/UNCTAD Communication and Information Unit (CIO/OSG)
Online Meetings Registration – Quick Start Guide

GETTING STARTED WITH INDICO ONLINE REGISTRATION IN 2 STEPS:

Please use the following browsers: <mark>Google chrome, Mozilla Firefox and Safari</mark>

> **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**
3. **How to modify your profile**

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1. Create an Indico account

(a) Go to the UNCTAD website (http://reg.unog.ch)
(b) Go to the right top corner and click *on **Login*** to create an Indico account
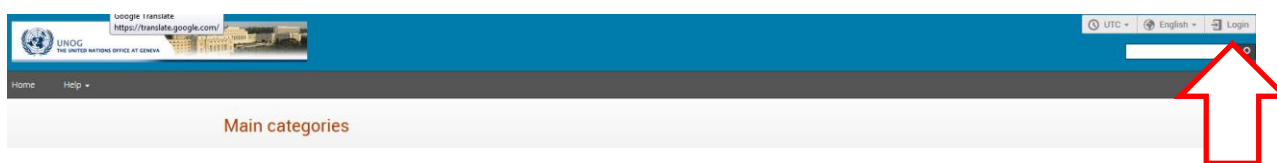
> **Beware!** This is not a conference registration form but an **Indico account** creation.
> Kindly click on **CREATE A NEW ACCOUNT!**
> To create a new user please fill in the following form. You must enter a **valid emai**l address that is not already in use in INDICO. After the submission of your personal data, an email will be sent to you.
> You will 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 Google chrome, Mozilla Firefox and Safari, this action will activate your account.

Creating a new Indico user

To create a new user please fill in the following form.
You must enter a valid email address that is not already in use.
After the submission of your personal data, an email will be sent to you.
You will able to use your account only after you activate it by clicking on the link inside the email.

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

Personal data

* Email	
Title	Mr.
Gender	Male
* Family name	
* First name	
* Institution	
* BirthDate	
* Language	English
Address	
Telephone number	
Fax number	
Passport ID	
Passport Origin	--- Please select a country ---
Passport Expire	
My Timezone	UTC
Display Timezone	Event Timezone

Account data

* Login	
* Password	
* Confirm Password	

✖ Length of at least 8 characters
✖ Contains uppercase and lowercase letters
✖ Contains numbers
✔ Doesn't contain spaces
✔ Doesn't contain personal information
✔ Doesn't contain common password words
✔ Passwords match

☐ I'm not a robot   reCAPTCHA
Privacy - Terms

Please note that fields marked with * are mandatory.

confirm >

(c) Once your account creation is in the system you will be notified by e-mail.

United Nations Office at Geneva - Accreditation System

English
Dear Mme. ▓▓▓▓▓▓▓
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) Mme. ▓▓▓▓▓▓
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,
L'équipe d'accréditation ONUG.

Español
Estimado Mme. ▓▓▓▓▓▓
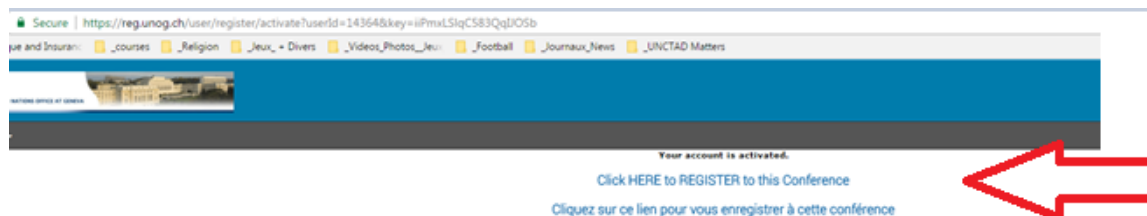Ha creado una nueva cuenta de usuario en el sistema de acreditación de la ONUG.
Para activar la y acceder a la zona de inscripción a la conferencia, por favor haga **clic en el siguiente enlace de activación**:
Activation link
Atentamente,
El equipo de acreditación de la ONUG

Address: Palais des Nations, 1211 Geneva 10, Switzerland.

Once, you have activated your Indico account, you are ready to start the registration process by logging on the calendar of meetings and register to the meeting.

(d) Ask your teacher to provide you the link to register for the session

(d) click on *Register now*

Register you

2. Register for a meeting with your Indico account

Once logged in with your credentials, a registration form will open up containing the personal information section, representation type, session(s) and other relevant information.

(a) Fill in the form and click on *Register*.

Tips:
• Avoid using more than one e-mail account
• *Registration <u>online is mandatory</u> in order to be included on the list of participants.*

Personal Data

Please upload an ID photo (head and shoulders)

Picture *	Choose File Koala.jpg
Passport ID *	674986486grd
Passport Origin *	Niger ▼
Passport Expiry date *	13/07/2017 DD/MM/YYYY
Gender *	Female ▼
Title *	Sra. ▼
First Name *	Claudia
Surname *	Smitt
Birth Date *	09/10/1976 DD/MM/YYYY
	Please enter your birthday DD/MM/YYYY
Address	La rue
	Please enter your professional work address.
City *	Lima
	The city in which the organization where you work is based.
Country *	Switzerland ▼
	The country in which the organization where you work is based.
Phone	(+41) 123 45 6789
Fax	(+41) 123 45 6789
Email *	bz@gmail.com
Website	
Job title *	First Secretary

Note: For security reasons, your personal data will have to match the details on your **passport**.

Representation Type
Representative of governments, ngo ...

Representation Type *	Other ▼
Organisation Name *	Takise s.a.

In Representation Type select Academia
In Organisation Name: *[type the name of your institution as received by email]*

(b) You will be notified by e-mail that your registration is **pending of approval**.

De : <noreply.accreditations@@unog.ch>
Date : 12 avr. 2016 14:54
Objet : Registration received, pending approval
À :
Cc :

English

Dear Sra. ~~Solan de la cruz Gab y gscua,~~

This message is to acknowledge receipt of your registration request to the event

UNCTAD 14.

The registration is **pending approval.** You will receive an additional email when your registration has been processed.

Thank you and best regards,

United Nations Conference on Trade and Development.

French

Cher(e) ~~~~

Nous accusons réception de votre enregistrement pour la conférence

UNCTAD 14.

Votre demande de participation est en attente d´approbation par le secrétariat. Vous recevrez un courriel une fois que votre demande aura été traité.

Merci et meilleures salutations,

Conférence des Nations Unies sur le commerce et le développement.

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

3. How to edit your Profile

(a) On the top right corner, under user account drop-down, click on *My profile*.
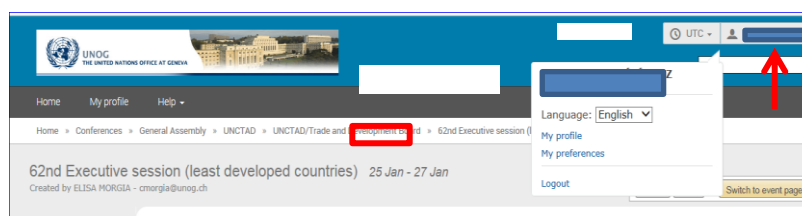
(b) Under *Account Details,* you can edit your personal details as well as your password.