



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.

Registration
Registration for this event is currently open. [Register now >](#)

Under the available list of registration forms, select the registration form and then click on [Apply](#).

Registration
Available forms

	Opens	Closes	
1 - States / Etats	21 Sep 2021, 09:10	No deadline	Apply
2 - UN & IGOs / ONU et OIG	21 Sep 2021, 18:36	No deadline	Apply
3 - NGOs and foundations / ONG et fondations	21 Sep 2021, 18:36	No deadline	Apply
4 - Other international organizations / Autres organisations internationales	21 Sep 2021, 18:36	No deadline	Apply
5 - Press / Presse	21 Sep 2021, 18:36	No deadline	Apply

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

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

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.

Create a new Indico profile

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

Email address *

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 boîte 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.