


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: [Google chrome, Mozilla Firefox and Safari](#)

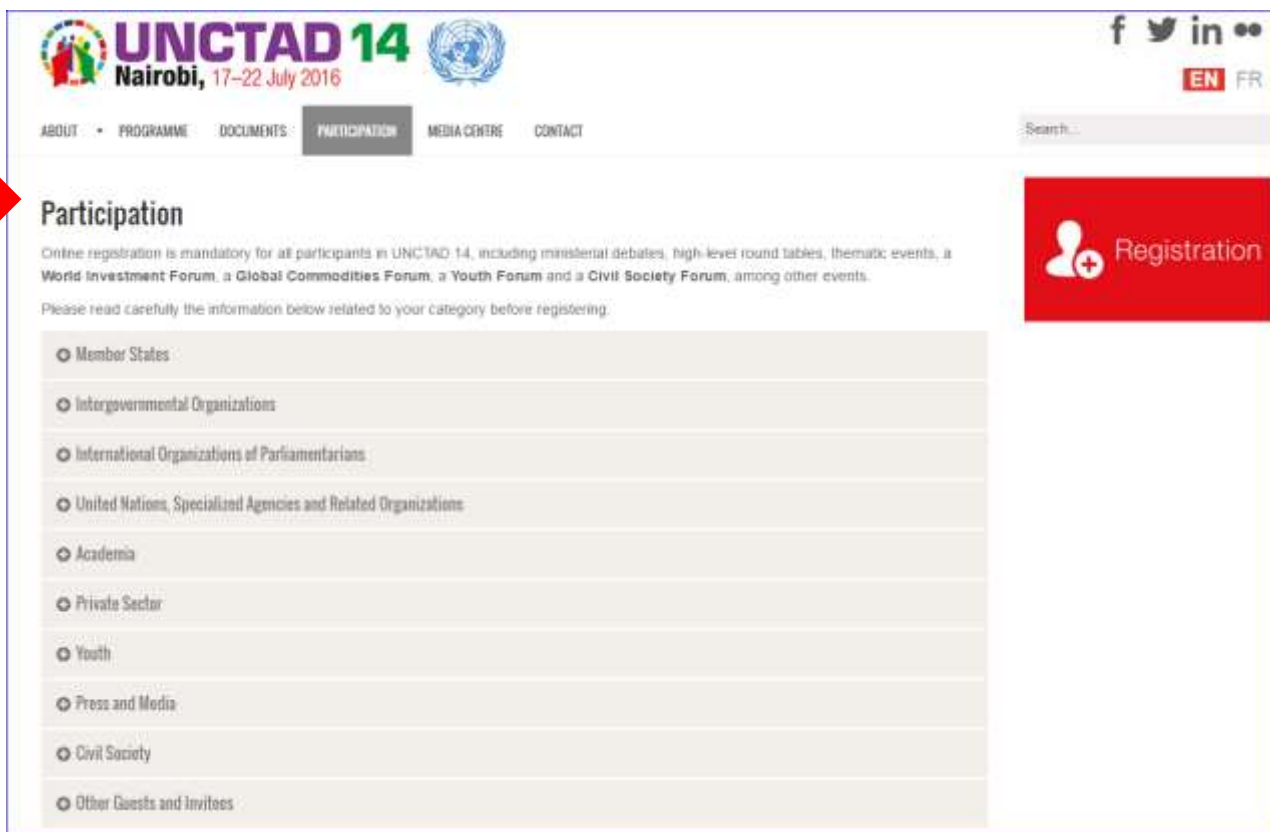
NOTE: Please keep your passport at hand while filling in the form. Your personal data **must** match the details in your passport or identification document.

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

1. Create an Indico account
 2. Register for UNCTAD 14 with your Indico account
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1. Create an Indico account

- (a) Go to the UNCTAD website (<http://unctad14.org/EN/Pages/Participation.aspx>) Click on participation and chose your category among the options (as displayed below).

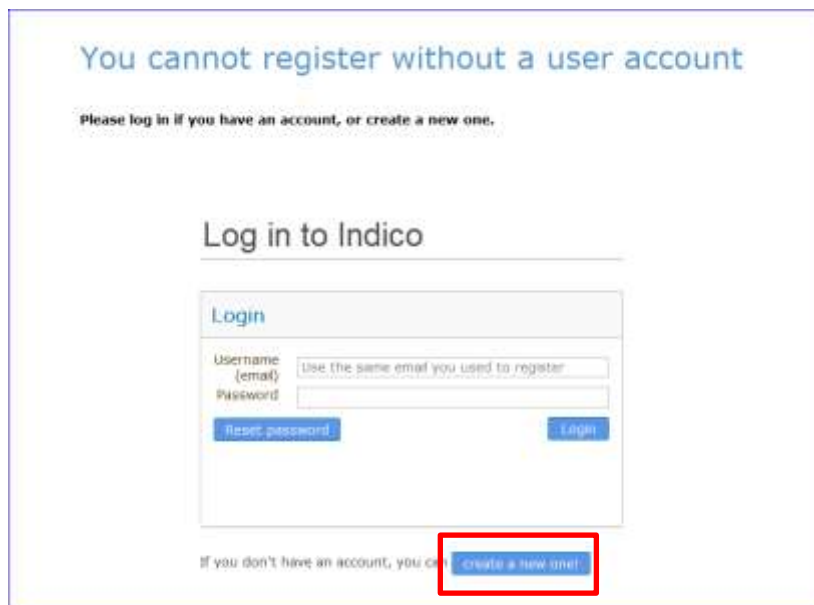


The screenshot shows the UNCTAD 14 Participation page. At the top, there is a navigation menu with 'ABOUT', 'PROGRAMME', 'DOCUMENTS', 'PARTICIPATION', 'MEDIA CENTRE', and 'CONTACT'. The 'PARTICIPATION' tab is selected. Below the navigation, there is a search bar and a red 'Registration' button with a person icon and a plus sign. The main content area is titled 'Participation' and contains a list of categories for registration, each with a radio button:

- Member States
- Intergovernmental Organizations
- International Organizations of Parliamentarians
- United Nations, Specialized Agencies and Related Organizations
- Academia
- Private Sector
- Youth
- Press and Media
- Civil Society
- Other Guests and Invitees

A red arrow points to the 'Participation' tab in the navigation menu.

(b) Click on UNCTAD 14 Online Registration.



Beware! This is not a conference registration form but an **Indico account** creation. 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. After the submission of your personal data, an email will be sent to you. You will be able to use your account only after you activate it by clicking on the link inside the email.

A screenshot of the "Creating a new Indico user" registration form. The title is "Creating a new Indico user". Below it, there is a warning: "Beware! This is not a conference registration form but an Indico account creation." The form is divided into two columns: "Personal data" and "Account data".
Personal data fields include: Email (mandatory), 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 Expires, My Timezone (UTC), and Display Timezone (Event Timezone).
Account data fields include: Login, Password (mandatory), and Confirm Password (mandatory).
There are several validation messages for the password field: "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", and "Passwords match".
At the bottom right, there is a checkbox labeled "I'm not a robot" which is highlighted with a red box. Below it, there is a "confirm" button with a right arrow.



[SEARCH](#)

Overview
Documents List
Registration
Digital Recordings
UNCTAD website
UNCTAD 14 website
World Investment Forum website
Support
Support Local Initiatives

Creating new UNOG Accreditation account

Congratulations!!! You have successfully created your UNOG accreditation account.

However, you will not be able to log into the system until you have activated your new account. To do this please follow the instructions in the mail that we have already sent you.

If you don't receive this email or you have any trouble with the logs, do not hesitate to contact us.

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



Fwd: Accreditation account confirmation

[Redacted] to [Redacted]

À : <[Redacted]@gmail.com>

Cc :



UNOG
THE UNITED NATIONS OFFICE AT GENEVA



English

Dear Sra. [Redacted]lla,

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

French

Cher(e) Sra. [Redacted]lla,

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.

Once, you have activated your Indico account, you are ready to start the registration process by logging on the calendar of meetings or clicking into the meeting bar.

UNCTAD 14
Nairobi, 17-22 July 2016
FOURTEENTH SESSION OF THE UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT

World Leaders Summit, High-Level Events, Round Tables, Side Events
World Investment Forum
Civil Society Forum
Global Commodities Forum
Youth Forum

UTC messages

Overview
Document List
Registration
Digital Recordings
UNCTAD website
UNCTAD 14 website
World Investment Forum website

Support
support.accreditation@unctad.org

Your account is activated.
Click [HERE](#) to REGISTER to this Conference
Cliquez sur ce lien pour vous enregistrer à cette conférence

Click

2. Register for UNCTAD 14 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 online is mandatory 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 *

gaby.deletroz@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.

Invited: Which event(s) have you been invited to?

- UNCTAD 14 Main Event
- World Investment Forum
- Global Commodities Forum
- Civil Society Forum
- Youth Forum

Planned: Which event(s) are you planning to attend?

- UNCTAD 14 Main Event
- World Investment Forum
- Global Commodities Forum
- Civil Society Forum
- Youth Forum

Please upload the required documentation (letter of accreditation/credentials or letter of invitation or note verbale or letter of endorsement or official letterhead of a media organization).

Please upload required documents

File No file selected.

File No file selected.

Additional information

Are you a panellist/speaker?


Comments

(All the fields marked with * are mandatory)

Cancel Register

(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 : <g[redacted]m>
Cc :



[English](#)

Dear Sr [redacted],

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) Sra. Solari deletroz Gaby gisella,

Nous accusons réception de votre enregistrement pour la conférence

UNCTAD 14.

[redacted]

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.



Fwd: Registration approval for the UNCTAD 14

Gaby Delatorre to: gaby.delatorre@unog.ch

----- Message transféré -----
De : <noreply.accreditation@unog.ch>
Date : 12 avr. 2016 14:57
Objet : Registration approval for the UNCTAD 14
À : <gaby.delatorre@unog.ch>
Cc :



[English](#)

Dear [S. S. Rajalingam, G. Rajalingam](#),
Your registration for the meeting

UNCTAD 14

has been **approved**. We are looking forward to welcoming you at the Kenyatta International Conference Centre (KICC) in Nairobi, Kenya. Approval is valid for

You will be able to pick up your Conference access badge at the Conference registration centre, located at City Hall opposite the main entrance of KICC.

If you wish to access your registration form, please click [HERE](#).

To make your access to the meeting venue easier, please make sure you bring your **national passport** and the following **QR code**:



If you're reading this email from your smartphone, you can also click the button below to initiate the download of your UNOG boarding pass which will be installed

How to edit your Profile

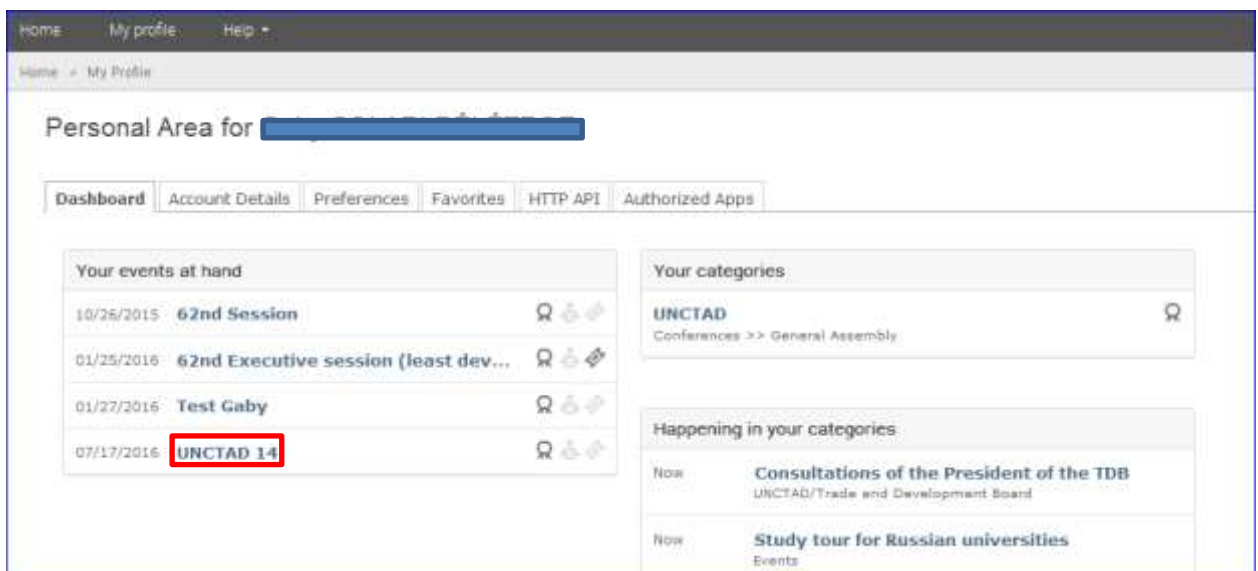
1. On the top right corner, under user account drop-down, click on *My profile*.



If you would like to Modify or add documents in your registration, please click on the modify bottom



Dashboard, change your Personal data, Picture and/or add documents for the Conference. Under **Account Details**, edit your personal details as well as your password.





If you would like to cancel your registration, please click on the cancel bottom