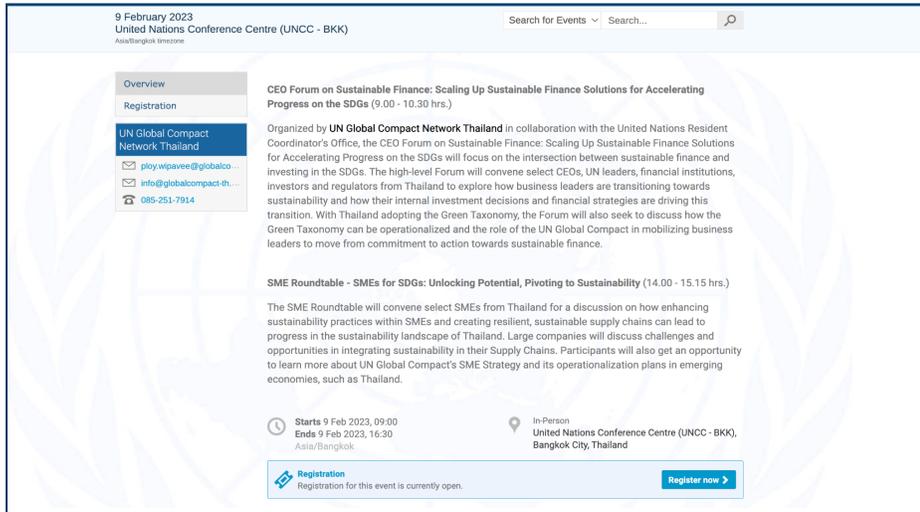


User Guide for CEO Forum & SME Roundtable Indico Registration

This manual will guide you through how to register for your event using Indico platform.

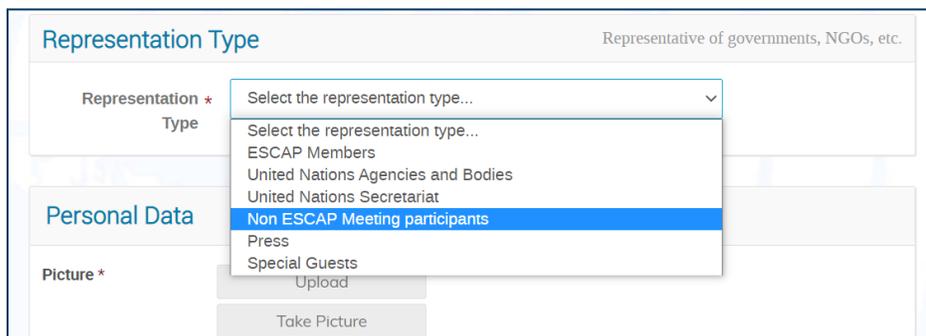
Registration: <https://indico.un.org/event/1003954/>

1. Click “Register now”



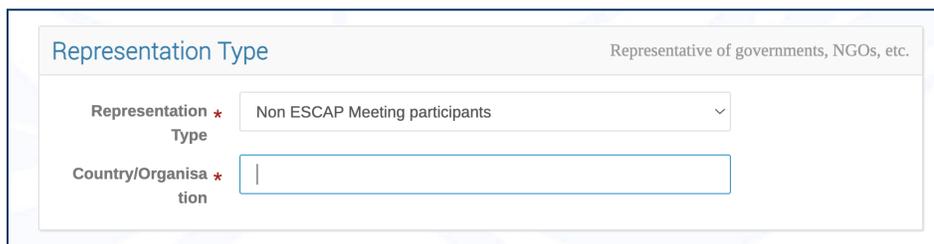
The screenshot shows the Indico event page for the 'CEO Forum on Sustainable Finance: Scaling Up Sustainable Finance Solutions for Accelerating Progress on the SDGs (9.00 - 10.30 hrs.)'. The page includes a navigation menu with 'Overview' and 'Registration' tabs. The 'Registration' tab is active, showing event details, contact information for UN Global Compact Network Thailand, and a 'Register now' button. The event is scheduled for 9 February 2023 at the United Nations Conference Centre (UNCC - BKK) in Bangkok, Thailand.

2. Under Representation Type, select “Non ESCAP Meeting participants”



The screenshot shows the 'Representation Type' section of the registration form. A dropdown menu is open, displaying several options: 'Select the representation type...', 'ESCAP Members', 'United Nations Agencies and Bodies', 'United Nations Secretariat', 'Non ESCAP Meeting participants' (highlighted in blue), 'Press', and 'Special Guests'. The 'Personal Data' and 'Picture' sections are also visible below the dropdown.

3. Fill in the full name of your organization/ company



The screenshot shows the 'Representation Type' section of the registration form. The dropdown menu is now filled with the selected option, 'Non ESCAP Meeting participants'. Below the dropdown, the 'Country/Organization' field is visible, with a text input box for the user to enter their organization's name.

4. Upload or take a picture (in .jpg format)

Personal Data

Picture *

Upload

Take Picture

Edit Picture

5. Fill in required information (marked with *)

Title *

Gender *

First Name *

Last Name *

Position

Agency/Company *

Phone Number

Email Address *

Passport or ID number *

Passport nationality *

6. Choose whether you are attending the session(s) as “**main representative**” or “**follower**”

I'm attending as *

I'm attending the session(s) * Main representative Follower

9.00 - 10.30 : CEO Forum on Climate and Sustainable Financing

14.00 - 15.15 : SME Roundtable - UNGC Supporting SMEs

7. Choose the session(s) you will attend (select both if you are attending both sessions)

I'm attending the session(s) *

9.00 - 10.30 : CEO Forum on Climate and Sustainable Financing

14.00 - 15.15 : SME Roundtable - UNGC Supporting SMEs

You will receive an automated email notification that your registration has been received and is pending approval. Once your registration has been approved, you will receive an approval email containing your official confirmation letter.