



Step-by-step guide for Indico Conference Focal Points



An important feature of Indico is that it allows each ECOSOC-accredited NGO and Accredited NGOs to the Conference of States Parties (COSP) to designate up to **two (2) Conference Focal Points**, who will review the individual registrations of members of their organization for all events that use the platform. While each representative will register through their own individual Indico account, the Conference Focal Points can review and approve/reject their own organization's participants. This allows for improved coordination and validation of registrations.

In order for your organization's registrations to be processed in Indico, you **MUST** designate at least one Conference Focal Point (and preferably another one for backup). This is done through your organization's profile in the [Integrated Civil Society Organisations System](#) (iCSO).

Once the Conference Focal Points are designated in iCSO, they will be made available in Indico in about a week. **Please designate your Conference Focal Points as soon as possible to avoid delays which may prevent your organization from participating in events.**

This guide contains the following sections:

1. Detailed instructions for designating Conference Focal Points in iCSO
2. Detailed instructions for activating your Indico account
3. Detailed instructions for approving participants in Indico
4. Additional help

*** Please note that these instructions only apply to NGOs in consultative status with ECOSOC and Accredited NGOs to the Conference of States Parties (COSP). If not, you do NOT need to designate Conference Focal Points.**

*Please note that participation by civil society representatives in United Nations meetings and conferences is governed by the modalities of each event. **Registration in Indico does not guarantee participation in any specific event.** The United Nations reserves the right to deny participation to any organisation or individual at any time.*

How to designate your organization's Conference Focal Points

**** Detailed screenshot instructions on the next page ****

- As head of your organization, use the main organization account to log in to <http://esango.un.org/civilsociety/login.do>
- Navigate to [Profile > Contacts & Participation](#) from the menu bar
- Add a new contact with the [Conference Focal Point](#) type, or add this contact type to an existing contact

Requirements for Conference Focal Points

- A **unique**, personal email address must be specified. Do not use a generic email.
- No more than two (2) Conference Focal Points will be permitted for each organization. Similarly, if the same person appears multiple times in the contact list, they should only be designated once, with their most current contact information.
- Conference Focal Points must be unique for each organization; different organizations cannot share the same Conference Focal Points.



1. Once logged into iCSO
(<http://esango.un.org/civilsociety/login.do>),
Navigate to *Profile > Contacts & Participation*
from the menu bar.

NGOBranch Test Profile	
	Profile Consultative Status Documents Correspondence Meeting Participation
View General	General
Organization	Contacts & Participation
Organization	Activities
Organization	Additional Information
Headquarters	Main Objective
Address:	1 UN Plaza New York, NY United States of America
Email:	nobody@un.org
Organization type:	Open-ended Working Group on Ageing
Languages:	<ul style="list-style-type: none"> English

2. Click on *New contact* to add a new contact, or assign this contact type to an existing contact.

NGOBranch Test Profile						
	Profile	Consultative Status	Documents	Correspondence	Meeting Participation	
Contacts and Participation						
Title	First Name	Last Name	Contact type	Update	Delete	Print



Designating Conference Focal Points



3. Designate the contact with the *Conference Focal Point* type.

4. Ensure that the person's ***unique, personal*** email address is specified. This email address will become the person's Indico user name, or must match their Indico user name if they already have an account.

Do not use the same email address for multiple contacts.

NGOBranch Test Profile

Profile | Consultative Status | Documents | Correspondence | Meeting Participation

Contacts & Participation

If you like to add another contact, click the **Save** button at the bottom of the page. You will be directed to clicking on "New contact". If you like to continue to the "Activities" page, click the **Continue** button.

* Contact Type:

Advancement of Women
Application
Committee on NGOs Represent
Conference Focal Point
Designation

>><<

Select one or more contact types that best describe the area of expertise of the person. For the types "A person will be responsible for submitting and updating information related to Consultative Status with the

Title:

* First Name:

* Last Name:

Mailing address (if different from headquarters)

Address:

☐ Country -- OR -- ☐ Other geographical designations

Phone:

Fax:

Email:



Account activation for Conference Focal Points

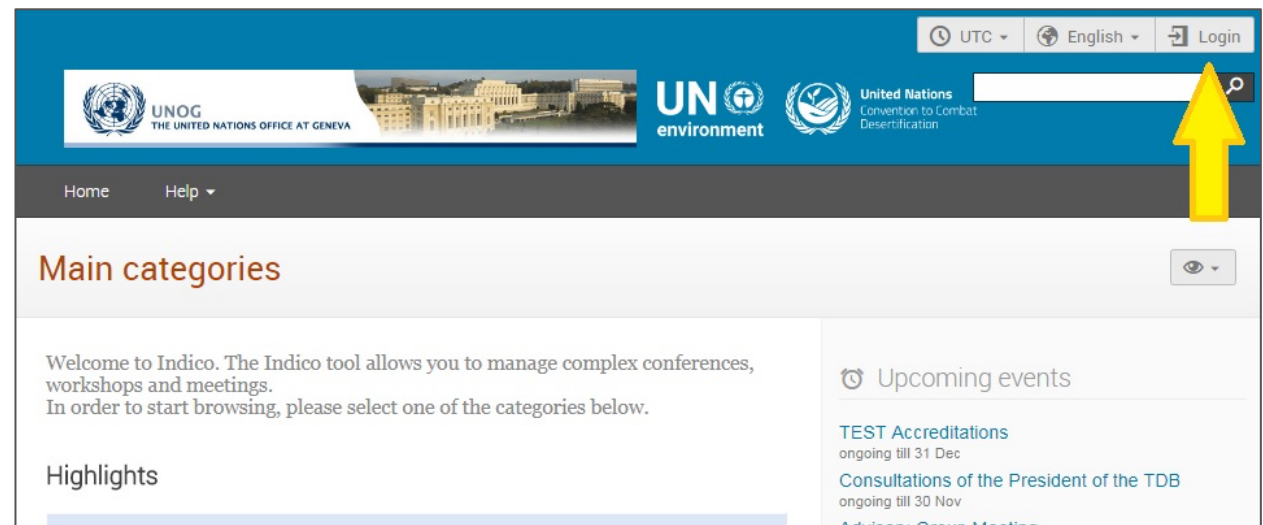


*** Please note that once the Conference Focal Points are designated in iCSO, they will be made available in Indico in about a week.**

If you are a designated Conference Focal Point and ***have never used Indico before***, you will need to activate your account according to the instructions below. Your account has already been created using the email address that you provided in iCSO for the Conference Focal Point, **but you will need to set a password**.

Note: Conference Focal Points who already have an account in Indico and are properly designated in iCSO (i.e. with their Indico login as email address) will automatically be granted review and approval privileges, and do not need to complete this step.

1. Go to Indico at <https://reg.unog.ch> and click on [Login](#).





Account activation for Conference Focal Points



2. Click on the [Reset password](#) bar.

The screenshot shows the Indico login interface. At the top, there is a blue header with the UNOG logo, the text 'UNOG THE UNITED NATIONS OFFICE AT GENEVA', and the 'UN environment' logo. To the right of the header, there are links for 'Europe/Zurich', 'English', and 'Login'. Below the header, there is a navigation bar with 'Home' and 'Help' links. The main content area is titled 'Log in to Indico'. It contains a 'Login' section with fields for 'Username (email)' and 'Password'. The 'Username (email)' field has a placeholder text 'Use the same email you used to register'. Below the fields is a 'Login' button. To the left of the 'Login' button, there is a yellow arrow pointing to the 'Reset password' link. Below the 'Login' section, there is a 'Create' section with the text 'If you don't have an account, you can' and a 'create a new account!' button.

Europe/Zurich English Login

UNOG THE UNITED NATIONS OFFICE AT GENEVA UN environment United Nations Convention to Combat Desertification

Home Help

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!



Account activation for Conference Focal Points



3. Enter your email address (the same one used for your Conference Focal Point designation in iCSO).
This is your Indico user name.

Then click on [Reset my password](#).

The screenshot shows the Indico login interface. At the top, there is a navigation bar with the UNOG logo, a search bar, and links for Europe/Zurich, English, and Login. Below this is a dark blue header with 'Home' and 'Help' links. The main content area is titled 'Log in to Indico'. It contains a 'Login' form with fields for 'Username (email)' and 'Password', and a 'Login' button. Below the login form is a 'Reset password' section with a dropdown arrow, an 'enter your email address' input field, and a 'Reset my password' button. A yellow arrow points from the text '1. Enter your email' to the 'enter your email address' field. Another yellow arrow points from the text '2. Click reset button' to the 'Reset my password' button. Below the reset section is a 'Re-send account activation Email' link and a 'Create' button.

4. You will receive an email at the address you entered with instructions for setting a password. Once set, you will use this email address and password to log in to Indico.



Approving participants in Indico

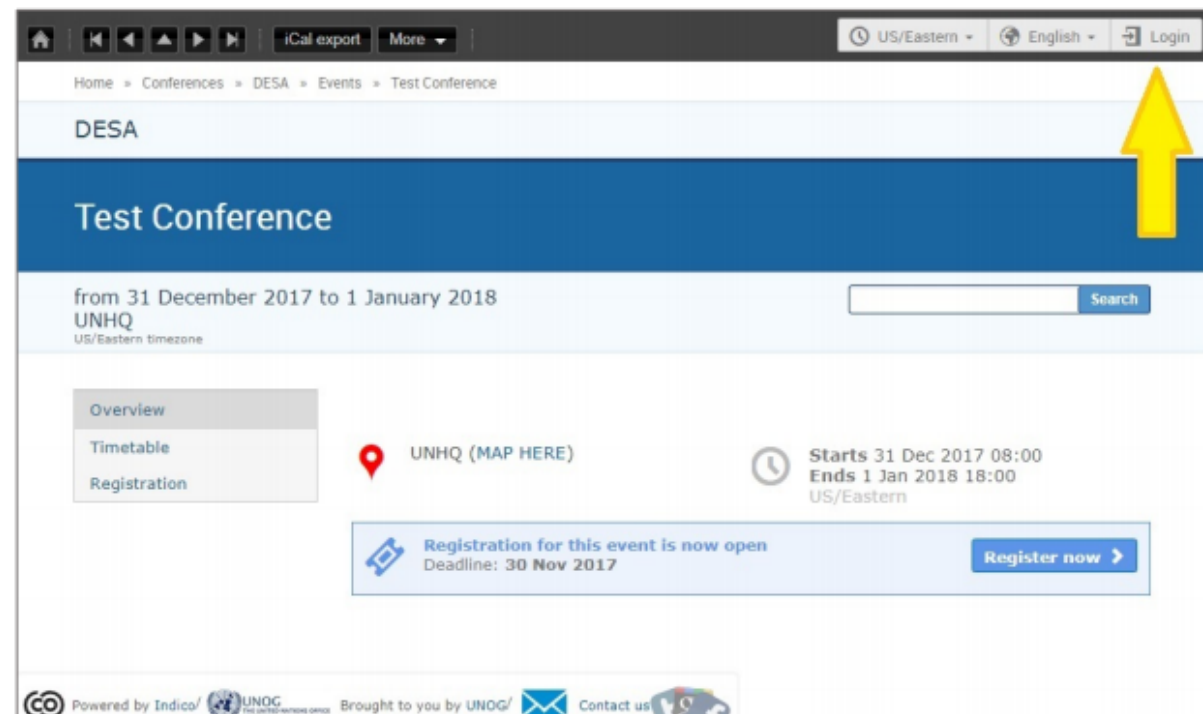


Verifying and approving your organization's registrations

As a Conference Focal Point of your organization, you are responsible for **verifying and approving** the representatives of your organization after they register in Indico through their own individual accounts.

(If you plan to attend an event yourself as a representative of your organization, **you must also register and approve yourself!**)

1. Log in to Indico from any page (e.g. the home page or your event page).
<https://reg.unog.ch/>

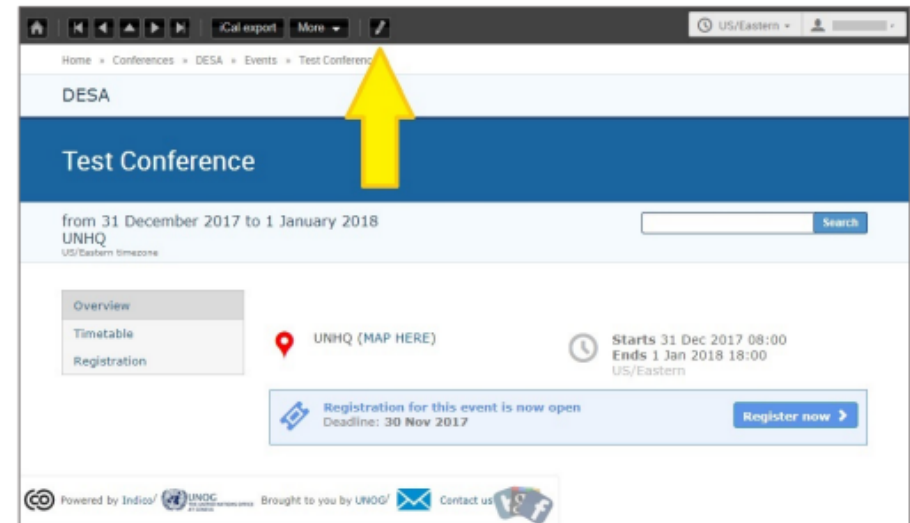




Approving participants in Indico



2. Click the pencil icon  on the top menu bar to switch to the registration management area



3. Click on the checkbox to approve registrants. Each participant will **receive an automated email notification containing the official confirmation letter** when their registration has been approved or rejected.

If someone who is not a representative of your organization has attempted to register, please check the [Rejected](#) checkbox.

Registrants (2) Stats

Displaying 1 registrant

Apply filters | Columns to display | Static URL for this result

☒ Add new Remove Email Approve selected Reject selected Export Refresh cache

Name	Email	City	Representation Type	Country Represented	Organisation Represented	approved rejected	Registration date (US/Eastern)
Ms. Doe, Jane	j.doe@org	New York	NGO (Non Governmental Organizations)		Some organisation	<input type="checkbox"/> <input type="checkbox"/>	15 Nov 2017 19:44:04

Check the box to approve or reject your participants



Approving participants in Indico



4. To switch back to the event page, click on the button [Switch to event page](#).

The screenshot shows the Indico interface for a 'Test Conference'. At the top, there's a navigation bar with 'Home', 'My profile', and 'Help'. Below it, a breadcrumb trail reads 'Home > Conferences > DESA > Events > Test Conference'. The main header area is orange and contains the event title 'Test Conference 31 Dec - 2 Jan', the creator 'Heidi HUNTER - hunterh@un.org - 02/11/2017', and 'Event actions' (Close, Lock, Switch to event page). A yellow arrow points to the 'Switch to event page' button. Below the header, the 'Registration' section is active, showing 'Registrants (2)' and 'Stats'. It displays 'Displaying 1 registrant' and a table with one entry: 'Ms.Doe, Jane' from 'New York'.

Name	Email	City	Representation Type	Country Represented	Organisation Represented	approved	rejected	Registration date (US/Eastern)
Ms.Doe, Jane	j.doe@org	New York	NCO (Non Governmental Organizations)		Some Organisation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15 Nov 2017 19:44:04

5. **Please be reminded that each participant** will need to register themselves so that Conference Focal Points can see and approve her or his registration:

We encourage Conference Focal Points to **check back in Indico regularly** to approve new representatives.

The screenshot shows the Indico event page for 'Test Conference'. The left sidebar has tabs for 'Overview', 'Timetable', and 'Registration', with a yellow arrow pointing to 'Registration'. The main content area shows the event dates 'from 31 December 2017 to 1 January 2018' and location 'UNHQ'. It includes a map of UNHQ and event times 'Starts 31 Dec 2017 08:00' and 'Ends 1 Jan 2018 18:00'. A banner at the bottom states 'Registration for this event is now open' with a 'Deadline: 30 Nov 2017' and a 'Register now' button, which is highlighted by a yellow arrow.