


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](#)

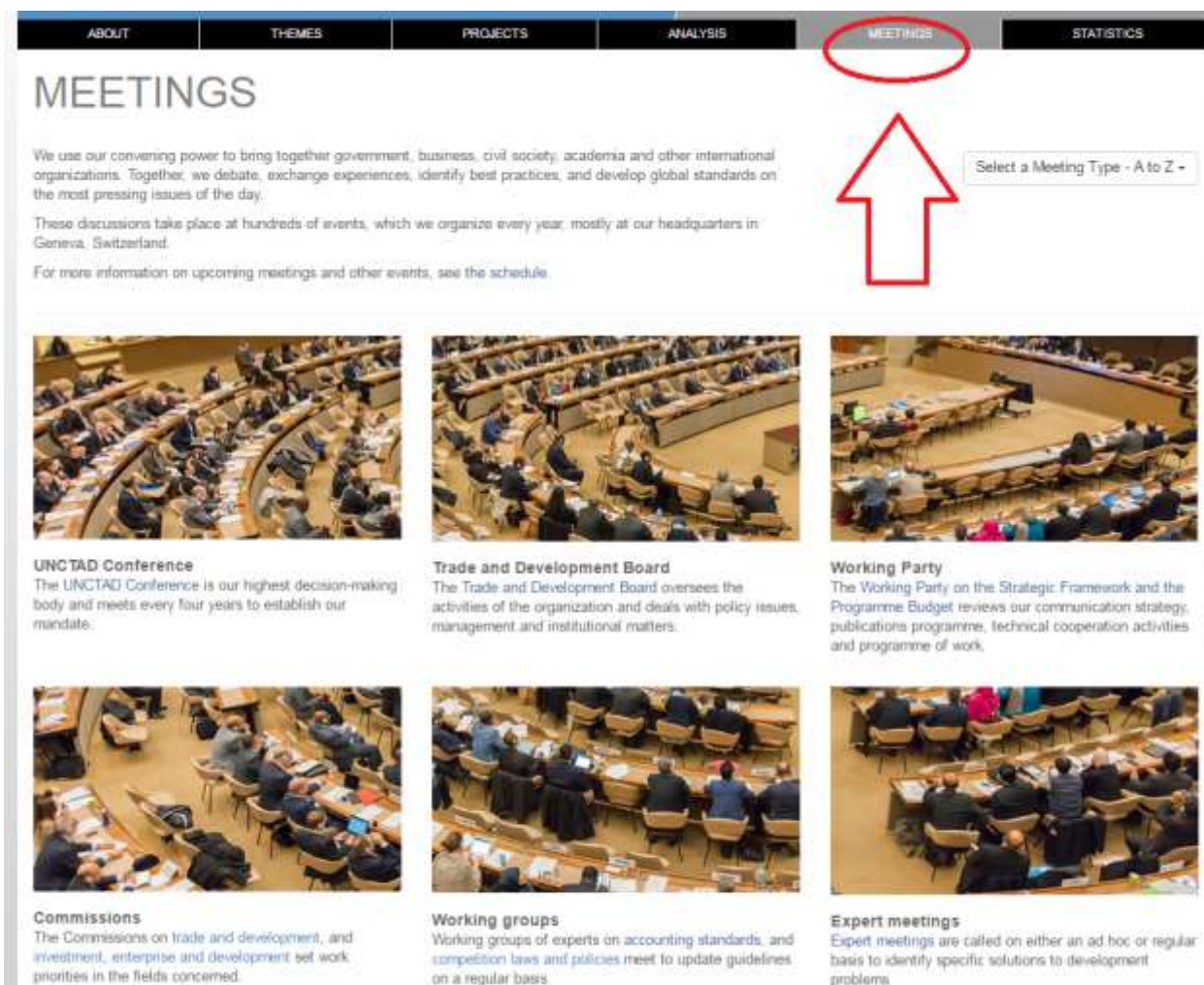
NOTE: Please keep your passport at hand while filling in the form. Your personal data **must** match the details in your passport or identification document.

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
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1. Create an Indico account

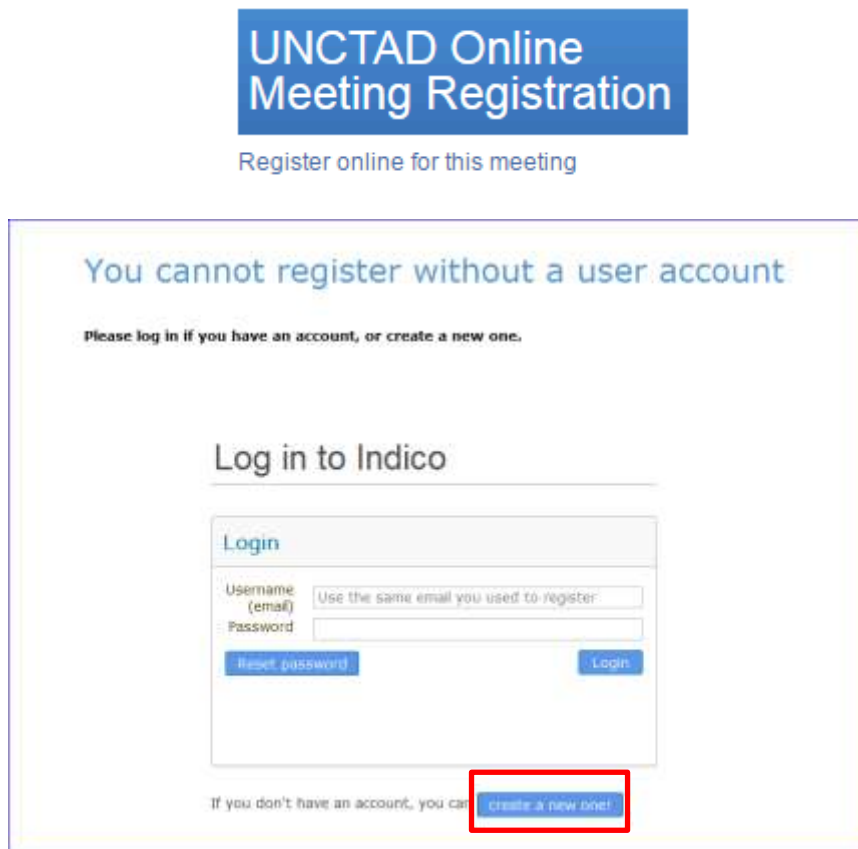
- (a) Go to the UNCTAD website (<http://unctad.org>) choose the meeting that you would like to attend (as displayed below)



The screenshot shows the UNCTAD website's 'MEETINGS' page. The navigation bar includes 'ABOUT', 'THEMES', 'PROJECTS', 'ANALYSIS', 'MEETINGS', and 'STATISTICS'. The 'MEETINGS' tab is circled in red, and a red arrow points to a dropdown menu labeled 'Select a Meeting Type - A to Z -'. Below the menu, there are six categories of meetings, each with a photo and a brief description:

- UNCTAD Conference**: The UNCTAD Conference is our highest decision-making body and meets every four years to establish our mandate.
- Trade and Development Board**: The Trade and Development Board oversees the activities of the organization and deals with policy issues, management and institutional matters.
- Working Party**: The Working Party on the Strategic Framework and the Programme Budget reviews our communication strategy, publications programme, technical cooperation activities and programme of work.
- Commissions**: The Commissions on trade and development, and investment, enterprise and development set work priorities in the fields concerned.
- Working groups**: Working groups of experts on accounting standards, and competition laws and policies meet to update guidelines on a regular basis.
- Expert meetings**: Expert meetings are called on either an ad hoc or regular basis to identify specific solutions to development problems.

(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 be able to use your account only after you activate it by clicking on the link inside the email.

The image shows a form titled "Creating a new Indico user". It includes instructions: "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 red warning message states: "Beware! This is not a conference registration form but an Indico account creation." The form is divided into "Personal data" and "Account data" sections. The "Personal data" section includes fields for Email, Title, Gender, Family name, First name, Institution, BirthDate, Language, Address, Telephone number, Fax number, Passport ID, Passport Origin, Passport Expires, and My Timezone. The "Account data" section includes fields for Login, Password, and Confirm Password. A list of password requirements is provided: "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". A "I'm not a robot" checkbox is highlighted with a red rectangular box. At the bottom, there is a "confirm" button and a note: "Please note that fields marked with * are mandatory."

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

 **Fwd: Accreditation account confirmation**
[Redacted] Z 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.

Multi-year expert meeting on Investment, Innovation and Entrepreneurship for Productive Capacity-building and Sustainable Development

16-17 March 2016
Palais des Nations
UTC 03:00:00

Overview

Timetable

Document List

Registration

Digital Recordings

Guidelines

Support

 support.accreditation

Your account is already activated

If you can't remember your login and password, please use the button below to receive a link to reset your password by email



Click

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**.

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 * Koala.jpg 

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 *

Organisation Name *

Note: For security reasons, your personal data will have to match the details on your passport.

(b) You will be notified by e-mail that your registration is **pending of approval**.

----- Message transféré -----

De : <noreply.accreditations@unog.ch>

Date : 12 avr. 2016 11:29

Objet : Registration received, pending approval

À : [REDACTED]

Cc :



UNOG
THE UNITED NATIONS OFFICE AT GENEVA



[English](#)

Dear [REDACTED],

This message is to acknowledge receipt of your registration request to the event **Multi-Year Expert Meeting on Promoting Economic Integration and Cooperation Fourth session**.

The registration is **pending approval**. You will receive an additional email when your registration has been processed.

Thank you and best regards,

The secretariat.

[French](#)

Cher(e) [REDACTED],

Nous accusons réception de votre enregistrement pour la conférence **Multi-Year Expert Meeting on Promoting Economic Integration and Cooperation Fourth session**.

Votre demande de participation est en attente d'approbation par le secrétariat. Vous recevrez un courriel une fois que votre demande aura été traitée.

Merci et meilleures salutations,

The secretariat.

Address: Palais des Nations, 1211 Geneva 10, Switzerland.

email: support.accreditation@unog.ch

(c) Once the site administrator has process your registration request, you will be notified by e-mail.

----- Message transféré -----

De : <noreply.accreditation@unog.ch>

Date : 15 mars 2016 15:04

Objet : Registration approval for the Multi-year expert meeting on Investment, Innovation and Entrepreneurship for Productive Capacity-building and Sustainable Development

À : <gaby.deletroz@gmail.com>

Cc :



UNOG
THE UNITED NATIONS OFFICE AT GENEVA



[English](#)

Dear Sra. Solari deletroz Gaby gisella,

Your registration for the meeting

Multi-year expert meeting on Investment, Innovation and Entrepreneurship for Productive Capacity-building and Sustainable Development

has been **approved**. We are looking forward to welcoming you at the meeting.

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

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



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.

