# Indico.UN Quick participant guide

Indico.UN Documentation



**United Nations** Climate Change

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If you have any questions/suggestions or detect any inconsistencies with the guide, please contact the Registration and Accreditation Management Team (RAMT) team at <a href="mailto:ramt@unfccc.int">ramt@unfccc.int</a>

### 1 Create an account

Go to https://indico.un.org/register/. Enter your email address, solve the CAPTCHA, and click **Send me a verification email**.

Screenshot 1: Create a profile screen

United Nations Events & Conferences
Home
Create a new Indico profile To create a new Indico profile you first need to verify your email address. Email address • CAPTCHA • CAPTCHA • Confirm that you are not a robot 🐲 Type the characters you see in the image. You can also listen to the audio instead Output the image of the image of the image. You can also listen to the audio instead Answer
Send me a verification email Back

You will receive an account activation link at the specified email address. Open the link to activate your account and complete your profile. The link is only valid for 1 hour. If you do not click it within 1 hour, you will have to repeat the create account process.

# 2 Log in to Indico.UN

Once you have an account, go to the following URL: https://indico.un.org/ and click **Login** in the upper right corner:

### Screenshot 2: Login button

United Nations	um@ja 🛎	③ Europe/Zurtch +		- J Login
Home				
Main categories	Enter your search term	Q. Ø	)Navigate	

Enter your credentials and click Login with Indico:

#### Screenshot 3: Login page

I	NU.
E-mail	larifrase
Passw	vord
	Forgot my password
	Login with Indico
lf you d	o not have an Indico account yet, you can create one here.
	or connect with
	Login with your WHO account
Rack	

A multifactor authentication link will be sent to your email address. **The link is valid only for 20 mins**. Click the link in the email to launch Indico.

If a message displays that the link has expired within the 20 mins validity window, copy and paste it into the SAME BROWSER WINDOW you are logging in through.

#### Screenshot 4: An email with an authentication link



When you successfully log in to Indico.UN, you should see the below HOME page:

### Screenshot 5: Home page

United Nations Events & Conferences	🕜 Public - 🕚 Europa/Zurich - 💄 P. UN -		
Home Accreditation My profile	Server QR Code		
Main categories			Q 🖉 Navigate 📰 👁 -
Welcome to browsing, ple Highlights	ndico. The Indico tool allows you to manage complex conferences, workshops and meetings. To start ase select a category below.		Memory News more
DESA			Posted 14 Aug 2024 Indico. UN upgraded to v3.11 Posted 20 Jun 2024
Human Ri	phts Council 🔷		😈 Upcoming events
NGO ODG	4 4		57th Session   Informal consultations organized by OHCHR ongoing until 11 Oct 2024 57th session

# 3 My profile

Follow the **My profile** link to display your dashboard. The dashboard displays events you are registered to and any of the categories you have marked as favorites.

If you click **Settings** on the dashboard, you can manage your account details e.g. personal details, email, picture, favorites, etc.

### Screenshot 6: My profile page

	United Events & C	d Nation	s um@)	i 🖕			
Home Pore v N	Accreditation dyPrella	My profile	Server QR Code				
E.	Dashboa	Partic Lasting	ipant 1 UN # 19 Sept 3024 1818		Ø Settings	Your callingo UNFCCC Hante + Certifi	NR .
	Your events a it limptime.	e hand Eleventh Technics TEST EVENT	eso/mo	rd Meeting under the Ad Ho	x Wa Q ∂ Ø ÷ Q δ Ø ≑	Happening i	n your categories TEST EVENT Tracks That meeting of the Board of the Fund for responding to Loss and Damage
						23.0xp12004	TEST OVENT 2

### 4 Fill your profile information

It is recommended that you complete the personal data under your profile. Once you have done so, the basic profile information will be automatically filled out under the registration forms when you apply. You can also upload your profile picture.

#### Screenshot 7: Fill personal data

Events & Confe	Nations um@ja 🛎
Home Accreditation	My profile Server QR Code
Home » My Profile	
	My Profile
Dashboard	Details
Personal data	Title
Profile picture	Mr.
Emails	First name* Last name*
Preferences	Participant 1 UN
Accounts	Affiliation
Favourites	
Applications	Address
API tokens	Home Address: Bonn, Germany
Data export	
	Phone number
	123456789

# 5 Navigate Indico.UN

The Home page features a **Search** box where you can perform a keyword search for an entity or event.

Displayed under Highlights are the main entities, a.k.a. "categories", using Indico.UN.

Screenshot 7: Category page with events list

	United Events & C	d Natio	ons	um@ja 🍝		@ Palic -	🕲 Europe/Zarich *
Home	Accreditation	My profile	Server DP	Code			
Main ca	ategories				SEARCH FOR EVEN	ITS OR ENTITIE	ES 🛞 Navig
Welcome t browsing,	to Indico. The in please select a	idico tool allo category belo	vis you to n w.	tenege complex conferences, work	shops and meetings. To start	nteo I	CWS JN upgraded to v3.10
Highlights	ENTITIES	S (CATEGO	RIES)			Product 0	Mar 2024
DESA					-	Indico.I	JN upgraded to v3.9 Fee 2024
ECA					-9	Indico.I Postel 0	JN upgraded to v3.8 Ovc 2023
Human	<b>Fights Council</b>					00	pcoming events
NGO					-4	112th a	ession
ODG					-+	organities	Chy CHICHE

You can mark a category as a favorite, and it will appear on your profile dashboard.

#### Figure 9: Mark the category as favorite

Home > Conferences > UNFCCC						
UNFCCC				h tenni Q	Ø Navigate	🕈 Parent category 📓 👁 - ដ្
	61.0120					
	UNFCCC CDM-EB	1 even	÷ 1			
	UNFCCC/Subsidiary Bodies	163 events	-			
	Climate Weeks	15 events				
	UNFCCC/Global Innovation Hub	1 even	( ))			
	UNFCCC/Mitigation	11 events				
	PCCB	13 events				
	UNFCCC/Conference Affairs	1 even	t - + -			
	UNFCCC/Adaptation	1 even				
	UNFCCC/Means of Implementation (MOI)	22 events	s - 141 -			
	April 2024					
	24 Apr - 25 Apr TEST - UNOOSA Sample coses					

### 6 Register for an event

You can register for an event directly from the home page by searching for a specific event or using the link sent to you by email from the Event Organizer.

Please note that certain events are only applicable to apply through the link sent by the Event Organizer.

#### Screenshot 10: Email link invitation for event registration

Dear Participant,

We'd like to invite you to register for the following event: TEST EVENT

You can register (or decline the invitation) by using this link: <u>https://indico.un.org/event/1013122/registrations/16846/?invitation=7c22c719-15c0-428d-8c71-a41427651c58</u>

Best regards Event Organizer Name Once you click the link, it will direct you to the specific event to register.

#### Screenshot 11: Register for an event

My event		
18–20 Jul 2024 Novotel Centre Europe/Zurich timezone		Enter your search term Q
Overview Timetable Contribution List Registration	Starts 18 Jul 2024, 15:00 Ends 20 Jul 2024, 17:00 Europe/Zurich	In-Person Novotel Centre, Geneva, Switzerland There are no materials yet.
Contact	Registration Registration for this event is currently op	pen.

Complete the registration form by providing COMPLETE and ACCURATE information.

Ensure you complete all fields marked as mandatory.

Select the correct Representation Type (e.g., Government, Member State, NGO, Private Sector, etc.), which indicates to the organizer what category of participant you are. Please note that depending on the event and registration form, you may see more, or fewer registration types enabled by Event Organizers.

#### Screenshot 12: Representation Type dropdown list on the application form

Representation	For representatives of organizati
epresentation Type *	
Government	•
Government	
IGO (Intergovernmental Organizations)	
International Organizations of Parliamentarians	
Non Governmental Organisation (ECOSOC Status)	
Non Governmental Organisation (Other)	
Private Sector	
1 Choose from your computer	Take a picture

If required in the registration form, upload your profile photo. If your profile does not already contain your picture, upload a recent photo or take a picture using your device camera. Ensure the picture conforms to the provided guidelines (**Picture requirements** link). This picture will be used by default for your subsequent registrations until you change it.

Screenshot 13: Picture area o	on the application form
-------------------------------	-------------------------

Picture *				
	Drag a	picture	here	
		OR		
	1 Choose from your computer		Take a picture	
Picture rec	quirements			

Any personal data entered on your profile will be **inherited by the form,** e.g. passport information:

Screenshot 14: Application form fields

Salutation *
Mr. 👻
First Name *
Participant 1
As listed in Machine Readable Zone of your passport
Last Name *
UN
As listed in Machine Readable Zone of your passport
Title/Function *
Business address *
Home Address: Bonn, Germany
City*
Bonn
Country*
- Germany
Passport nationality *
Germany -
Date of birth *
01/07/1985

You can choose whether to **update your profile** with the information you provided on the form. Additionally, event organizers may ask for your **consent** to add your name to the event's **participant list** page and **agree** with its **privacy policy**:

#### Screenshot 15: Update profile and privacy options



Once the form is completed, click **Apply**. You will receive an email acknowledging your registration:



REMEMBER that your registration will be vetted by the event organizer. You will be notified of its progress by email in due course.

#### Check the status of your registration 7

At any moment, you can view the status of your registration via the registration status ribbon on the event page:

#### My Conference 19 April 2024 Palais des Nations Europe/Zu Overview Timetable In-Person Starts 19 Apr 2024, 15:00 0 $(\mathbf{v})$ Palais des Nations, Geneva, Switzerland Ends 19 Apr 2024, 17:00 Registration Europe/Zurich There are no materials yet. Registration contact@mailinator.com You are registered for this event

#### Screenshot 17: Registration status details link on the event page

Q

0

While your registration is awaiting approval, you can still **Modify** it.

#### Screenshot 18: Application in awaiting approval status

Application	
Registration form	
Your registration is awaiting approval	
It will be manually validated.	🖉 Modify 🕒 Withdraw

In case your registration was rejected, you can still contact the Event Manager if you think there was an error:

#### Screenshot 19: Rejected registration status

Application		
Registration form		
Your registration has be	er if you think this is an error.	

Once your registration is approved, the only action you can take on it is Withdraw:

### Screenshot 20: Approved registration status

Application	
Registration form	

Approval emails, in addition to informing you of your registration's approval, may or may not contain additional information that the organizer wants to share with you.

If the organizers use a Digital Badge or QR Code for event registration, you will receive an email containing an attachment with a Digital badge or QR code once your registration is approved.