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/](https://reg.unog.ch/) and click to "login" (as displayed below)

![Create a new account](image_url)

![Login to Indico](image_url)
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.

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

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.
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.
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.