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 a meeting with your Indico account

1. Create an Indico account

(a) Go to the UNCTAD website (http://unctad.org) choose the meeting that you would like to attend (as displayed below)
(b) Click on UNCTAD Online Meeting Registration.

Beware! This is not a conference registration form but an Indico account creation. Kindly click on CREATE A NEW.

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

---

**English**

Dear [Name],

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) [Name],

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

Pour activer votre compte et procéder à la page d'inscription 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.
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.

<table>
<thead>
<tr>
<th>Tips:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Avoid using more than one e-mail account</td>
</tr>
<tr>
<td>• Registration online is mandatory in order to be included on the list of participants.</td>
</tr>
</tbody>
</table>
(b) You will be notified by e-mail that your registration is **pending of approval**.
(c) Once the site administrator has process your registration request, you will be notified by e-mail.
How to edit your Profile

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

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