UNCTAD Intergovernmental Support Services (ISS) Online Meetings Registration – Quick Start Guide

GETTING STARTED WITH INDICO ONLINE REGISTRATION IN 2 STEPS: Please use the following browsers: <u>Google chrome, Mozilla Firefox and Safari</u>

NOTE: Please keep your passport at hand while filling in the form. Your personal data **must** match the details in your passport or identification document.

PHOTOGRAPH: You **must** upload a recent <u>passport style (head and shoulders)</u> photograph either from your files or taken from the computer system camera (JPG).

- 1. Create an Indico account
- 2. Register for a meeting with your Indico account

1. Create an Indico account

Go to the INDICO website : https://reg.unog.ch/ and click to "login" (as displayed below)

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Main categories	-	1 r
Welcome to Indico. The Indico tool allows you to manage complex conferences, workshops and meetings In order to start browsing, please select one of the categories below.	7	
Highlights		
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Create a new account

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Beware! This is not a conference registration form but an Indico account creation. Kindly click on CREATE A NEW ACCOUNT! To create a new user please fill in the following form. You must enter a valid email address that is not already in use in INDICO. After the submission of your personal data, an email will be sent to you.

To create a new user please fill in the You must enter a volid email address After the submission of your personal you will alle to use your account only	following form, that is not already in use. (data, an annai will be sent to you, after you activate it by clicking on the line	new Indico user name the emol. distration form but an Indico account creation.	
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Activation of INDICO account

Once your account creation is in the system you will be notified by e-mail. You will be able to use your account only after you activate it by clicking on the link inside the e-mail.

If this does not work, (*because of internet explorer*), kindly copy the link and paste it on <u>Google chrome, Mozilla Firefox and Safari</u>, this action will activate your account.

noreply,accreditations@unog.ch
United Nations Office at Geneva - Accreditation System
English Dear Mr. you have created a new account on the UNOS Accreditation System. In order to activate your account and proceed to the conference registration area, kindly dick on the following activation link: Activation link Best regards. The UNDS Accreditation Team
Français Cherle) Mr vous avez créé un nouveau compte sur le système d'accréditation de l' ONUG. Bour active votre compte et procéder à la page d'enregistrement de la conférence, veuilles cliquer sur le lien d'activation suivant Activation link Merci et meilleures salutations. L'équipe d'accréditation ChEUS.
Español Estimado Mr Ha creado una marva cuenta de usuario en el sistema de acreditación de la ONUG. Para activar la y acceder a la cona de inscripción a la conferencia, por favor haga clic en el siguiente enlace de activación Astivation lina Atentamenta El equipo de acreditación de la ONUG

2. Register for a meeting with your Indico account

Log in	to Indico	_
Login		
Username (email)	omar.benyamina@unctad.org	
Password		
	Login	
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Create		
If you don't	have an account, you can	
	create a new account!	

Once logged in with your credentials (email + password), go to the INDICO website: https://reg.unog.ch/ click on UNCTAD, search your meeting and register. If you are participating to a private meeting, the UNCTAD secretariat should have sent you a link of

If you are participating to a private meeting, the UNCTAD secretariat should have sent you a link of this particular meeting.

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Highlights		
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UNECE	10	
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NGD	14	
UN Library Geneva		

A registration form will open containing your personal informations *(taken from your indico account)*, type of representation, sessions and other relevant information.

Tips: • Registration <u>online is mandatory</u> in order to be included on the list of participants.

Inscription:	New
Personal Data	1
Please upload an I	D photo (head and shoulders)
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Address	Please enter your professional work address.
City *	The sity in which the organization where you work is based.
Country *	Select a country T The country in which the organization where you work is based.
Phone	(+41) 123 45 8789
Fax	(+41) 123 45 6789
Emall *	omar.benyamina@yahoo.fr
Website	
Job title *	
Representation	on Type jovernments, ngo
	pe *select a value
	(All the fields marked with * are mandatory) Annuler Register

You will be informed by e-mail that your registration is "pending of approval"



Once the site administrator has process your registration request, you will be notified by e-mail.

3. How to edit your Profile

On the top right corner, under user account drop-down, click on My profile.

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Under Account Details, you can edit your personal details as well as your password.

Personal Area for Omar BENYAMINA UNCTAD
Dashboard Account Details Preferences Favorites HTTP API Aut
Details for Mr. RENYAMINA UNCTAD, Omar
Title Mr. (edit)