

Fourteenth Session of the Permanent Forum on Indigenous Issues New York, 20 April - 1 May 2015

Guide of Participation of NEW Indigenous Peoples Organizations (IPOs) and Academic Institutions



The Secretariat of the Permanent Forum on Indigenous Issues of the Division for Social Policy and Development (DSPD) welcomes representatives of Non-Governmental Organizations (NGOs), Indigenous Peoples Organizations (IPOs) and Academic Institutions to register and attend the Fourteenth Session of the Permanent Forum on Indigenous Issues

1. To participate at this session of the Permanent Forum on Indigenous Issues, you **MUST FIRST APPLY FOR APPROVAL**:

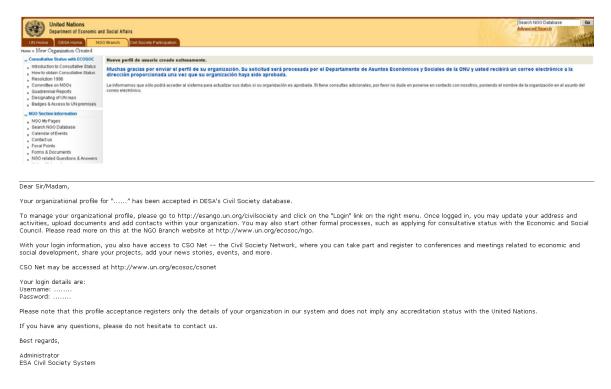
## **Indigenous Peoples Organizations (IPOs):**

http://www.un.org/esa/socdev/unpfii/new-ipos-en.html

## **Academic Institutions:**

http://www.un.org/esa/socdev/unpfii/new-academics-en.html

2. Please note that your organization's profile will be **ADDED AUTOMATICALLY** and you will receive a confirmation email (an example is shown below) that your "organization's profile" has been added in our online database. A username and password will also be provided.



3. We will review your organization's profile and send a confirmation email (with instructions) informing you that your organization is **NOW OFFICIALLY CONFIRMED** to participate at the Session of the Permanent Forum on Indigenous Issues. You need to register each individual that will be attending the session for your organization. A link to registering your participants will also be provided: http://bit.ly/unpfii14-register

4. Please click on *Registration*  $\rightarrow$  *Click here* (as shown below).



Fourteenth Session of the Permanent Forum on Indigenous Issues New York, 20 April - 1 May 2015 5. You **MUST** login using the same username and password you received by email when your profile was automatically approved.

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> DPI/NGO Relations Events						
> Financing for Development						

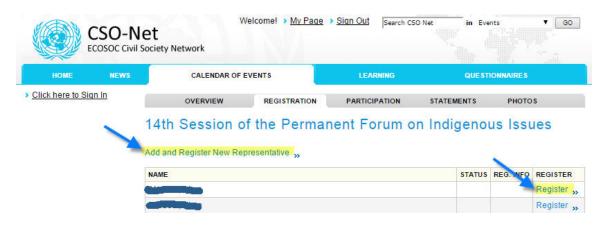
## 6. Forgot your username or password?: <u>http://bit.ly/unpfii14-forgotpass</u>

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7. To add your representatives to attend the session of the Permanent Forum: "Click here to Designate Representatives to this Event" (as shown below)

HOME NEWS	CALENDAR OF	EVENTS	LEARNING	QUEST	TIONNAIRES	
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8. You can add new representatives or use the ones that are already listed in your contact list.



9. To add a new participant, please click on the link "Add and Register New Representative"

10. Please complete all required fields including **personal information for security purposes** (as shown below):

Register New Representative	
"All information requested must be provided befor	re a grounds pass.
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Last name	
Telephone no.	
E-mail	
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Place of Birth	*
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11. Once you are done, please click on Add button at the bottom of the form.

12. Please note that the name of the added representative will be listed in your table as shown below. It will show that the representative is **pending approval** in red color.

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Please note that it might take up to 10 days to be approved. Once approved, an automatic email will inform that the approval had been done. You will need to login to download the Letter of Confirmation.



13. Once you login again to the system, you will notice that now the name of your representative is shown as **approved in green color.** 

Olick here to Sign In       OVERVIEW       REGISTRATION       PARTICIPATION         Events Calendar <ul> <li>All</li> <li>Organized by UN Entities</li> <li>Organized by NGOs</li> <li>Events by Categories</li> <li>DP/NGO Relations Events</li> <li>Financing for Development</li> <li>Forests</li> <li>Human Rights Council</li> <li>Human Rights Treaty Bodies</li> <li>International Year of Youth</li> <li>MDG Summt 2010</li> <li>Public Administration</li> <li>Outer to 1 designated representatives to this Event.</li> <li>PAGE 1</li> </ul>		ACTICES	FORUM		RNING	QUE STIONNAI	RES	
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14. Please click on the link "SView Confirmation Letter" to download and print your letter of confirmation (as shown below)

> Click here to Designate Representatives to this Event

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Please make sure you bring this letter with you to the registration desk. This letter and a valid government issued photo ID are required to facilitate the issuance of a UN grounds-pass.

For additional information about your participation, please contact us: <a href="mailto:indigenous\_un@un.org">indigenous\_un@un.org</a>

The Secretariat of the Permanent Forum on Indigenous Issues of DSPD wishes all participants a fruitful session.

