

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 Sixty-fifth session of the Commission on Narcotic Drugs. The header features the CND logo and the text: "UNITED NATIONS COMMISSION ON NARCOTIC DRUGS POLICYMAKING BODY OF THE UNITED NATIONS WITH PRIME RESPONSIBILITY IN DRUG-RELATED MATTERS". Below this, the event title "Sixty-fifth session of the Commission on Narcotic Drugs" is displayed, along with the dates "14-18 March 2022" and the location "Vienna International Centre". A search bar is present with the text "Search for Events" and "Search...".

On the left side, there is a navigation menu with the following items: "Overview", "Registration", "Participant List", "Provisional Agenda 65th session of the CND", "Official website of the CND", "Secretariat to the Governing Bodies", and "unodc-sgb@un.org".

The main content area includes:

- Starts 14 Mar 2022, 09:00
- Ends 18 Mar 2022, 18:00
- Europe/Zurich
- Vienna International Centre
- M-Building Plenary Hall
- Guideline for Interpretation (4_Steps_and_Equipment_List_version_a...)
- Guideline for Registration (Step_by_Step Guide_profile creation_reg...)
- UNOV Picture Requirements
- Current Membership CND
- Registration: Registration for this event is currently open.
- A blue "Register now" button with a right-pointing arrow, which is circled in red.

- 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

Cancel

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 if needed) with your registration.

Application
Application for this event is currently open.

Apply now >

- Overview
- Registration
- Participant List
- Provisional Agenda 64th session of the CND
- Official website of the CND
- Secretariat to the Governing Bodies
- ✉ unodc-sgb@un.org

Application

Participation

Registration is open
Deadline 6 Apr 2021

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

Representation Type

Representative of go

Representation Type *

Participation type

Participation type * In-person
 Online

Please select in line with the registration form

- 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 Upload
Take Picture
Edit Picture

UNOG Requirements for the Profile Picture

Title * -- Choose a value --

Gender -- Choose a value --

First Name * Sehar

Last Name * Shahzad

Function * -- Choose a value --

If other, please specify

Head of Delegation * Yes No

Birth date *

Address

City *

Country * -- Choose a value --

Phone Number (+41) 123 45 6789

Email Address * sehar.shahzad@un.org

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