



**RESUMED FIFTH SESSION OF THE UNITED NATIONS ENVIRONMENT
ASSEMBLY**

INDICO REGISTRATION GUIDE

**This guide is for registrants of all representation types who would like to
attend the UNEA sessions in person in Nairobi and online.**

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1. Creating an Indico Account

The Resumed In-Person Fifth Session of the United Nations Environment Assembly registration system runs on Indico platform. To register Resumed In-Person Fifth Session of the United Nations Environment Assembly, therefore delegates needs to create an account first as shown below.

Kindly:

1. Use Mozilla Firefox or Google chrome
2. Kindly use this link to create an account: <https://indico.un.org/event/1000360>
3. Click login on the top right corner



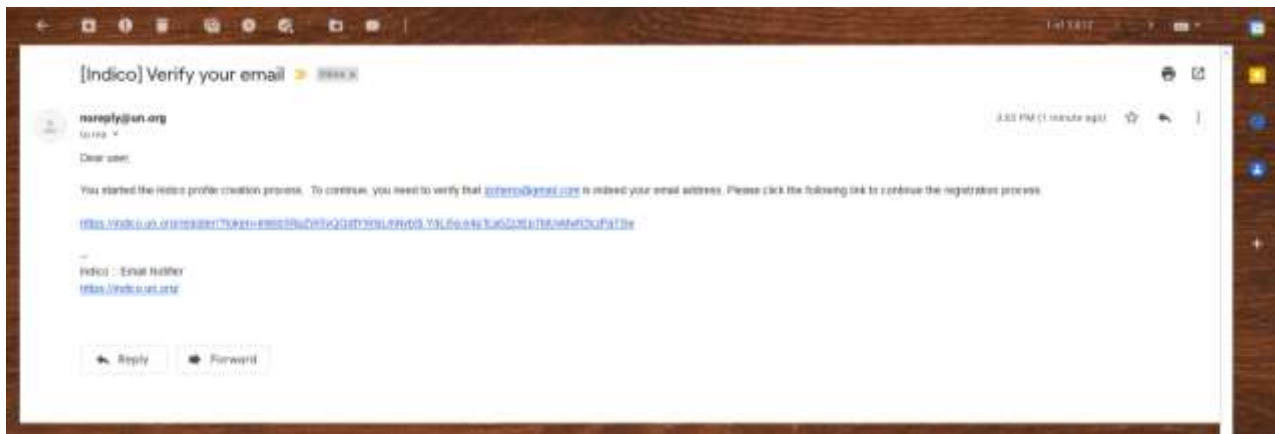
4. Click on create one here if you don't have an Indico account as shown below



5. Enter your email on the field presented to get an email for further details



6. An email similar to one below will be sent to your email account. Click on the link to verify your email account



7. A page with fields to complete account creation will open up upon clicking the link above as below. Please fill the data as per requirement on the page to proceed to registration.

Create a new Inboon profile

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

User Information

First name

Last name

First name

Address

Login details

Username

Password

Confirm password

- The password must:
- Be at least 8 characters long
 - Contain uppercase and lowercase letters
 - Contain numbers
 - Not contain spaces
 - Not contain common password words
 - Match confirm password

Are you human?

6 + 15

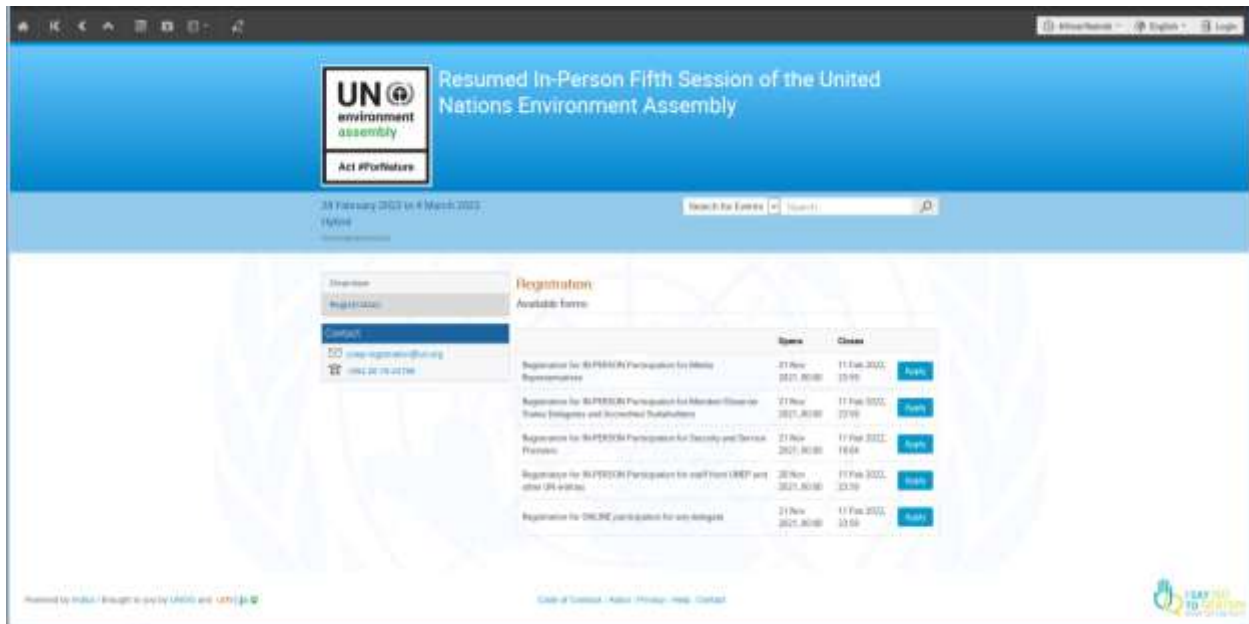
Captcha

Please enter the main product or product line you sell.

2. Registering to a Meeting

1. Use Mozilla Firefox or Google chrome
2. Click on the link below to visit the registration page:

<https://indico.un.org/event/1000360/registrations/>



- If you are a media personnel who would like to register and attend the session in person, please choose the first option -> **Registration for IN-PERSON Participation for Media Representatives**
- If you are a member state, observer state, IGO, Invited Independent Expert, or an accredited Non-Governmental organization who would like to attend the session in person then choose the second option -> **Registration for IN-PERSON Participation for Member/Observer States Delegates and Accredited Stakeholders**
- If you are you a security personal for one of the ministers and VIPs or you are service providers to UNEA-5 and hence needs to access the complex, then choose the third option -> **Registration for IN-PERSON Participation for Security and Service Providers.**

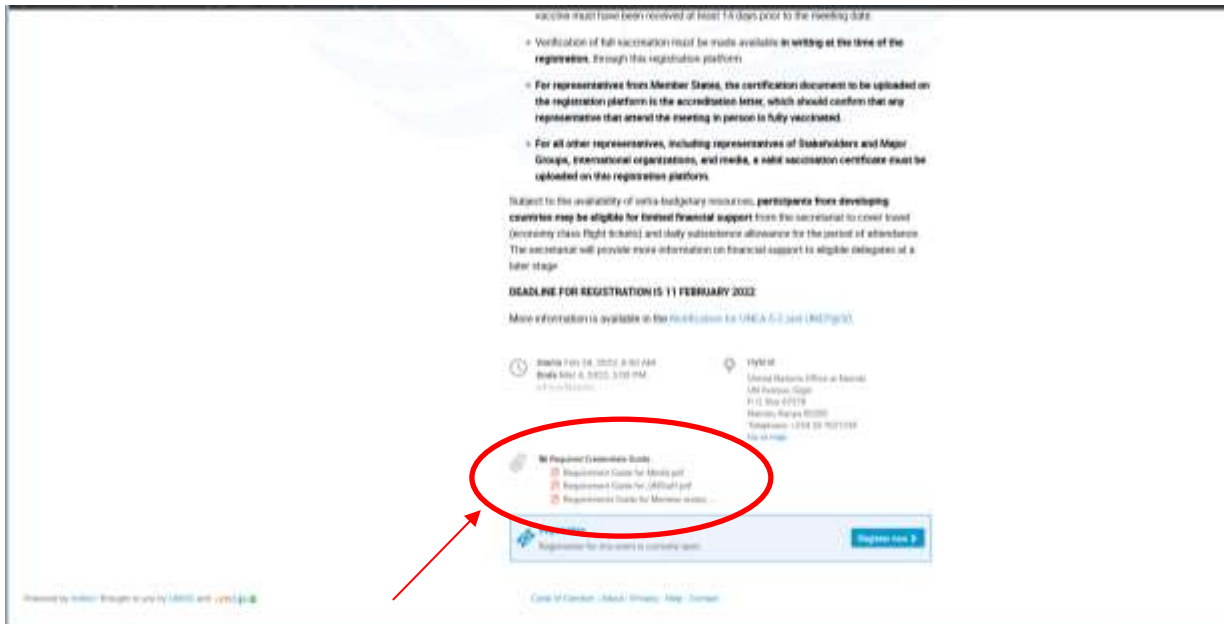
- If you are UNEP staff, MEA Staff or UN system staff and you would like to attend the session in person then chose the fourth option -> **Registration for IN-PERSON Participation for staff from UNEP and other UN entities**
- If you are interested in following the UNEA-5 session albeit via online platforms and not in person, please choose the last option -> **Registration for ONLINE participation for any delegate.** This regardless of the representation type: ember states, Accredited organization, media, IGO, UN staff all register on this option.

3. Kindly insert the email address and the password you used to create the account as directed in the **“Creating an Indico Account”** section



4. On successful login to Indico, you will be presented with a form to fill. For all in-person registrants; will have to attach the necessary credential as per the guides requirement guides on the overview page of the registration portal-see

below.



The in-person registrants will have to attach their COVID-19 vaccination certificates to be approved and hence get a badge to access the complex.

The online participants need to only attach the **required credentials** and not COVI-19 certificate

5. Please fill in all relevant fields. Kindly make sure that you upload the right picture as shown below. Use the below link for guidance:

<http://wedocs.unep.org//handle/20.500.11822/21753>

Overview

Registration

Event Details

Notification for the UN Environment Assembly

Support

✉ registration@unep.org


☎ +254 20 76 24786

Registration: New


Identification

Picture

Upload



Edit picture



This MUST be a clear, square passport size photograph, with a white background and should be not more than 2 Megabyte (MB) in size. For more guidance on the photo specifications [Click here](#)

Title *

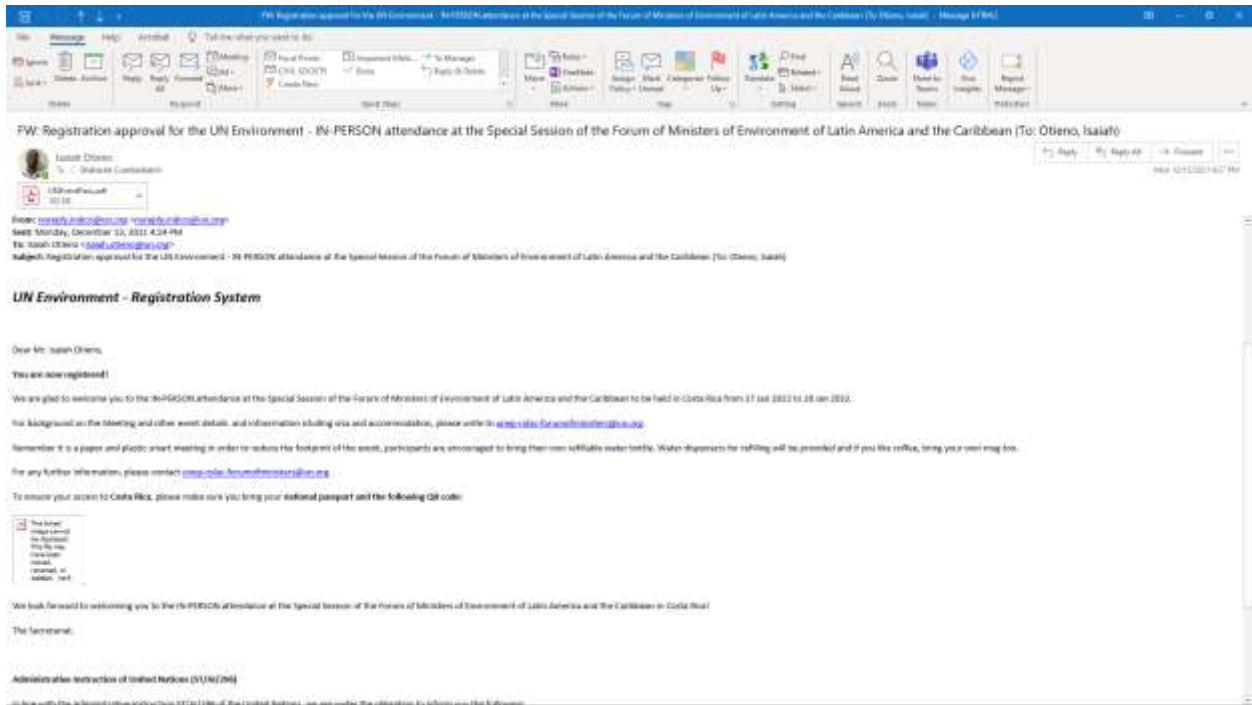
Gender

First Name *

Surname *

3. Downloading Your E-Ticket (Not Applicable to Online Meetings)

1. On approval of your registration, you will get an email with a QR code similar to the one shown below:



Please print this or have it on your mobile device and come with it to the meeting venue. This will facilitate you in getting your badge much quicker.