

Event Registration in Indico.UN for Participants



This tutorial will guide you through how to register for your event using Indico.UN. Indico.UN is the new participant and meeting management system for all the UN Secretariat and duty stations.

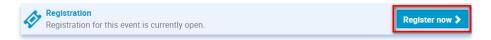


Indico is compatible with Chrome, Safari, and Firefox. Please use one of these browsers for best results.



1. Register for an event

On the event page, click on **Register now** button.



Under the available list of registration forms, select the registration form and then click on Apply.



If you are **NOT already logged in**, the system will prompt you to do so.

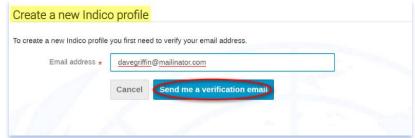


If you already have an Indico.UN account, kindly use your email and password to log in. Then move to step 3 of this guide. Otherwise, click on the link Create one here.



2. Create an Indico.UN account

On the Create a new Indico profile page enter your email address in the Email address field. Click Send me a verification email.



You will receive an email verification link in your inbox.

Note: The link will stay active for 1 hour.

- Go to your inbox Allez dans votre boite mail
- Click on the verification link you received to proceed with your Indico.UN profile creation.

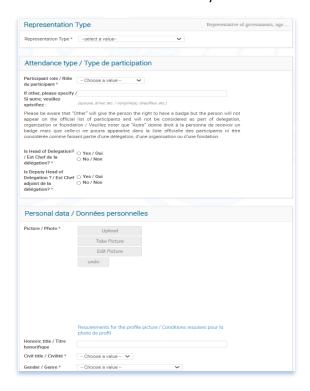
✓ You have successfully validated your email address and can now proceed with the registration.

Then, you will be redirected to **Create a new Indico profile** form. Fill out all the required information marked with * and click on **Create my Indico profile** button.



3. Fill out the conference registration form

All fields marked * are mandatory.



- Make sure to upload a photo ID (Passport or National ID standard)
- Click on the **Apply** button to submit your registration information.

4. 🖄 4. Email notifications

You will receive an automatic email to acknowledge your registration for the conference. Then, after the conference organizers process your registration, you will receive a status (Approved or Rejected) email. If you don't receive any email, kindly check your spam or junk folder or contact the conference organizers directly.