



## 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 [Integrated Civil Society Organisations System](#) (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.

**56<sup>TH</sup> COMMISSION for  
SOCIAL DEVELOPMENT**

Strategies for eradicating poverty  
to achieve sustainable development for all

31 January – 9 February 2017, United Nations Headquarters, New York

 United Nations Department of Economic and Social Affairs  
Division for Social Policy and Development



#CSocD56 #SDGs #GlobalGoals

WEBSITE: [social.un.org/csocd](http://social.un.org/csocd)

## Detailed instructions for designating Conference Focal Points in iCSO

1. Once logged into iCSO, Navigate to *Profile > Contacts & Participation* from the menu bar

The screenshot shows the 'NGOBranch Test Profile' page. A dropdown menu is open for the 'View General Information' link. The menu options are: General, Contacts & Participation (highlighted with a mouse cursor), Activities, Additional Information, and Main Objective. The background content is partially visible, showing organizational details for 'UN NGO'.

	Profile	Consultative Status	Documents	Correspondence	Meeting Participation
<b>View General Information</b>	<ul style="list-style-type: none"> <li>General</li> <li><b>Contacts &amp; Participation</b></li> <li>Activities</li> <li>Additional Information</li> <li>Main Objective</li> </ul>				
Organization	NGOBranch Test Profile				
Organization	UN NGO				
Organization	UN NGO				
Headquarters					
Address	1 UN Plaza New York, NY United States of America				

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


[New contact](#)

3. Make sure to designate the contact with the *Conference Focal Point* type

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 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

Application

Committee on NGOs Representa

Designation

Financing for Development

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Conference Focal Point

Select one or more contact types that best describe the area of expertise of the person. For the types