



The United Nations uses the Indico platform for managing the registration of representatives of those indigenous peoples' organizations, NGOs and academics that have been approved to attend sessions of the Permanent Forum on Indigenous Issues in the CSO Net. Database.

Through the Indico platform representatives of approved organizations 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.

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

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.

is administered by the United Nations Office at Geneva. $\ensuremath{\mathbb{C}}$ United Nations.



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 <u>https://reg.unog.ch/</u>
- 2. Click on *Login* in the upper right corner

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Main categories		a.
Welcome to Indico. The Indico tool allows you to manage complex conferences, workshops and meetings, a order to start browsing, please select one of the categories below.		명 Upcoming events
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		Trade and Development Commission, 9th sess onpoing III Friday 18:00
UNCTAD	197.	Consultations of the President of the TDB
Human Rights Council	24	UNCTAD Expert Meeting Surveying ICT-enabl
OHCHR		Africa Regional Workshop on Entrepreneurshi
DPI	-	2017 Annual Empretec Directors meeting
ODG	10	stats 6 Dec UNCTAD Research Seminars
NGO		starts 7 Dec Short courses for General based dislomate
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3. Click the *Create a New Account* button







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.

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To create a new user please fill in the followin	g form.	Creatin	ng a new Indico u	ser
After the submission of your personal data, an You will able to use your account only after yo	email will b a activate it	e sent to you. by clicking on the link inside the email.		
		Beware! This is not a conferen	ce registration form but an	Indico account creation.
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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 <u>noreply.accreditation@unog.ch</u> 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.

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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 UNPFII – Step by step guidance

Once you have created your account in Indico, you can use it to register for conferences and meetings, e.g. UNPFII19:

- 1. Go to the UNPFII21 registration page in Indico: https://indico.un.org/e/unpfii21
- 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*).







You will now be placed on the UNPFII19 registration form. Fill out the required information (fields marked with *)

- 4. Under Representation Type, select NGO (Non-Governmental Organizations) or Indigenous Peoples' Organization or Academia
- 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 <u>http://esango.un.org/civilsociety/</u>

† If your organization has not participated in previous sessions of the Permanent Forum, the name of your organization may not appear automatically. Please contact indigenous_un@un.org with any questions.









 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".

7. Click the *Register* button to submit your request

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Birth Date / Date de Naissance / Fecha de nacimiento *	01/02/1974
Place of Birth / Lieu de Naissance / Lugar de nacimiento =	New York
Address / Adresse / Dirección	UN Headquarters
City / Ville /	New York
Country / Pays / [United States T
Phone / Téléphone	

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

John		
Last Name / Nom de Fa	mille / Apellido *	
Doe		
Telephone no. / Télépho	one / Teléfono *	
12345678	(+41) 123 45 6789	







- 8. You will receive an automated email notification that your registration has been received and is **pending approval**.
- 9. Please the Conference Focal Point in your organization know that you have registered. Your organization's Conference Focal Point has 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 your organization's Conference Focal Point or with UNPFII Secretariat Team so we can resend the email.

noreply.accreditations@unog.ch	<noreply.accreditations@unog.ch></noreply.accreditations@unog.ch>	
lo: indigenousindico@gmail.com		
United Nations - Acc	reditation System	
English		
Dear Mr. Indico Indigenous,		
This message is to acknowledge	receipt of your registration request to the event	
17th session of the UN Perman	ent Forum on Indigenous Issues (UNPFII17).	
The registration is pending appr	oval. You will receive an additional email when your registra	ation has been processed.
Thank you and best regards,		
indigenous_un@un.org		
Français		
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Nous accusons réception de votr	e enregistrement pour l'événement	
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Votre demande de participation e	est en attente d'approbation par le secrétariat. Vous recevi	rez un courriet une fois que votre demande aura été traitée.
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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 your Conference Focal Point or UNPFII Secretariat Team . If you need to modify your registration after your registration has been approved, please contact your Conference Focal Point.

- Go to the UNPFII21 registration page at <u>https://indico.un.org/e/unpfii21</u> and scroll down until you see your current registration information.
- 2. Click *Modify*.
- 3. When you are done modifying the registration form, click *Modify*.







For more information on the UNPFII 21st session, please visit <u>http://bit.ly/unpfii21-en</u>

If you have questions, please contact indigenous un@un.org

