



Indico 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 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 (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

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.

Similarly, if the same person appears multiple times in the contact list, they should only be designated once, with their most current contact information.

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.**

*** Please note that these instructions only apply to NGOs in consultative status with ECOSOC. If your NGO does not have ECOSOC consultative status, you do NOT need to designate Conference Focal Points.**

Detailed instructions for designating Conference Focal Points in iCSO

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

NGOBranch Test Profile

	Profile	Consultative Status	Documents	Correspondence	Meeting Participation
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View General **General**

Organization **Contacts & Participation** NGOBranch Test Profile

Organization **Activities** JTNGO

Organization **Additional Information** JTNGO

Headquarters **Main Objective**

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
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Contacts and Participation

Title	First Name	Last Name	Contact type	Update	Delete	Print
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[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
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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:

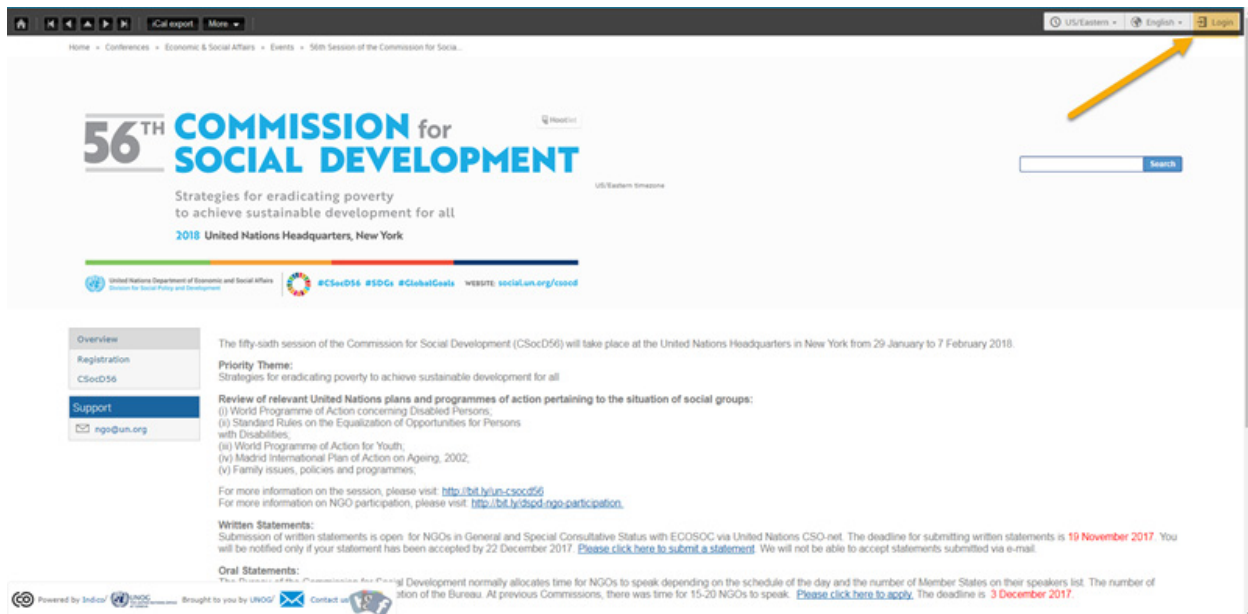
Advancement of Women	>	Conference Focal Point
Application	>>	
Committee on NGOs Representatives	<	
Designation	<<	
Financing for Development		

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

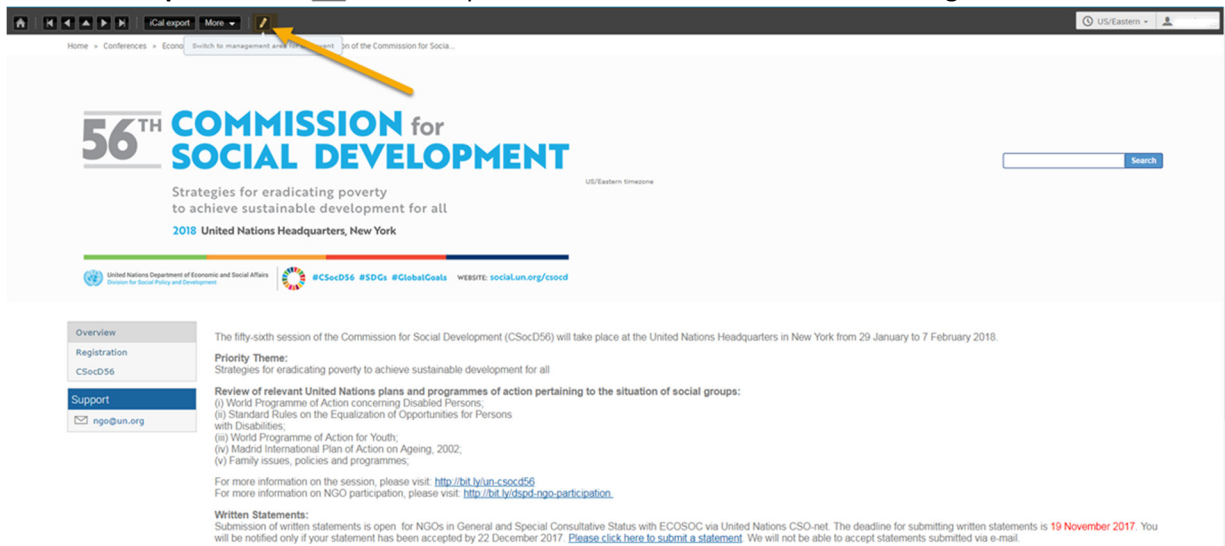
Detailed instructions for approving participants in Indico

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.

1. Log in to Indico for the CSocD56 event: <https://reg.unog.ch/event/22263>



2. Click the pencil icon on the top menu bar to switch to the event management area



3. Click on the checkbox to approve registrants. Each participant will automatically receive an email notification when their registration has been approved or rejected.

56th Session of the Commission for Social Development 29 Jan - 8 Feb

Event actions: Clone, Lock, Switch to event page

Registration

Registrants Stats

Displaying 1 registrant

Apply filters Columns to display Static URL for this result

✓ Add new Remove Email Approve selected Reject selected Refresh cache

Name	Email	City	Representation Type	Country Represented	Organisation Represented	approved	rejected	Registration date (US/Eastern)
Mr. LAMRABAT, Amline	aminelamrabat@gmail.com	New York	NGO (Non Governmental Organizations)		AARP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	22 Sep 2017 19:34:06

Click on the checkbox to approve your participants

4. To switch back to the CSocD56 event page, please click on the button “Switch to event page”

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Registration

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56TH COMMISSION for SOCIAL DEVELOPMENT

Strategies for eradicating poverty to achieve sustainable development for all

2018 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

Overview
Registration
CSocD56
Support
ngo@un.org

The fifty-sixth session of the Commission for Social Development (CSocD56) will take place at the United Nations Headquarters in New York from 29 January to 7 February 2018.

Priority Theme:
Strategies for eradicating poverty to achieve sustainable development for all

Review of relevant United Nations plans and programmes of action pertaining to the situation of social groups:
(i) World Programme of Action concerning Disabled Persons;
(ii) Standard Rules on the Equalization of Opportunities for Persons with Disabilities;
(iii) World Programme of Action for Youth;
(iv) Madrid International Plan of Action on Ageing, 2002;
(v) Family issues, policies and programmes;

For more information on the session, please visit: <http://bit.ly/un-csocd56>
For more information on NGO participation, please visit: <http://bit.ly/sgd-ngo-participation>

Written Statements:
Submission of written statements is open for NGOs in General and Special Consultative Status with ECOSOC via United Nations CSO-net. The deadline for submitting written statements is **19 November 2017**. The deadline for submitting written statements is **19 November 2017**. We will not be able to accept statements submitted via e-mail.

Oral Statements:
The Bureau of the Commission for Social Development normally allocates time for NGOs to speak depending on the schedule of the day and the number of Member States on their speakers list. The number of NGOs permitted to speak is at the discretion of the Bureau. At previous Commissions, there was time for 15-20 NGOs to speak. [Please click here to apply](#). The deadline is **3 December 2017**.

Side Events:
All side-events held at United Nations Headquarters MUST be organized by or in collaboration with a Member State or a UN entity or an NGO in consultative status with ECOSOC. Member States and United Nations Agencies are invited to inform UNDESA-DSPD of any other planned side-events to include the event in the list of side-events to the meeting. [Please click here to apply](#) for hosting a side event at CSocD56.

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- Each participant will need to register for the CSocD56 event by clicking on “Registration” from the left menu and then by clicking on “Register Now”

The screenshot shows the homepage of the 56th Commission for Social Development. The header includes navigation links like Home, Conferences, Economic & Social Affairs, Events, and the 56th Session of the Commission for Social Development. The main banner features the text "56TH COMMISSION for SOCIAL DEVELOPMENT" and "Strategies for eradicating poverty to achieve sustainable development for all". Below this, there's a sidebar with a menu: Overview, Registration (highlighted with an orange arrow), CSocD56, and Support. The main content area is titled "Registration" and includes a date range "From: 14 October 2017 To: 16 January 2018" and a "Contact info" link. A large blue box contains information about the new Indico platform for managing NGO registration. At the bottom right, a "Register now" button is highlighted with an orange arrow. The footer mentions the website is powered by Indico and brought to you by UNOG.

- All Participants need to follow carefully the instructions for registration, by visiting our quick guide on “How to get started with Indico” available at: <http://bit.ly/indico-guide>

The screenshot shows a quick guide for NGO participants to register for conferences in Indico. The document is titled "Conference Registration in Indico: Quick guide for NGO participants" and features the Indico logo. It outlines three main steps: 1. Create your account, 2. Activate your account, and 3. Register for events. Step 1 includes a tip to have a passport handy and a list of instructions: go to Indico, click Login, click Create a New Account, fill in personal information, and click Confirm. Step 2 includes instructions to receive an automated email, click the Activation Link, and activate the account. Step 3 includes instructions to find the event page, log in, click Register Now, verify details, and select NGO as the representation type. A disclaimer states that the United Nations reserves the right to deny participation to any organization or individual at any time. The footer mentions the guide is administered by the United Nations Office in Geneva.