

Indico.un.org

indico@.UN

Step-by-Step Guide

Indico.UN profile creation
& how to register for an event



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Indico.UN Profile Creation

Profile creation

First, follow the below steps to verify and validate your email.

- From the [event registration page](#).
Click on the **Apply now**.

The screenshot shows the event registration page for the 14th United Nations Congress on Crime Prevention and Criminal Justice. The header features the UN logo, the event title, and the dates 'KYOTO, JAPAN 7 - 12 MARCH 2021'. Below the header, the event details are listed: '14th United Nations Congress on Crime Prevention and Criminal Justice', '6-12 March 2021', 'Kyoto International Conference Center', and 'Asia/Tokyo timezone'. A search bar is visible on the right. The left sidebar contains navigation links: 'Overview', 'Registration', 'Participant List', '14th Crime Congress - Official website', 'Secretariat of the Congress', and an email link 'unodc-14congress-regis...'. The main content area displays the event start and end times, the location, and a list of attachments including a briefing slide. At the bottom, there is an 'Application' section with the text 'Application for this event is currently open.' and a blue 'Apply now' button with a right-pointing arrow, which is circled in red.

14th United Nations Congress on Crime Prevention and Criminal Justice

6-12 March 2021
Kyoto International Conference Center
Asia/Tokyo timezone

Search...

- Overview
- Registration
- Participant List
- 14th Crime Congress - Official website
- Secretariat of the Congress**
- unodc-14congress-regis...

Starts 6 Mar 2021, 09:00
Ends 12 Mar 2021, 18:00
Asia/Tokyo

Kyoto International Conference Center
Kyoto International Conference Center
[Go to map](#)

Briefing 30.09.2020_Crime Congress Slide ...

Application
Application for this event is currently open.

Apply now >

- If you are not logged-in, the system will prompt you to log-in.
- If you do not have an Indico account yet, please click on the link “[create one here](#)” to start the account creation process.
- Enter a valid e-mail address, then click on **Send me a verification email**.

Account required to apply
In order to apply for this event you have to be logged in. [Log In to proceed >](#)

indico

E-mail address

Password

[Forgot my password](#)

Login with Indico

If you do not have an Indico account yet, you can [create one here](#).

[Back](#)

Create a new Indico profile

To create a new Indico profile you first need to verify your email address.


Email address * **Enter your e-mail address**

[Cancel](#) [Send me a verification email](#)

You should have received the email verification link.
Note that the link will be valid for **one hour**.

- Go to your e-mail inbox and click on the verification link.

Create a new Indico profile

 We have sent you a verification email. Please check your mailbox within the next hour and open the link in that email.

Cancel

Dear user,

You started the Indico profile creation process. To continue, you need to verify that neil.brock@mailinator.com is indeed your email address. Please click the following link to continue the registration process:

<http://v2-reg-demo.unog.ch/register/?token=Im5laWwuYnJvY2tAbWEpbGluYXRvci5jb20i.X41dsg.VFvBHPQiUF-t3r6AvXibtRMhJjE>

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Indico :: Email Notifier

<http://v2-reg-demo.unog.ch/>

- The link directs you to the page **Create a new Indico profile**. An on-screen message informs you that your email address has been successfully validated.
- Fill out the Indico profile basic information form
- Click on **Create my Indico profile** button.

Note: Normally, once you click on **Create my Indico profile**, the system will log you in.

Create a new Indico profile

✓ You have successfully validated your email address and can now proceed with the registration.

User information

Email address

First name *

Family name *

Affiliation

Login details

Username *

Password *

Confirm password *

The password must:

- ✗ Be at least 12 characters long
- ✗ Contain uppercase and lowercase letters
- ✗ Contain numbers
- ✓ Not contain spaces
- ✓ Not contain common password words
- ✓ Match confirm password

Please pay attention to the password

Register For An Event

- From the [event registration page](#), you should see the button “**Apply now**”, kindly **click on it**.
- If you are already logged, in some elements of your personal data will be prefilled. (If you are not already logged in, system will ask you to login.)
- In the form, all fields marked with * are mandatory.
- Once you have completed the form, click on the **Apply** button to submit your registration.



Do not forget to attach note verbal or official letter (+ registration form, as required) with your registration.

Application
Application for this event is currently open. **Apply now**

Overview
Registration
Participant List
14th Crime Congress - Official website
Secretariat of the Congress
unodc-14congress-regis...

Application Participation
Participation in this event is moderated
The organizers will have to approve your application.

Representation Type
Representative of governments, ngo ...
Representation Type * --select a value--

Participation type
Participation type *
 In-person
 Online
Please select in line with the registration form

Personal Data
Picture *
Upload
Take Picture
Edit Picture

Gender *
UNOV Requirements for the Profile Picture
-- Choose a value --

First Name *
Stephane

- Once registered, the system will display a message that your registration is awaiting approval.

Your registration is awaiting approval
An event manager will manually validate it.

✎ Modify
🗑️ Withdraw

- At the same time, you will receive an e-mail notification acknowledging receipt of your registration.
- Once your registration is approved by the event organizers, you will receive an additional approval e-mail with all the relevant information.

Participation in this event is moderated
The organizers will have to approve your application.

Representation Type Representative of governments, ngo ...

Representation Type * --select a value--

Personal Data

Picture

UNOG Requirements for the Profile Picture

Title * -- Choose a value --

Gender -- Choose a value --

First Name *

Last Name *

Function * -- Choose a value --

If other, please specify

Head of Delegation * Yes No

Birth date *

Address

City *

Country * -- Choose a value --

Phone Number

Email Address *

The registration will be associated with your Indico account.

Personal website

Passport number *

Passport nationality * -- Choose a value --

Passport expiration *

Required Documents

Please upload note verbale as per Permanent Mission to the United Nations or, Ministry of Foreign Affairs.
Participants will only be approved for registration, if their name corresponds to the name on the attached note verbale.

Note verbale * Choose File No file chosen

Participation Role

Please specify speaker or observer role

Role * Speaker Observer

(All the fields marked with * are mandatory)

Apply