



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



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 |
|--------------------|-------------------------------------|---------------------|-----------|----------------|--|
| View Ge | General | | | | |
| Organiza | Contacts & Participation | | | | NGOBranch Test Profile |
| Organiza | Activities | | | | JTNGO |
| Organiza | Additional Information | | | | JTNGO |
| Headqu | 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 |

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 |
|-----------------------------------|------------|---------------------|--------------|----------------|-----------------------------|
| Contacts and Participation | | | | | |
| | | | | | New contact |
| Title | First Name | Last Name | Contact type | Update | Delete |
| | | | | | |
| | | | | | |



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 header with the UNOG logo, the text 'UN environment', and the United Nations logo. To the right of the header, there are buttons for 'UTC', 'English', and 'Login'. Below the header, there is a navigation bar with 'Home' and 'Help' links. The main content area is titled 'Main categories' and contains a welcome message: 'Welcome to Indico. The Indico tool allows you to manage complex conferences, workshops and meetings. In order to start browsing, please select one of the categories below.' To the right of the main content, there is a section for 'Upcoming events' which lists 'TEST Accreditations' (ongoing till 31 Dec), 'Consultations of the President of the TDB' (ongoing till 30 Nov), and 'Advisory Group Meeting'. A yellow arrow points to the 'Login' button in the top right corner.



Account activation for Conference Focal Points



2. Click on the *Reset password* bar.

Europe/Zurich English Login

UNOG THE UNITED NATIONS OFFICE AT GENEVA UN environment United Nations Convention to Combat Desertification

Home Help

Log in to Indico

Login

Username (email)

Password

Login

[Reset password](#)

[Re-send account activation Email](#)

Create

If you don't have an account, you can [create a new account!](#)



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 is a navigation bar with the UNOG logo, the text 'UN environment', and the United Nations logo with the text 'United Nations Convention to Combat Desertification'. The page title is 'Log in to Indico'. Below the title, there is a 'Login' form with fields for 'Username (email)' and 'Password', and a 'Login' button. A 'Reset password' link is visible below the form. A yellow arrow points to the 'enter your email address' input field, labeled '1. Enter your email'. Another yellow arrow points to the 'Reset my password' button, labeled '2. Click reset button'. Below the login form, 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.



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/>

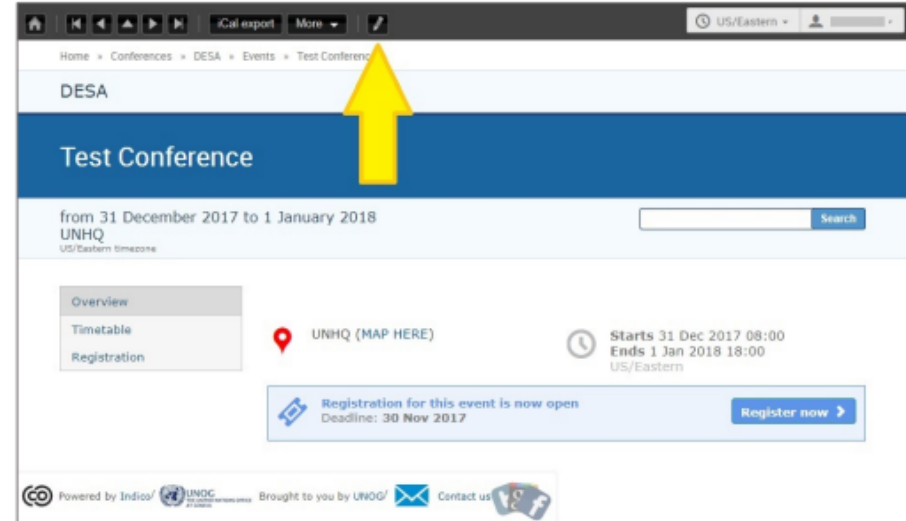
The screenshot shows the Indico event page for 'Test Conference'. At the top right, there is a navigation bar with 'US/Eastern', 'English', and 'Login' links. A yellow arrow points to the 'Login' link. Below the navigation bar, the breadcrumb trail reads 'Home » Conferences » DESA » Events » Test Conference'. The main header area displays 'DESA' and 'Test Conference'. The event details section shows the dates 'from 31 December 2017 to 1 January 2018' and the location 'UNHQ' with a search bar. A sidebar on the left contains links for 'Overview', 'Timetable', and 'Registration'. The main content area includes a location pin for 'UNHQ (MAP HERE)', event times 'Starts 31 Dec 2017 08:00' and 'Ends 1 Jan 2018 18:00', and a registration banner stating 'Registration for this event is now open' with a 'Deadline: 30 Nov 2017' and a 'Register now' button. The footer contains logos for Indico, UNOG, and a 'Contact us' link.



Approving participants in Indico



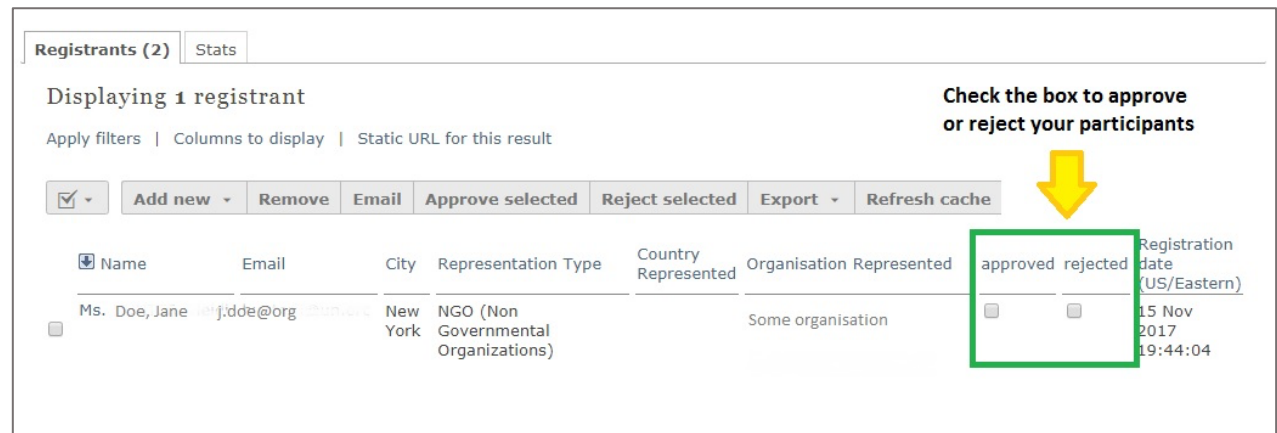
2. Click the pencil icon  on the top menu bar to switch to the registration management area



The screenshot shows the Indico event page for 'Test Conference'. The top navigation bar includes a pencil icon, which is highlighted by a yellow arrow. The page displays event details such as dates (31 Dec 2017 to 1 Jan 2018), location (UNHQ), and a registration deadline (30 Nov 2017). A 'Register now' button is visible.

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. A yellow arrow points to the 'approved' and 'rejected' checkboxes in the table header. The table displays one registrant: Ms. Doe, Jane.

| Name | Email | City | Representation Type | Country Represented | Organisation Represented | approved | rejected | Registration date (US/Eastern) |
|---------------|---------------|----------|--------------------------------------|---------------------|--------------------------|--------------------------|--------------------------|--------------------------------|
| Ms. Doe, Jane | j.doe@org.com | New York | NGO (Non Governmental Organizations) | | Some organisation | <input type="checkbox"/> | <input type="checkbox"/> | 15 Nov 2017 19:44:04 |



Approving participants in Indico



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

The screenshot shows the 'Test Conference' page in Indico. The page title is 'Test Conference 31 Dec - 2 Jan' and it was created by Heidi HUNTER. The page displays a list of registrants. A yellow arrow points to the 'Switch to event page' button in the top right corner.

| Name | Email | City | Representation Type | Country Represented | Organisation Represented | approved | rejected | Registration date (US/Eastern) |
|--------------|-----------|----------|--------------------------------------|---------------------|--------------------------|-------------------------------------|--------------------------|--------------------------------|
| Ms.Doe, Jane | j.doe@org | New York | NCO (Non Governmental Organizations) | | Some Organisation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 15 Nov 2017 19:44:04 |

5. **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.

The screenshot shows the 'Test Conference' event page in Indico. The page title is 'Test Conference' and it is located at UNHQ. The page displays the event dates (from 31 December 2017 to 1 January 2018) and a registration banner. A yellow arrow points to the 'Registration' tab in the left sidebar, and another yellow arrow points to the 'Register now' button in the registration banner.