

**THE THIRD AD HOC OPEN-ENDED EXPERT GROUP MEETING ON MARINE  
LITTER AND MICROPLASTICS REGISTRATION GUIDE**

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# 1. Creating an Indico Account

The third ad hoc open-ended expert group meeting on marine litter and microplastics registration system runs on Indico platform. To register for meeting, 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/32151/user/register>

3. Make sure all the **Xs** under your password are green and ticked

Secure | <https://reg.unog.ch/event/21349/user/register>

Beware! This is not a conference registration form but an Indico account creation.

registration@unep.org  
+254 20 76 24786

**Personal data**

\* Email

Title

Gender

\* Family name

\* First name

\* Institution

\* BirthDate

\* Language

Address

Telephone number

Fax number

Passport ID

Passport Origin

Passport Expire

**Account data**

\* Login

\* Password

\* Confirm Password

Your Password:

- ✗ 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)

ARE YOU HUMAN?

\* Please, solve this math to prove you are human:  
3 + 43 =

confirm >

Powered by Indico | UNOG THE UNITED NATIONS OFFICE AT GENEVA Brought to you by UNOG/ Contact us e/Zurich Timezone

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



**F-W: Accreditation account confirmation**  
**Yolanda Adiedo** to: Isaiah Otieno

11-09-2017 12:37 PM

[Show Details](#)

History: This message has been forwarded.

**United Nations Office at Geneva - Accreditation System**

**English**

Dear Ms. Brennan VanDyke,

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

**Français**

Cher(e) Ms. Brennan VanDyke,

vous avez créé un nouveau compte sur le système d'accréditation de l' ONUG.

Pour activer votre compte et procéder à la page d'enregistrement de la conférence, veuillez **cliquer sur le lien d'activation suivant**:

[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/32151>

The screenshot shows a web browser displaying the registration page for the Ad Hoc Open-Ended Expert Group Meeting on Marine Litter and Microplastics. The page features a background image of a blue spotted fish swimming in clear water with plastic litter floating around it. On the left side, there is a sidebar with 'Overview' and 'Registration' tabs, and a 'Support' section containing the email 'UNEnvironment-registration@un.org' and phone numbers '+254 20 76 25016' and '+254 20 76 25278'. The main content area includes the following text: 'This is the registration tool for all the participants wishing to attend the third meeting of Ad Hoc Open Ended Expert Group on Marine Litter and Microplastics', 'Kindly note that the system is best viewed on Mozilla firefox, Microsoft Edge or Google Chrome browsers', 'For more information and meeting documents kindly click here', and 'Kindly consult the registration tutorial video: click here to view the Registration Video'. Below this text is the 'GPA' logo (Global Programme of Action for the Protection of the Marine Environment from Land-based Activities) and a location pin for 'Bangkok, Bangkok, Thailand'. A date and time indicator shows 'Starts 10 Nov 2019 09:00' and 'Ends 22 Nov 2019 18:00' for 'Asia/Bangkok'. A search bar contains the text 'No material yet'. A blue banner at the bottom of the main content area states 'Registration for this event is now open' and 'Deadline: 17 Nov 2019'. A red circle highlights a 'Register now >' button in the bottom right corner of the banner. The footer of the page includes logos for 'Indico Powered by Indico', 'UNOG', and 'I SAY NO TO SEXISM'.

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

**UN environment**  
United Nations  
Environment Programme

## The Third Ad hoc open ended experts group meeting on marine litter and microplastics

You cannot register without a user account.  
Please log in if you have an account, or create a new one.

**Log in to Indico**

**Login**

**Username (email)**

**Password**

[Reset password](#)

[Re-send account activation Email](#)

Powered by Indico/ UNOG Brought to you by UNOG/ Contact us I SAY NO TO SEXISM

Overview  
Registration  
Support  
UNEnvironment-registration@un.org  
+254 20 76 25016  
+254 20 76 25278

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

Registration

Event Details

Notification for the UN Environment Assembly

Support

✉ registration@unep.org


☎ +254 20 76 24786

## Registration: New


### Identification

Picture

Upload



Edit picture



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 \*

Gender

First Name \*

Surname \*

### 3. Funding Application Section

Only those nominated by the governments for the member states category and organization for the Civil Society(NGOs) category can say YES. Else choose NO

- a) If YES you must attach the nomination letter. If you said NO, attach a blank word document
- b) If YES upload the the filled HR Mini Master form. You can download the form from [here](#)
- c) All participants must attach their Curriculum vitae (CV)

The screenshot shows a web browser window with the URL <https://reg.unog.ch/event/22151/registration/register#/register>. The form is divided into several sections:

- Preference \***: A dropdown menu with "-- Choose a value --".
- Other Languages I am Comfortable In**: A text input field.
- Delegate Category**: A section with the subtext "Representative of governments, ngo ...".
- Representation Type \***: A dropdown menu with "--select a value--".
- Funding Application**: A section with a dropdown menu "-- Choose a value --" and a text input field "I have been nominated for funding \*". Below this are three file upload fields: "Letter of Nomination \*", "HR Mini Master Form \*", and "Curriculum vitae", each with a "Browse..." button and "No file selected." text.
- Travel Details**: A section with a dropdown menu "I would like to request for travel support \*" and a "no" option.

The "Funding Application" section is circled in red in the original image.

## 4. Travel Details Sections

- You indicate if you would like to request for travel support
- For participants that will be funded, you need to indicate that you understand that you will be responsible to cater for your own expenses as the funds may only be released towards the end of the meeting upon submission of boarding passes and passport.
- Please indicate if your participation is subject to whether you will receive financial support from UN Environment



The screenshot shows a web browser window with the URL <https://reg.unog.ch/event/32151/registration/register#/register>. The page features a dark blue background with a mountain range and a starry sky. At the top, there is a 'Curriculum vitae' section with a 'Browse...' button and the text 'No file selected.'. Below this is the 'Travel Details' section, which contains several dropdown menus and a text input field, all enclosed in a red oval. The form fields are as follows:


- I would like to request for travel support \* -- Choose a value --
- My participation is subject to whether I receive financial support from UN Environment \* -- Choose a value --
- I understand that I will be responsible to cater for my own expenses as the funds may only be released towards the end of the meeting upon submission of boarding passes and passport. \* -- Choose a value --
- Have you ever been issued with a UN Issued Swiss Card \* -- Choose a value --
- If yes please provide us with [text input field]

At the bottom of the page, there are logos for Indico, UNOG, and a 'Contact us' button. A banner at the bottom right reads 'I SAY NO TO SEXISM'.

## 5. 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:

New Reply Reply to All Forward Display More

 **Fwd: Registration approval for the UNEP - Third session of the United Nations Environment Assembly (To: Rajput, Pam)**  
Rajputpam to: Registration SGB 18-10-2017 09:04 AM [Show Details](#)

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***UN Environment - Registration System***

Dear Ms. Pam Rajput,

**You are now registered!**

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](mailto:registration@unep.org).

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

**Address:** United Nations Office at Nairobi, United Nations Avenue, Gigiri, Nairobi, Kenya.

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From:-  
Prof. Pam Rajput  
Professor Emeritus ,  
Panjab University, Chandigarh  
1008, Sector 15 B  
Chandigarh-160015, India  
Tele/fax\_ 0172-2545425, 4625425, 98725-11184, 09878779517



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/32151/registration/ticket.pdf](http://reg.unog.ch/event/32151/registration/ticket.pdf)  
The E-ticket will include the QR code and the map to the Meeting Venue in Bangkok