



Introducing Conference Focal Points

An important feature of Indico is that it allows each ECOSOC accredited NGO 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 have the ability to 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 (preferably two for backup). This is done through your organization's profile in the <u>Integrated Civil Society Organisations System</u> (iCSO).

How to designate your organization's Conference Focal Points

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

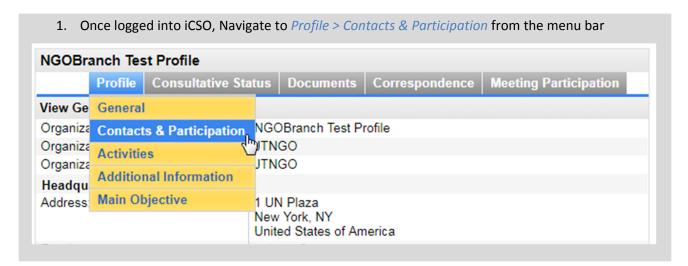
- 1. As head of your organization, use the main organization account to log in to http://esango.un.org/civilsociety/login.do
- 2. Navigate to *Profile > Contacts & Participation* from the menu bar
- 3. Add a new contact with the *Conference Focal Point* type, or add this contact type to an existing contact

Once the Conference Focal Points are designated in iCSO, they will be made available in Indico within a week. Please designate your Conference Focal Points as soon as possible to avoid delays which may prevent your organization from participating in events, but no later than 31 October 2017.

Instructions will follow to designated Conference Focal Points on how to access their accounts and approve participants from their organizations.



Detailed instructions for designating Conference Focal Points in iCSO





3. Make sure to designate the contact with the *Conference Focal Point* type **NGOBranch Test Profile Meeting Participation Profile** Consultative Status **Documents** Correspondence Contacts & Participation If you like to add another contact, click the Save button at the bottom of the page. You will be directed to a contact summary page that allows you to add further contacts by clicking on "New contact". If you like to continue to the "Activities" page, click the Continue button. * Asterisked items must be filled in * Contact Type: Advancement of Women Conference Focal Point Application Committee on NGOs Representa Designation Financing for Development Select one or more contact types that best describe the area of expertise of the person. For the types