



Step-by-step guide for COSP registration



The United Nations has introduced a new platform for managing NGO registration to meetings and events at UN Headquarters in New York. The platform is called **Indico**, and it replaces the registration functionality of the previous system, CSO-Net. Indico has its own secure password engine, and the username and password for the old CSO-net will not work for Indico. Representatives will be able to create a new password when they sign up an account in Indico.

The main difference between the new Indico system and the old CSO-net is that in Indico, representatives register themselves individually, to increase online security and privacy for each participant.

Once the representatives of an organization have registered for a conference in Indico, the organization's Conference Focal Point will be able to see and approve their registrations. Upon approval of their registration by the Conference Focal Point of their organization, representatives will receive an automated email notification containing the official confirmation letter. Representatives will bring a print-out of the confirmation letter to pick up a UN grounds pass at the meeting or conference in New York.

*** Please note that these instructions only apply to NGOs in consultative status with ECOSOC and Accredited NGOs to the Conference of States Parties to the CRPD (COSP).**

*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 organization or individual at any time.*

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This guide provides step-by-step instructions for participants on the following:

1. Creating your Indico account (page 2-3)
2. Activating your Indico account (page 4-5)
3. Registering for COSP (page 6-9)
4. Modifying a registration (page 10)
5. Additional information (page 11)



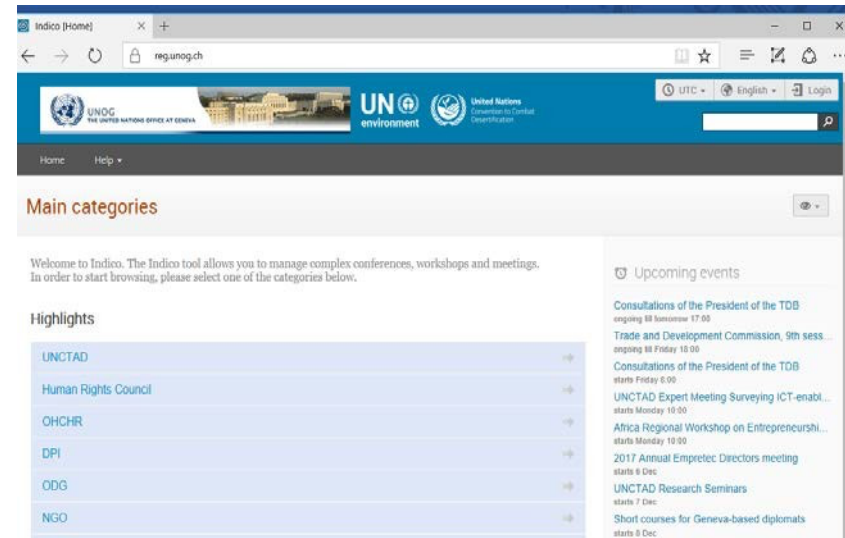
Creating an account in Indico



Creating an account in Indico – Step by step guidance

To register for conferences in Indico, you will first need to create your Indico account. You only need to do this once and will be able to use your account for registering to current and future meetings and conferences.

1. Go to Indico at <https://reg.unog.ch/>
2. Click on *Login* in the upper right corner
3. Click the *Create a New Account* button



Log in to Indico

Login

Username (email)

Password

[Reset password](#)

[Re-send account activation Email](#)

Create

If you don't have an account, you can



Creating an account in Indico



4. Fill in your personal information on the sign-up form.

Please use your personal email to sign up, not an organizational email. All communications, including your confirmation letters for conference registrations, will be sent to your account email address.

Please note that your account email address needs to be unique. It cannot be the same email that is already used for another account in Indico.

5. Click on [Confirm](#) to submit your account information.

The screenshot shows a web browser window with the URL `reg.unog.ch/user/register`. The page header includes the UN environment logo and the United Nations Convention to Combat Desertification logo. The main heading is "Creating a new Indico user". Below the heading, there is a warning: "Beware! This is not a conference registration form but an Indico account creation." The form is divided into two columns: "Personal data" and "Account data".

Personal data:

- Email:
- Title:
- Gender:
- Family name:
- First name:
- Institution:
- Birthdate (dd/mm/yyyy):
- Language:
- Address:
- Telephone number:
- Fax number:
- Passport ID:
- Passport Origin:
- Passport Expires (dd/mm/yyyy):
- My Timezone:
- Display Timezone:

Account data:

- Login:
- Password:
- Confirm Password:

Your Password:

- Must be at least 8 characters long
- Must contain uppercase and lowercase letters
- Must contain numbers
- Must not contain spaces
- Must not contain common password words
- Must match (you same password in Confirm Password field)

ARE YOU HUMAN?

Please, solve this math to prove you are human: $1 + 1 =$

6. Indico will display a confirmation page and will send you an activation email.

The screenshot shows a web browser window with the URL `reg.unog.ch/user/register/success?userId=64475`. The page header includes the UNOG logo and the United Nations Convention to Combat Desertification logo. The main heading is "Creating new UNOG Accreditation account".

Congratulations!!! You have successfully created your UNOG Accreditation account.

However, you will not be able to log into the system until you have activated your new account. To do this please follow the instructions in the mail that we have already sent you.

If you don't receive this email or you have any trouble with the login, do not hesitate to contact us.



Activate your account



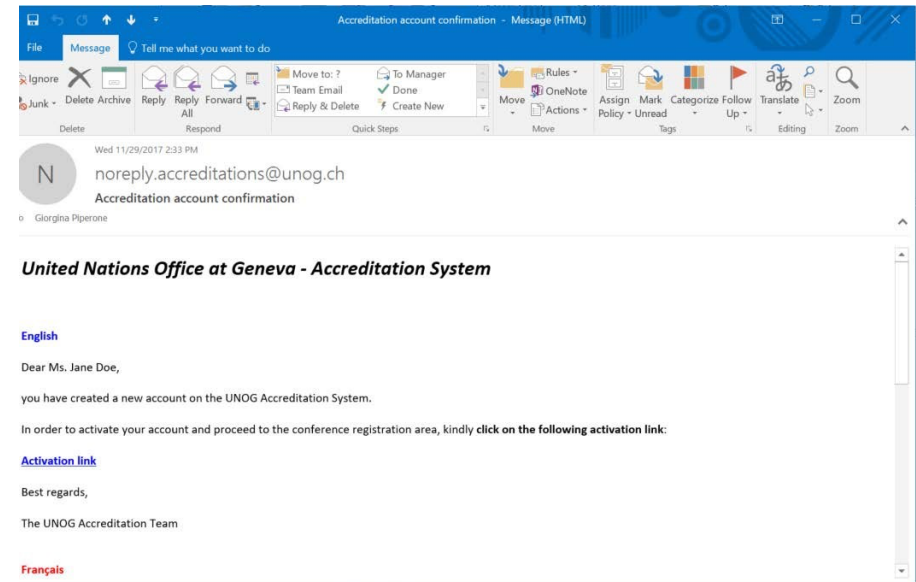
Activate your account – Step by step guidance

1. Once you have created your account, you will receive an automated email confirming your account and asking you to activate it.

The email will come from noreply.accreditation@unog.ch and will have the title “Accreditation account confirmation”.

2. Click on the [Activation Link](#) in the email and your account will be activated.

You will now be able to register for conferences and events open to representatives of your organization.





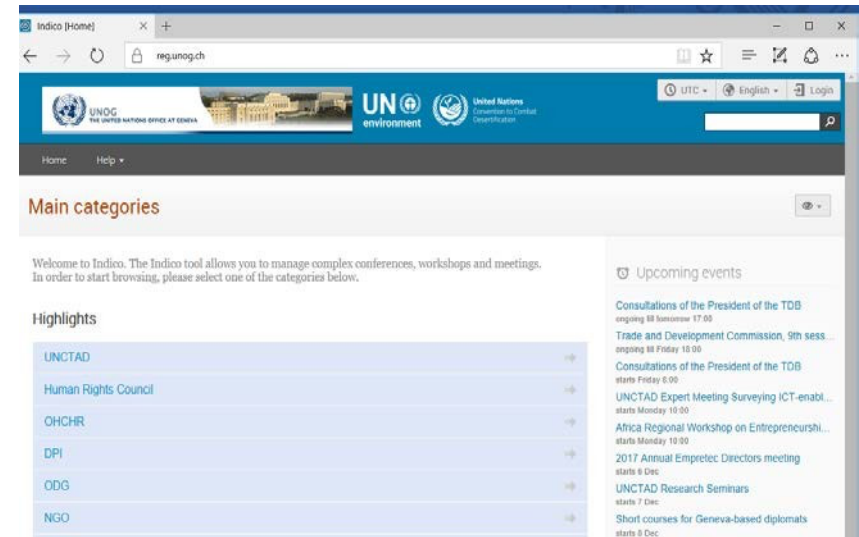
Activate your account



If the account confirmation email is not in your email inbox, **please check your SPAM or Junk mail folder** to see if it ended up there.

If you did not receive the account confirmation email, you can resend it to yourself:

- Go to Indico at <https://reg.unog.ch/>
- Click on Login in the upper right corner
- Click *“Re-send account activation email”*.
An email field will appear. Type your email address in the field and press *“Send account activation Email”*.





Register for COSP



Register for COSP – Step by step guidance

Once you have created your account in Indico, you can use it to register for conferences and meetings, e.g. COSP14:

1. Go to the COSP14 registration page in Indico: <https://indico.un.org/event/35941/registration/>
2. Scroll down and click the *Register Now* button
3. *Log in* to Indico using the email address and password of your Indico account (see “Creating an Account in Indico” on page 3 of this guide).

The screenshot shows the registration page for the 11th Session of the Conference of State Parties to the CRPD. The page includes a header with the event title, dates (12-14 June 2018), and location (United Nations Headquarters, New York). A sidebar on the left contains navigation links for Overview, Registration, COSP11 website, Support, and ngo@un.org. The main content area provides details about the session and a 'Register now' button, which is highlighted with a yellow arrow.

The screenshot shows the login page on Indico. It features a message: "You cannot register without a user account. Please log in if you have an account, or create a new one." Below this is a "Log in to Indico" section with a form containing fields for "Username (email)" and "Password". A "Login" button is highlighted with a yellow arrow.



Register for COSP



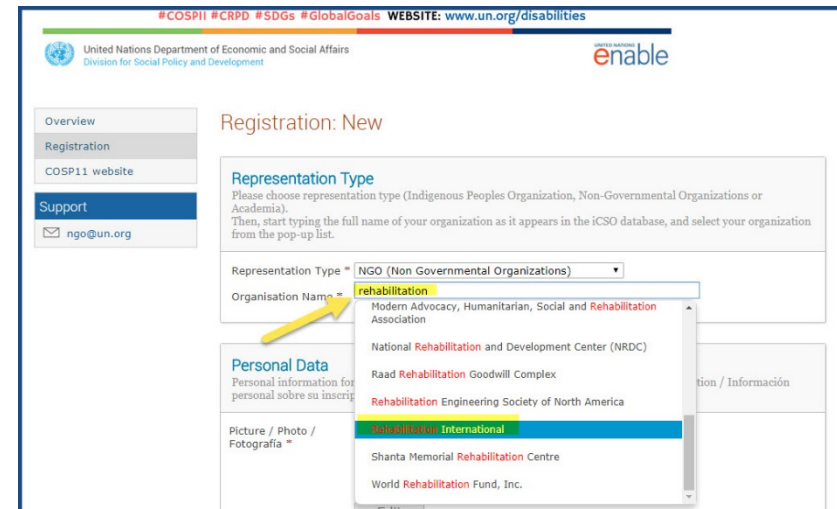
You will now be placed on the COSP14 registration form. Fill out the required information (fields marked with *)

4. Under **Representation Type**, select **NGO (Non-Governmental Organizations)** or **COSP Disabilities**

5. *Start typing* the **full name** of your organization, and select it from the list that appears†

If you are not sure about the exact name, please consult your organization or look up the exact name in the UN DESA NGO database at <http://esango.un.org/civilsociety/>

† *If the name of your organization does not appear automatically. Please contact socialngo@un.org with any questions.*





Register for COSP



6. Verify your personal details, upload a picture (in .jpg format) and fill in any additional required information (marked with *)

Please note: Indico only recognizes whole numbers for the “Height” and “Weight” fields, please round up to the nearest whole number and do not add units such as “kg” or “cm”.


Representation Type

Please choose representation type (Indigenous Peoples Organization, Non-Governmental Organizations or Academia).
Then, start typing the full name of your organization as it appears in the ICSD database, and select your organization from the pop-up list.

Representation Type *

Personal Data

Personal information for your registration / Informations personnelles relatives à votre inscription / Información personal sobre su inscripción

Picture / Photo /
Fotografía * 

Please be advised that UN Security may take a different picture when issuing the UN grounds pass.

Title / Titre / Título

Gender / Genre /
Género *

First Name /
Prénom / Nombre *

Surname / Nom de
famille / Apellido *

Position / Position
/ Posición

Institution /
Institution /
Institución *

7. Click the [Register](#) button to submit your request

Emergency Contact

Information of the person to contact in case of emergency / Informations concernant la personne à contacter en cas d'urgence / Información sobre la persona que contactar en caso de emergencia

First Name / Prénom / Nombre *

Last Name / Nom de Famille / Apellido *

Telephone no. / Téléphone / Teléfono * (+41) 123 45 6789

(All the fields marked with * are mandatory)



Register for COSP

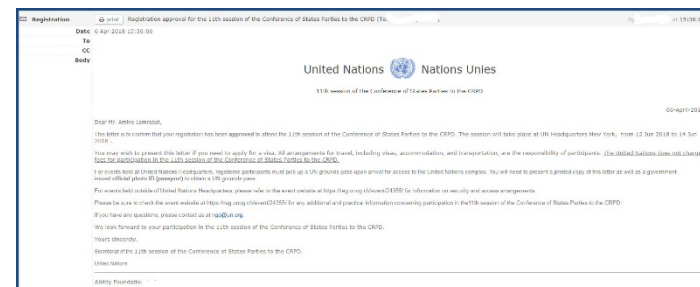
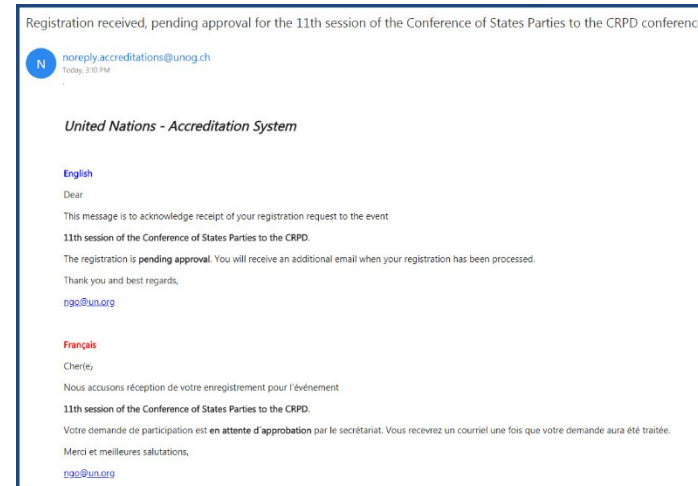


8. You will receive an automated email notification that your registration has been received and is **pending approval**.

9. Please let COSP Team or the Conference Focal Point in your organization know that you have registered. **Your organization's Conference Focal Point will also be able to approve your registration in Indico.**

10. Once your organization approves your registration, you will receive an automated approval email containing your **official confirmation letter**.

In case you do not receive your approval email containing your confirmation letter, please follow up with COSP Team or your organization's Conference Focal Point so we can resend the email.





Register for COSP



Modify your registration information – Step by step guidance

If you need to modify your registration data, e.g. for correcting a typo, please follow the steps below:

Please note that you can only modify your registration prior to approval by COSP Team or your Conference Focal Point. If you need to modify your registration after your registration has been approved, please contact your Conference Focal Point.

1. Go to the COSP14 registration page at <https://indico.un.org/event/35941/registration/> and scroll down until you see your current registration information.
2. Click *Modify*.
3. When you are done modifying the registration form, click *Modify*.

The screenshot displays the Indico registration interface for the 11th Session of the Conference of State Parties to the Convention on the Rights of Persons with Disabilities. The page header includes the event title, dates (12-14 June 2018), and location (United Nations Headquarters, New York). A navigation menu on the left contains 'Overview', 'Registration', 'COSP11 website', 'Support', and 'ngo@un.org'. The main content area is titled 'Registration' and shows the registration period from 02 April 2018 to 28 May 2018. Below this, there is a message about the new Indico platform and links to guides and FAQs for participants and focal points. At the bottom right, a 'Summary' section contains a 'Cancel' button and a 'Modify' button, which is highlighted with a yellow arrow.



Additional information



For more information on the 14th session of the Conference of States Parties to the CRPD (COSP14), please visit: <http://bit.ly/un-cosp14>

If you have questions, please contact socialngo@un.org and enable@un.org.