



## Step-by-step guide for Indico Conference Focal Points



An important feature of Indico is that it allows each ECOSOC-accredited NGO, Indigenous Peoples' Organizations (IPOs) and Academics that have been approved to participate in the Permanent Forum on Indigenous Issues through the iCSO database to designate up to two (2) **Conference Focal Points**, who will review the individual registrations of members of their organization for the Permanent Forum on Indigenous Issues. While each representative will register through their own individual Indico account, the Conference Focal Points should/must review and approve/reject their own organization's participants for a grounds pass to be issued for the meeting. 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, IPOs and Academics. If not, you do **NOT** need to designate 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.*





### **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.



# Designating Conference Focal Points



- 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
<b>View Ge</b>	General				
Organiza	<b>Contacts &amp; Participation</b>				NGOBranch Test Profile
Organiza	Activities				JTNGO
Organiza	Additional Information				JTNGO
<b>Headqu</b>	Main Objective				
Address:					1 UN Plaza New York, NY United States of America
Email:					nobody@un.org
Organization type:					Open-ended Working Group on Ageing
Languages:					• English

- 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
<b>Contacts and Participation</b>					
					<a href="#">New contact</a>
Title	First Name	Last Name	Contact type	Update	Delete



## Designating Conference Focal Points



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://reg.unog.ch> and click on *Login*.

The screenshot shows the Indico website interface. At the top, there is a blue navigation bar with the UNOG logo, 'UN environment' logo, and 'United Nations Convention to Combat Desertification' logo. A search bar is visible on the right side of the navigation bar, with a yellow arrow pointing to it. Below the navigation bar, there is a 'Main categories' section with a search icon. The main content area includes a welcome message, 'Highlights', and 'Upcoming events' section with a list of events.



# Account activation for Conference Focal Points



2. Click on the *Reset password* bar.

The screenshot shows the Indico login interface. At the top, there is a navigation bar with the UNOG logo, the text 'UN environment', and the United Nations logo. The main content area is titled 'Log in to Indico'. Below the title, there is a 'Login' section with two input fields: 'Username (email)' with a placeholder 'Use the same email you used to register' and 'Password'. A 'Login' button is located to the right of the password field. Below the login section, there are two links: 'Reset password' and 'Re-send account activation Email'. A yellow arrow points to the 'Reset password' link. At the bottom, there is a 'Create' section with the text 'If you don't have an account, you can' and a 'create a new account!' button.



## 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](#).

The screenshot shows the Indico login interface. At the top, there are navigation links for 'Home' and 'Help'. The main heading is 'Log in to Indico'. Below this, there is a 'Login' section with fields for 'Username (email)' and 'Password'. A 'Login' button is present. Below the login section, there is a 'Reset password' section with a dropdown arrow and a 'Reset my password' button. A yellow arrow points from the text '1. Enter your email' to the 'enter your email address' input field. Another yellow arrow points from the text '2. Click reset button' to the 'Reset my password' button. Below the reset password section, there is a 'Re-send account activation Email' link and a 'Create' button.

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.



## Approving participants in 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://reg.unog.ch/>

The screenshot shows the Indico event page for 'Test Conference'. At the top right, there is a 'Login' button. A yellow arrow points to this button. The page displays event details: 'DESA Test Conference' from 31 December 2017 to 1 January 2018 at UNHQ. It includes a search bar, a navigation menu (Overview, Timetable, Registration), location information (UNHQ), and event times (Starts 31 Dec 2017 08:00, Ends 1 Jan 2018 18:00). A registration banner indicates that registration is open with a deadline of 30 Nov 2017 and a 'Register now' button. The footer contains logos for Indico, UNOG, and contact information.

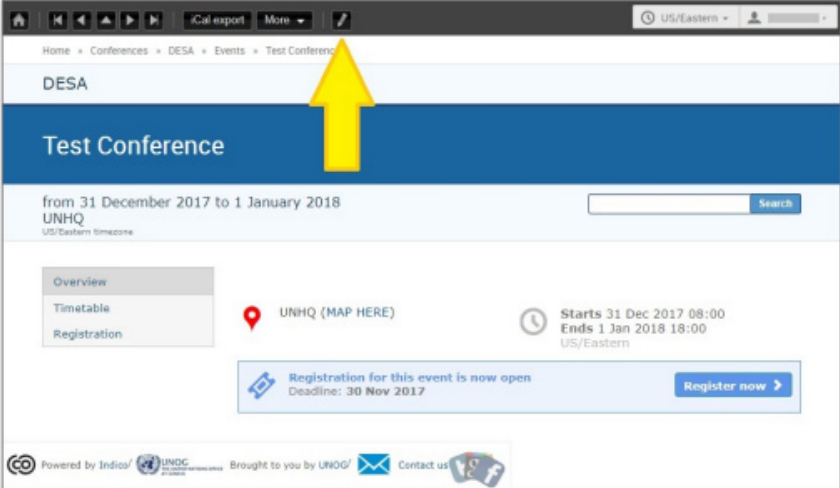




## Approving participants in Indico



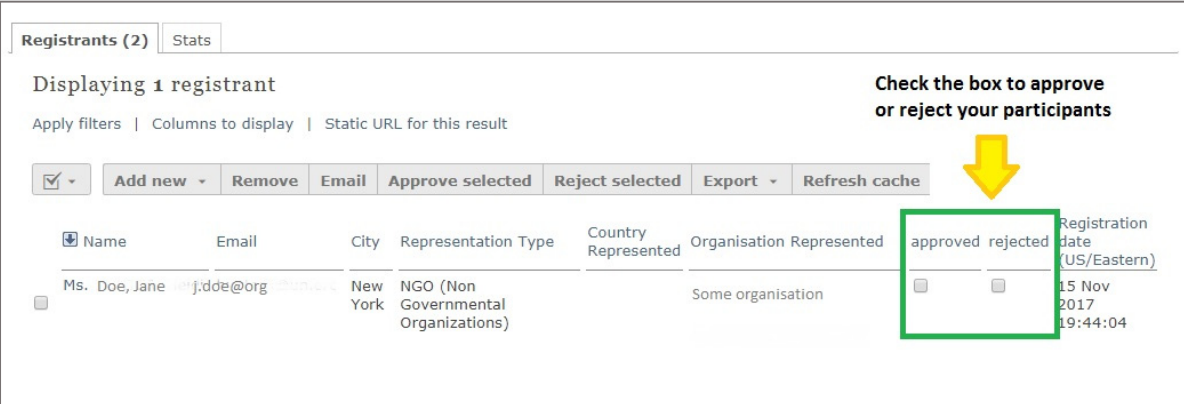
2. Click the pencil icon  on the top menu bar to switch to the registration management area



The screenshot shows the Indico event page for 'Test Conference'. The top navigation bar includes 'Home', 'Conferences', 'DESA', 'Events', and 'Test Conference'. A yellow arrow points to a pencil icon in the top right corner of the page. Below the navigation bar, the event title 'Test Conference' is displayed, followed by the dates 'from 31 December 2017 to 1 January 2018' and the location 'UNHQ, US/Eastern timezone'. A search bar is present on the right. The main content area includes a sidebar with 'Overview', 'Timetable', and 'Registration' tabs. The 'Registration' tab is active, showing a map of UNHQ, the event start and end times, and a registration button. A banner below the map states 'Registration for this event is now open' with a deadline of '30 Nov 2017' and a 'Register now' button. The footer includes logos for Indico, UNODC, and social media links.

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.



The screenshot shows the 'Registrants (2)' management interface. It displays 'Displaying 1 registrant' and includes options for 'Apply filters', 'Columns to display', and 'Static URL for this result'. The interface features a table with columns for Name, Email, City, Representation Type, Country Represented, Organisation Represented, and Registration Date (US/Eastern). A yellow arrow points to a green box highlighting the 'approved' and 'rejected' checkboxes for the registrant 'Ms. Doe, Jane'. The 'approved' checkbox is checked, and the 'rejected' checkbox is unchecked. The registration date is '15 Nov 2017 19:44:04'. Above the table, there are buttons for 'Add new', 'Remove', 'Email', 'Approve selected', 'Reject selected', 'Export', and 'Refresh cache'. A text label 'Check the box to approve or reject your participants' is positioned above the green box.

Name	Email	City	Representation Type	Country Represented	Organisation Represented	Registration Date (US/Eastern)
Ms. Doe, Jane	j.doe@org	New York	NGO (Non Governmental Organizations)		Some organisation	15 Nov 2017 19:44:04



## Approving participants in Indico



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

Test Conference 31 Dec - 2 Jan  
Created by Heidi HÖRTER - heidi@un.org - 02/11/2017

Event actions: Close Lock **Switch to event page**

Registration

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

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

- 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.

**Representatives need to be approved before the registration deadline of 25 March 2020 to be able to participate in the UNPFII session.**

DESA

Test Conference

from 31 December 2017 to 1 January 2018  
UNHQ  
US/Eastern timezone

Overview  
Timetable  
**Registration**

UNHQ (MAP HERE)

Starts 31 Dec 2017 08:00  
Ends 1 Jan 2018 18:00  
US/Eastern

Registration for this event is now open  
Deadline: 30 Nov 2017

Register now



## More information on UNPFII19



For more information on the UNPFII19 session, please visit <http://bit.ly/unpfii19-en>

If you have questions, please contact [indigenous\\_un@un.org](mailto:indigenous_un@un.org)

Indico - Frequently Asked Questions (FAQ) <http://bit.ly/indico-faq>