



# 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**

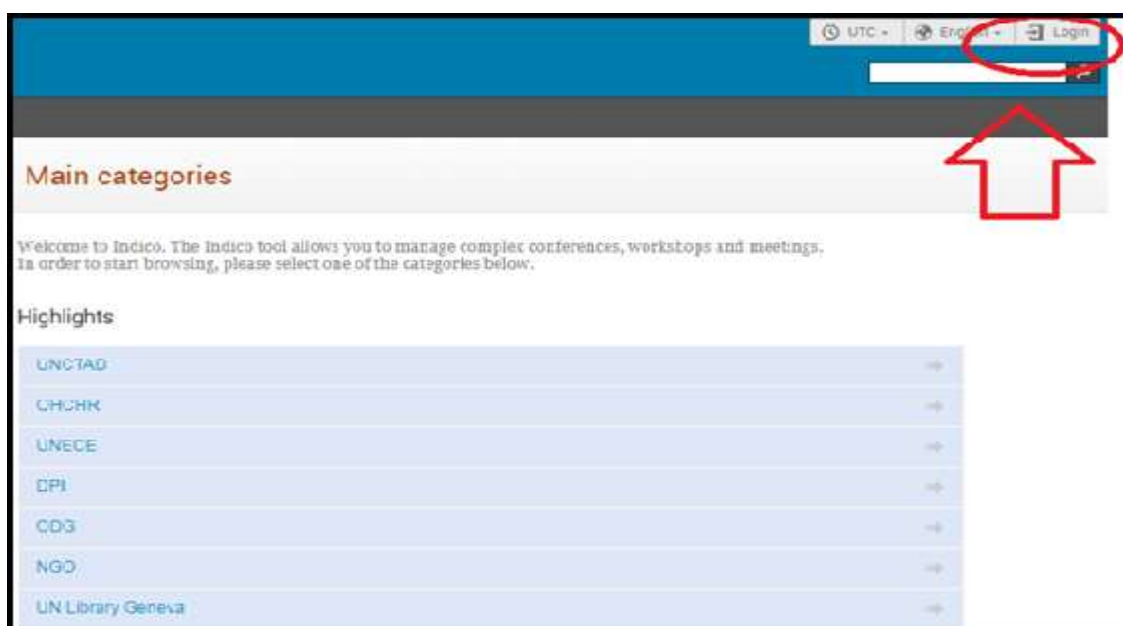
**NOTE:** Please keep your passport at hand while filling in the form. Your personal data **must** match the details in your passport or identification document.

**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

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



#### Create a new 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 email address that is not already in use in INDICO. After the submission of your personal data, an email will be sent to you.

### 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	Account data
* Email <input type="text"/>	* Login <input type="text"/>
Title <b>Mr.</b> <input type="text"/>	* Password <input type="text"/>
Gender <b>Male</b> <input type="text"/>	* Confirm Password <input type="text"/>
* Family name <input type="text"/>	<ul style="list-style-type: none"> <li>✗ Length of at least 8 characters</li> <li>✗ Contains uppercase and lowercase letters</li> <li>✗ Contains numbers</li> <li>✓ Doesn't contain spaces</li> <li>✓ Doesn't contain personal information</li> <li>✓ Doesn't contain common password words</li> <li>✓ Passwords match</li> </ul>
* First name <input type="text"/>	<input type="checkbox"/> I'm not a robot 
* Institution <input type="text"/>	
* BirthDate <input type="text"/>	<p>Please note that fields marked with * are mandatory.</p> <div style="border: 2px solid red; padding: 2px; display: inline-block;"><b>confirm</b> →</div>
* Language <b>English</b> <input type="text"/>	
Address <input type="text"/>	
Telephone number <input type="text"/>	
Fax number <input type="text"/>	
Passport ID <input type="text"/>	
Passport Origin <input type="text"/>	
Passport Expires <input type="text"/>	
My Timezone <b>UTC</b> <input type="text"/>	
Display Timezone <b>Event Timezone</b> <input type="text"/>	

### Activation of INDICO account

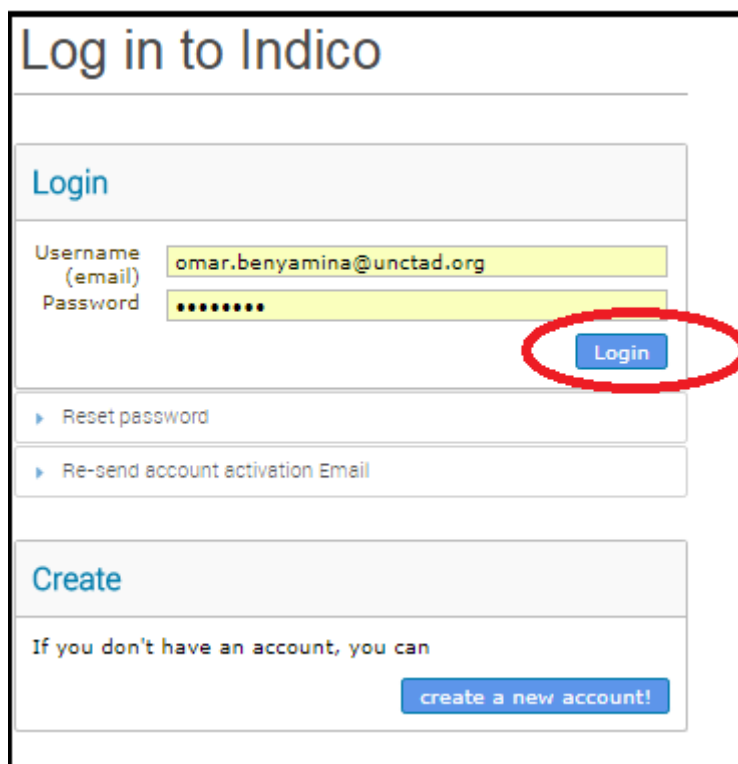
Once your account creation is in the system you will be notified by e-mail.

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 **Google chrome, Mozilla Firefox and Safari**, this action will activate your account.



## 2. Register for a meeting with your Indico account



Log in to Indico

**Login**

Username (email)

Password

**Login**

▶ Reset password

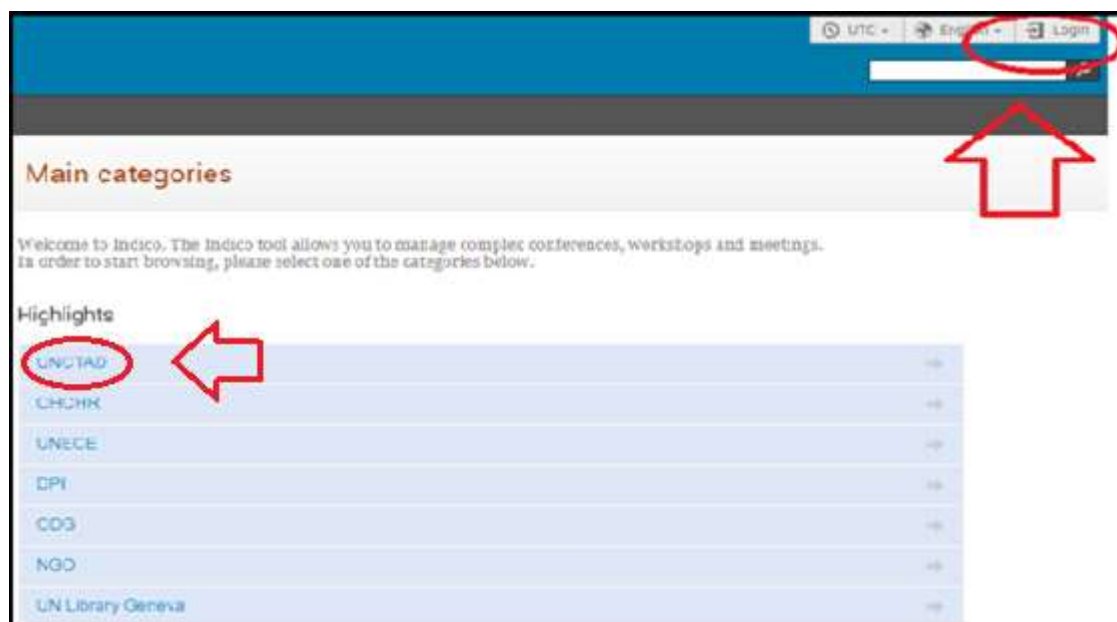
▶ Re-send account activation Email

**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 this particular meeting.



UTC - English - Login

**Main categories**

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.

**Highlights**

UNCTAD	→
CHCHK	→
UNECE	→
DPI	→
CO3	→
NGO	→
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 online is mandatory in order to be included on the list of participants.*

### Inscription: New

#### Personal Data

Please upload an ID photo (head and shoulders)

Picture \*



Passport ID \*

Passport Origin \*

Passport Expiry date \*  DD/MM/YYYY

Gender \*

Title \*

First Name \*

Surname \*

Birth Date \*  DD/MM/YYYY  
Please enter your birthday DD/MM/YYYY

Address   
Please enter your professional work address.

City \*   
The city in which the organization where you work is based.

Country \*   
The country in which the organization where you work is based.

Phone  (+41) 123 45 6789

Fax  (+41) 123 45 6789

Email \*

Website

Job title \*

#### Representation Type

Representative of governments, ngo ...

Representation Type \*

Country Representative \*

(All the fields marked with \* are mandatory)

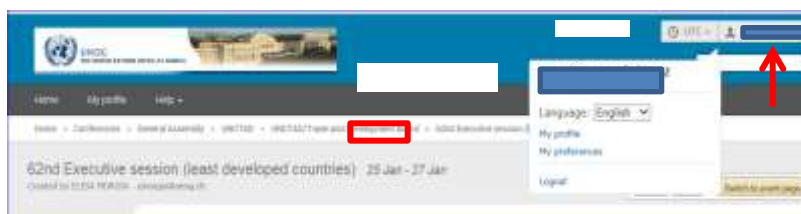
You will be informed by e-mail that your registration is "pending of approval"



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*.



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

