the conference, to access an overview of the conference, its time table, the audio recordings of the conference when available, etc.

7- Contact: Focal point or contact for the conference, if any.

8- Content: Overview of the conference: venue, map, documents, description, dates, etc.

CREATE A NEW ACCOUNT

1. You will be redirected to the log-in page. Click on [Create a new account](#)



You cannot register without a user account

Please log in if you have an account, or create a new one.

Log in to Indico

The screenshot shows the 'Log in to Indico' form. It has two main sections: 'Login' and 'Create'. The 'Login' section has fields for 'Username (email)' with a hint 'Use the same email you used to register' and 'Password'. There is a 'Login' button. Below these are links for 'Reset password' and 'Re-send account activation Email'. The 'Create' section has the text 'If you don't have an account, you can' and a button labeled 'create a new account!'. A red arrow points to this button.

2. Fill out the account creation form.

3. You should receive an account activation email in the next minutes. Click on the **activation link** to activate your account.

4. Your account is now activated and you are redirected to the conference page.

SUBMIT YOUR REGISTRATION FORM

5. If you are not logged in, log in using your Indico username and password.

FORGOT PASSWORD OR RE-SEND ACCOUNT ACTIVATION EMAIL

To reset your password, go to your Log-in page and click on **Reset password** or **Re-send account activation email** if needed.

UNOG
THE UNITED NATIONS OFFICE AT GENEVA

Europe/Zurich English Login

Home Help

Log in to Indico

Login

Username (email)

Password

[Login](#)

[Reset password](#)

[Re-send account activation Email](#)

Create

If you don't have an account, you can

[create a new account!](#)

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6. The conference registration form is prefilled with your information. Kindly **upload a photo ID** or use a webcam to take a picture and **fill out all the mandatory fields**.

Short courses for Geneva-based diplomats

18 April 2017
Palais des Nations
Europe/Zurich timezone

- Overview
- Timetable
- Registration
- Digital Recordings

Focal point

✉ test@test.com
☎ 2223344

Registration: New

Personal Data

Picture *

Title

Gender

First Name *

Surname *

Position

Institution *

Birth Date * DD/MM/YYYY

Address

City *

Country *

Phone

Fax

Email *

Personal homepage

Passport ID

Passport Origin

Passport Expire DD/MM/YYYY



Representation Type

Representative of governments, ngo ...

Representation Type *

Organisation Name *

(All the fields marked with * are mandatory)

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- Click on the button **Register** when you are done.

REGISTRATION ACKNOWLEDGEMENT EMAIL

Now that you have submitted your registration form, you should receive an automatic email to acknowledge receipt of your registration form.

Your **registration is pending approval** from the conference organizers.

PENDING, APPROVED OR REJECTED REQUEST

Once the substantive secretariat finishes processing your request, you should receive an email informing you of your status; Approved or Rejected.

If your request for participation is Approved, the email should include, amongst other details, a QR code or e-Ticket.

ANNEX I: E-TICKET FOR PARTICIPANTS

This is an example of e-ticket that participants receive via email or can download from the page of the conference they have registered for.



Accessing the UN Archives at Geneva

Thursday, 2 February 2017 - Friday, 31 March 2017
United Nations Office at Geneva -

UN PASS



Mr. Doe, John
Associate IT Officer
UNOG DCM

