



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.

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.

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.





Designating Conference Focal Points



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

The screenshot shows the 'NGOBranch Test Profile' page. At the top, there are tabs for 'Profile', 'Consultative Status', 'Documents', 'Correspondence', and 'Meeting Participation'. The 'Profile' tab is active. Below the tabs, there is a 'View General' section with a dropdown menu. The 'Contacts & Participation' option is highlighted in blue, and a mouse cursor is pointing at it. Other options in the menu include 'General', 'Activities', and 'Additional Information'. Below the menu, there are fields for 'Organization', 'Headquarters', 'Address', 'Email', 'Organization type', and 'Languages'. The 'Address' field contains '1 UN Plaza, New York, NY, United States of America'. The 'Email' field contains 'nobody@un.org'. The 'Organization type' field contains 'Open-ended Working Group on Ageing'. The 'Languages' field contains 'English'.

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

The screenshot shows the 'NGOBranch Test Profile' page with the 'Contacts and Participation' section. The 'Profile' tab is active. Below the tabs, there is a 'Contacts and Participation' section. At the top right of this section, there is a '+ New contact' button. Below the button, there is a table with the following columns: 'Title', 'First Name', 'Last Name', 'Contact type', 'Update', 'Delete', and 'Print'. The 'Update', 'Delete', and 'Print' columns have icons next to them. A mouse cursor is pointing at the 'New contact' button.



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:

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

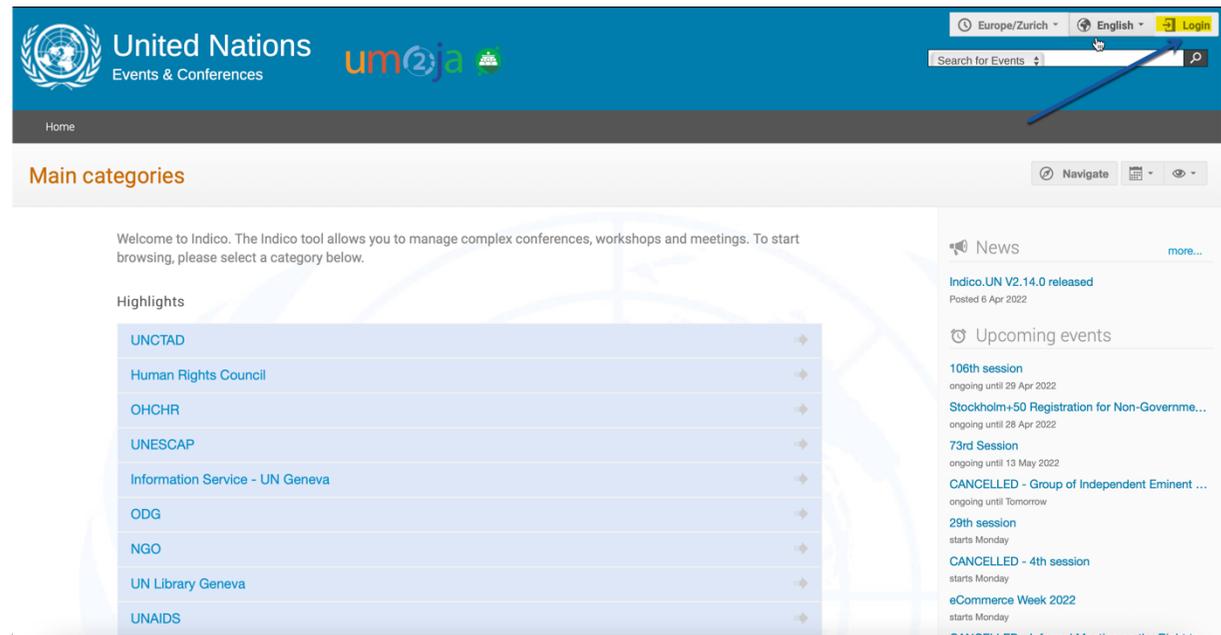


* Please note that once the Conference Focal Points are designated in iCSO, they will be made available in Indico in about a week.

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://indico.un.org/> and click on *Login*.





2. Click on the *Reset password* bar.

indico

E-mail address

Password

[Forgot my password](#)

Login with Indico

If you do not have an Indico account yet, you can [create one here](#).

[Back](#)

Powered by Indico / Brought to you by UNOG and umojja

I SAY NO TO SEXISM
WHAT DO YOU SAY?



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](#).

United Nations Events & Conferences um2ja

Europe/Zurich English Login

Search for Events

Home

Reset your Indico password

If you forgot your password you can reset it. Simply enter your email address and we'll send you an email containing with information on how to set a new password.

Email address

Submit

Powered by Indico / Brought to you by UNOG and um2ja

Code of Conduct | About | Privacy | Help | Contact

I SAY NO TO SEXISM

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.



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://indico.un.org/>

US/Eastern

English

Login

Conference of States Parties to the Convention on the Rights of Persons with Disabilities

United Nations Headquarters, New York

www.un.org/disabilities

#COSP #SDGs #GlobalGoals

United Nations Department of Economic and Social Affairs

Search for Events Search...

US/Eastern timezone

Overview

Registration

COSP15 Website

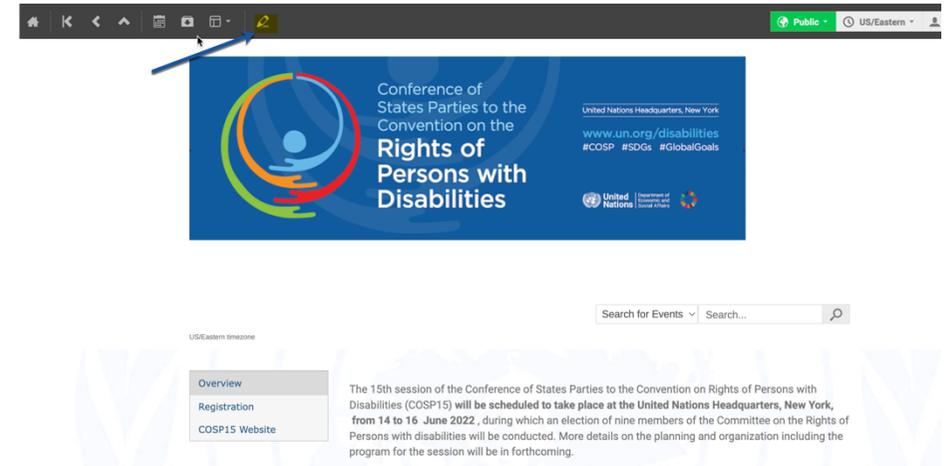
The 15th session of the Conference of States Parties to the Convention on Rights of Persons with Disabilities (COSP15) will be scheduled to take place at the United Nations Headquarters, New York, from 14 to 16 June 2022, during which an election of nine members of the Committee on the Rights of Persons with Disabilities will be conducted. More details on the planning and organization including the program for the session will be in forthcoming.



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

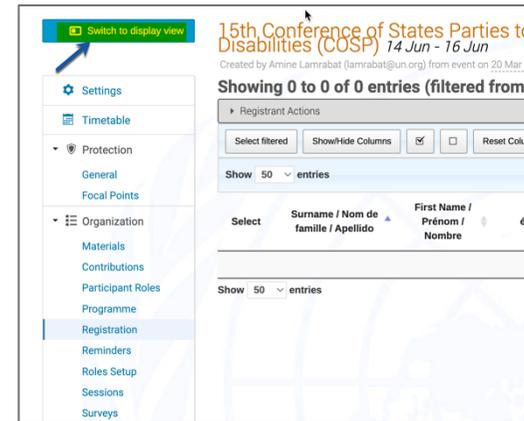
Add new Remove Email Approve selected Reject selected Export Refresh cache

Check the box to approve or reject your participants

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



4. To switch back to the event page, click on the button *Switch to event page*.



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.

