



## Step-by-step guide for OEWG Ageing 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 Open-Ended Working Group on Ageing.*

*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.*

*Indico is administered by the United Nations Office at Geneva. © United Nations.*

**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 OEWG Ageing (page 6-9)
4. Modifying a registration (page 10)
5. Additional information (page 11)



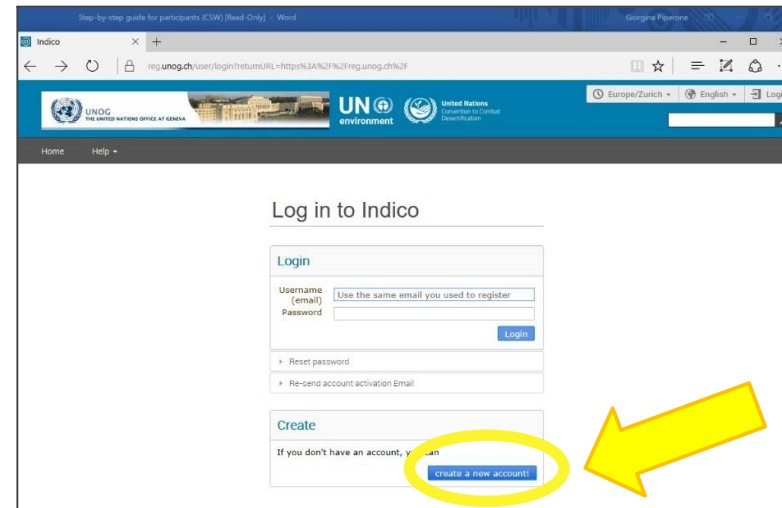
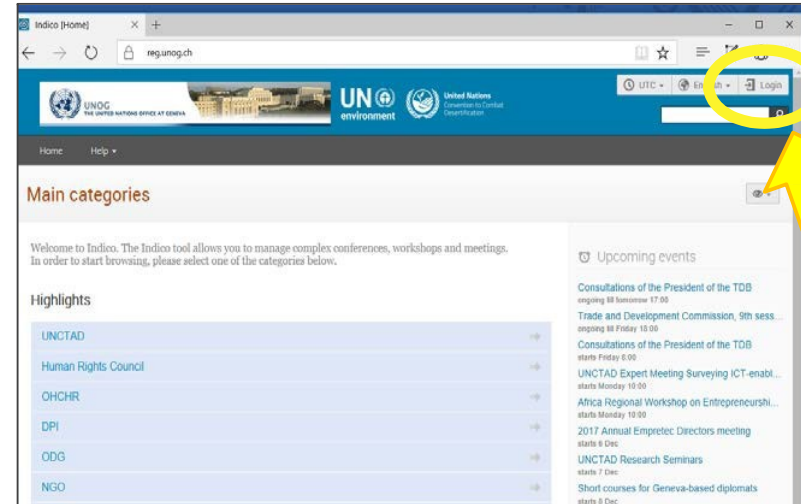
## Creating an account in Indico



### 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





## 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.

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



## Activate your account



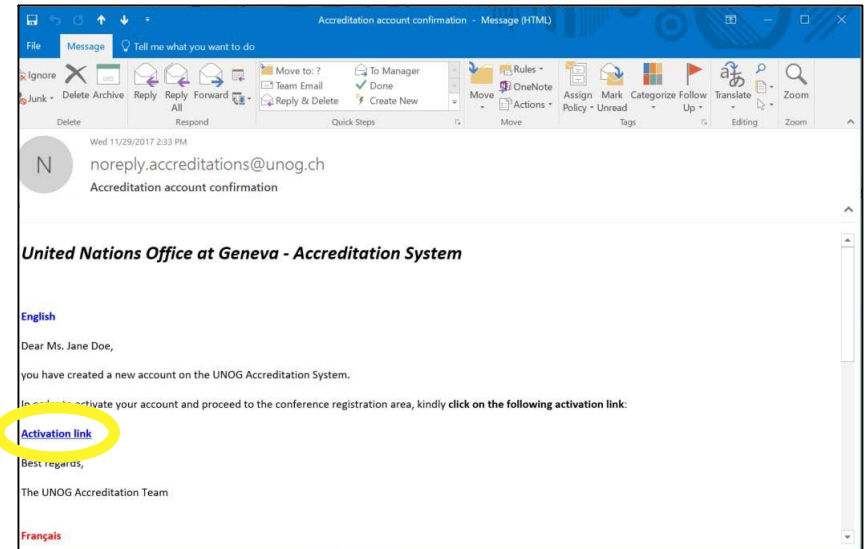
### Activate your account – Step by step guidance

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.accreditations@unog.ch](mailto:noreply.accreditations@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.





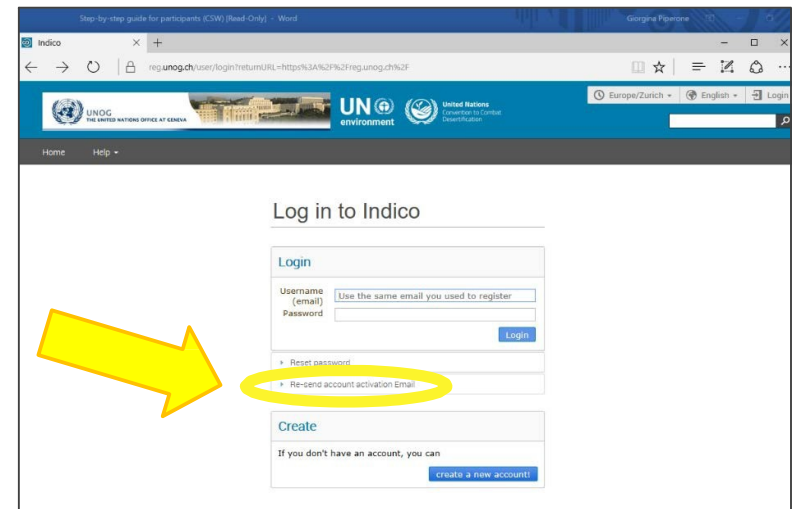
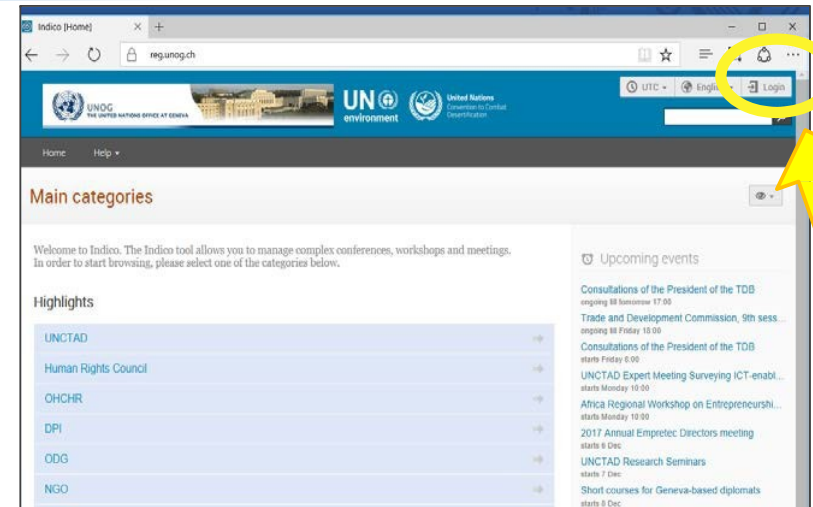
## Activate your account



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”*.





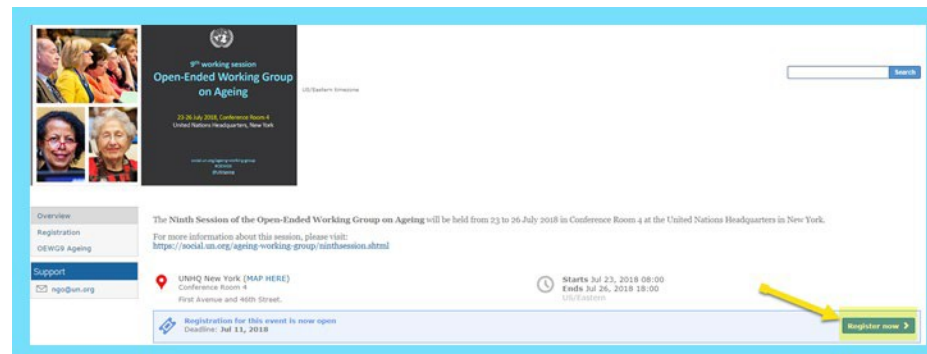
## Register for OEWG Ageing



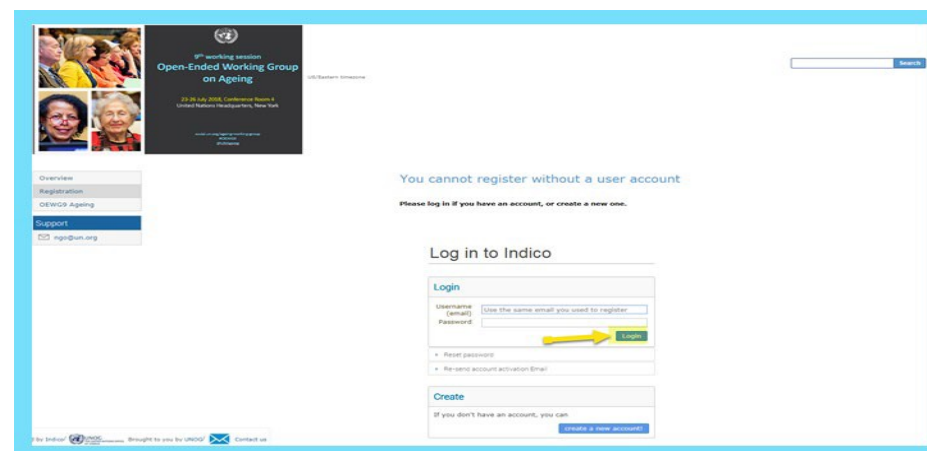
### Register for OEWG Ageing – Step by step guidance

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

1. Go to the OEWG Ageing 11<sup>th</sup> session registration page in Indico:  
<https://indico.un.org/event/33721/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).





## Register for OEWG Ageing



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

4. Under **Representation Type**, select **NGO (Non-Governmental Organizations)** or **OEWG Ageing**
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 your organization has not participated in previous sessions of the OEWG Ageing, the name of your organization may not appear automatically. Please contact [ageing@un.org](mailto:ageing@un.org) with any questions.

The image displays two screenshots of the OEWG Ageing registration form. The top screenshot shows the 'Representation Type' dropdown menu with 'OEWG Ageing' selected. The bottom screenshot shows the 'Organisation Name' field with 'Age Platform Europe' entered and selected from a dropdown list.

**Registration: New**

**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 iCSO database, and select your organization from the pop-up list.

Representation Type \* **OEWG Ageing**

Organisation Name \* **Age Platform Europe**

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

Picture / Photo / Fotografía \* **Upload**

Title / Titre / Título **Mr.**

Gender / Genre / Género **Male**




## Register for OEWG Ageing



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”.

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

Picture / Photo / Fotografia \*   

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 \*

Birth Date / Date de Naissance / Fecha de nacimiento \*

Place of Birth / Lieu de Naissance / Lugar de nacimiento \*

Address / Adresse / Dirección

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)



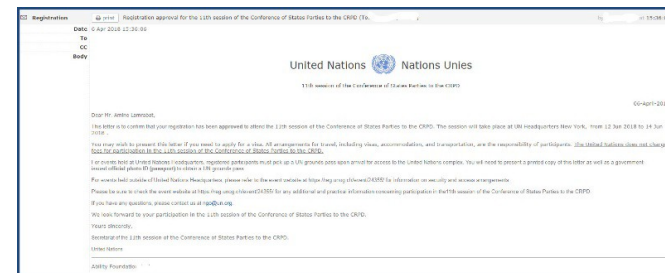
## Register for OEWG Ageing



8. You will receive an automated email notification that your registration has been received and is **pending approval**.
9. Please let our 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 our Team or your organization's Conference Focal Point so we can resend the email.*

**Please bring a print-out of the confirmation letter to pick-up your UN grounds pass at OEWG Ageing in New York.**





## Register for OEWG Ageing



### 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 our 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 registration page at <https://indico.un.org/event/33721/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 9th working session of the Open-Ended Working Group on Ageing. The main content area includes a header with the event title and dates (23-26 July 2018), a location map for UNHQ New York, and a status message indicating that the request for participation is pending approval. A sidebar on the left contains navigation links for Overview, Registration, and Support. A yellow arrow points to the 'Modify' button in the bottom right corner of the page.





## Additional information



For more information on the 11th session of the Open-Ended Working on Ageing, please visit:

<http://bit.ly/oewg11-ageing>

If you have questions, please contact [ageing@un.org](mailto:ageing@un.org) and copy [ngo@un.org](mailto:ngo@un.org)



11<sup>th</sup> Working Session

General Assembly's  
Open-ended Working Group  
for the purpose of strengthening  
the protection of the  
human rights of older persons

6 – 9 April 2020, Conference Room 4  
United Nations Headquarters, New York