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
3. How to modify your profile

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 email 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.
(c) Once your account creation is in the system you will be notified by e-mail.
(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 online is mandatory in order to be included on the list of participants.**
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.

(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.