



Indico Conference Focal Points

An important feature of Indico is that it allows each ECOSOC accredited NGO to designate up to <u>two</u> (2) **Conference Focal Points**, who will review the individual registrations of members of their organization for <u>all</u> 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 <u>Integrated Civil Society Organisations System</u> (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

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

NGOBranch Test Profile					
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Address:	Iress: Main Objective 1 UN Plaza				
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						
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3. Make sure to designate the contact with the *Conference Focal Point* type

NGOBranch Test Profile					
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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

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Home - Conferences - Eco	nomic & Social Attains + Events + Stim Session of the Commission for Socia	
56 ™		Seatch
	Utilitation Strategies for eradicating poverty	
	to achieve sustainable development for all	
3	2018 United Nations Headquarters, New York	
Overview Registration	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: Transmission for property to an United National Social Development for all	
CSORDSO	Review of relevant United Nations plans and programmes of action pertaining to the situation of social groups:	
Support Ingo@un.org	(i) World Programme of Action concerning Disabiled Presons, (ii) Standard Rules on the Equalization of Opportunities for Persons with Disabilities; (ii) World Programme of Action for Youth; (iv) Madrid International Plan of Action on Ageing, 2002; (iv) Family issues, policies and programmes; (iii) World International Plan of Action on Ageing, 2002; (iv) Family issues, policies and programmes; (iii) World International Plan of Action (iii) Action (iiii) Action (iii) Action (iiii) Action (iiii)	
	For more information on the session, please visit. <u>http://bit.ytun-csocd56</u> For more information on NGO participation, please visit. <u>http://bit.lyddpgo.participation.</u>	
	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 Noven will be notified only if your statement has been accepted by 22 December 2017. Please circk here to submit a statement. We will not be able to accept statements submitted via a-mail.	nber 2017. You
	Oral Statements: The Disease of the Commission for Contal 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
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2. Click the pencil icon I/I 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	Cover actions
Registration	Registrants Stats Displaying 1 registrant Apply filters Columns to display Static URL for this result Image: State Columns to display Static URL for this result Mage: State Columns to display Static URL for this result Image: State Columns to display Static URL for this result Mage: State Columns to display Static URL for this result Image: State Columns to display Static URL for this result Mage: State Columns to display Static URL for this result Image: State Columns to display Static URL for this result Mage: State Columns to display Static URL for this result Image: State Columns to display Static URL for this result Mage: State Columns to display Static URL for this result Image: State Columns to display Static URL for this result Mage: State Columns to display Static URL for this result Image: State Columns to display Static URL for the state Columns to display Columns to display Columns to display Static URL for the state Columns to display Columns to	Country Represented Organization Represented approved rejected Registration date (US/Eastern) ARP 2 22 Sep 2017 19:34:06

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

56th Session of t	he Commission for Social Development 29 Jan - 8 Feb	Event actions
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Registration	Registrants () Stats	
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56 3	
Str	ategies for eradicating poverty achieve sustainable development for all
201	8 United Nations Headquarters, New York
United Nations Department of	
Division for Social Policy and De	Hypert
Overview	The fifth cirth session of the Commission for Social Development (CSoc/DSP) will take place at the United Mations Headquianter in New York from ?0. January to 7 Educate 2019
Registration	The improvement assumed on the commission of a cost of entropyment (coccost) will use pace to the common readquarters in year from roll rule and any for i entropy core. Priority Theme:
CSocD56	Strategies for oradicating proverty to achieve sustainable development for all Review of rejevant United Nations plans and programmes of actions pertaining to the situation of social groups:
Support	(i) World Programme of Action concerning Disabled Persons, (ii) Standard Rules on the Equatization of Opportunities for Persons
	with Usabilities; (iii) World Programme of Action for Youth; (iii) World Programme of Action for Youth; (iv) Madrid International Plan of Action on Ageing, 2002;
	(v) Family issues, policies and programmes, Family issues, policies and programmes,
	For more information on NGO storation of the <u>interfactorial school of the information of NGO schoo</u>
	Writhen 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. You will be notified only if your statement has been accepted by 22 December 2017. Please click here to submit a statement. 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 provided to speak is at the discretion of the Bureau. At previous Commissions, there was time for 15-20 NGOs to speak. Please citck 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. <u>Please click here to apply</u> for hosting a side event at CSocD56.
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5. **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"**

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Home » Conferences » Economic	Social Affairs + Evens + 56h Session of the Commission for Socia	Q Hootist	
Stra to a 2018	OCIAL DEVELOPME tegies for eradicating poverty chieve sustainable development for all United Nations Headquarters, New York	NT US/Zaten Inesse	. Sear
Writed Nations Department of FC Division for Social Policy and Devel	Registration	arg/caocd	
Registration CSocD56	From: 14 October 2017 To: 16 January 2018	Contact Info ngo@un.org	
Support ⊠ ngo⊛un.org	This year, we are using a new platform for managing NG replacing the registration functionality of the current syst Conference Focal Points. Please new that: " This event to register is 16 January 2018. " Information about the s facebook.com/commissionsoidal Use #CSocD56 for all yo	O registration to meetings and events at United Nations Headquarters in Net erm, CSO Net. See our quick guides on how to get started with Indico and h is only open to MCOs in Consultative Status with ECOSOC + KOSC an n ession is available here:http://bit.ly/un-csocd56 Spread the WordI Follow ur tweets.	w York. The platform is called Indico, and it will be ow to designate your your organization's register up to 10 Representatives. * The deadline us on twitter @UNDESASocial and on accebook at
			Register now

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

Conference Registrat	tion in Indico: Quick guide for NG	60 participants Indi@
What is Indico? Indico is the new way to register for conferences and meetings at UN Headquarters in New York. Get started with Indico in three easy steps:	2. Activate your account You will receive an automated email from the system confirming your account and	 Start typing the name of your organisation, and select it from the list that appears[†] Click the <i>Register</i> button to submit your request You will receive an email notification when your
1. Create your account	 asking you to activate it. Once you click on the <i>Activation Link</i> in the email, your account will be activated and you will be able to register for events open to representatives of your NGO. 	registration has been approved. The United Nations reserves the right to deny participation to any organisation or individual at any time.
Have your passport at hand while filling out the form. Your personal information must match the details in your passport or identification document.	3. Register for events	If the name of your organisation does not appear and you cannot complete your registration, your organisation may not have the required accreditation to participate. Please review the modalities of participation and contact the conference manager or accredition entity in case of questions.
Go to Indico at <u>https://reg.unog.ch/</u> Click on <i>Login</i> in the upper right corner	Find the event's page in <u>Indico</u> – you can click on the direct link provided by the event	accounting entry in case of questions.
3. Click the Create a New Account button	organizer or use the search in the upper right	
 Fill in your personal information on the form 	corner of the page	
 Click on <i>Confirm</i> to submit your profile information 	 Log in to <u>Indico</u> using the credentials you created in Step 1 Click the <i>Register Now</i> button 	
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.	 Verify your personal details and fill in any additional required information Under <i>Representation Type</i>, select <i>NGO</i> (<i>Non Georemmental Organisation</i>) 	No No desarati fasa Nova Dalat