INDICO

Guidelines for registration

Contents

In accordance with the decisions taken at the 47th Programme Coordinating Board meeting (PCB) ([47th PCB decisions](#)), and as agreed through intersessional decision-making on the modalities and procedures for UNAIDS PCB meetings in 2023 ([UNAIDS/PCB (52)/23.2](#)), and as decided by the PCB Bureau ([PCB Bureau Summary](#)), the 52nd meeting of the PCB will be held fully in-person (Palais des Nations, Building E, Room XVII, 1211 Geneva, Switzerland), with limited online access (Zoom) for meeting members, participants and observers who are unable to join the meeting in-person, from 26 to 28 June 2023.

Online registration is required for all meetings. Each participant is invited to register her/him/themselves.

The UNAIDS Governance team will verify the information received which will then be submitted into the registration system to generate the connection details for virtual meetings, the meeting badges for in-person meetings and the list of participants.

You can register through the INDICO system in 2 steps:

- Creating your account; and
- Register to the respective meeting.

B. How to create an INDICO account

1. Open your internet browser (Google Chrome, Firefox, Safari… but NOT Microsoft Internet Explorer)

Compatible Internet browser	Not compatible Internet browser

2. Go to **https://indico.un.org/register/**. Alternatively, from any page, click on the **Login** button at the top right corner of the window and then click on the **Create a new account** button.
3. Complete the "*Creating a new Indico user*" form and click **Confirm**.
4. You will receive an account activation link by e-mail. Follow the link to activate your account.

E-mail addresses are used as unique identifiers for users of INDICO. If you get an error "*e-mail address already exists*" then your e-mail address is already associated with an INDICO account. In case you do not remember the password of that account, use the **Reset password** function.

Note: Please do not create multiple accounts. This will avoid confusion and problems with registration in the future.

C. How to reset your password

To reset your password, please follow these steps:

1. Go to the login page: **https://indico.un.org/register/**
2. Click on **Reset password** below the Login block (see screenshot below).

3. In your inbox: ⬜ You will receive an e-mail with a reset password link. If you do not receive any e-mail, please **contact the support team** for assistance.
    ⬜ Click on the link and you should be redirected to a page where you can enter your new password.
4. Log in using your new password.

D. How to register for a meeting/event

1. **Open a direct link** to the event page received from the event organizer. In the case of UNAIDS PCB meetings: http://pcbregistration.unaids.org/
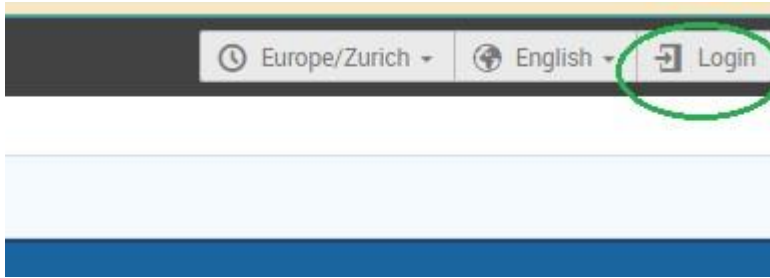
2. **Log in**

(If you are not logged in, you will be redirected to the login page before you can register. If you do not have an account, please create an account by clicking on **Create a new account)**.

3. Click on **Register now** button.
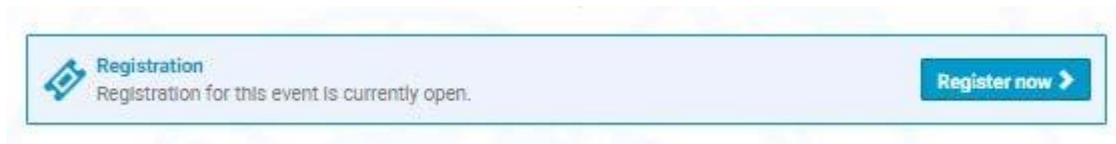
4. Fill out the registration form and click on **Confirm**.

5. You will receive an e-mail informing you that your registration has been received and is pending approval from the event organizer(s).

<mark>**E. How to modify the registration information**</mark>

Important: You can only modify your registration information before your application is processed. Once your registration is approved or rejected, you can no longer modify it. In such case, only the meeting/event Manager will be able to change your information on your behalf (you can contact the

meeting/event Manager to request changes to your registration information through pcbregistration@unaids.org).

Alternatively, the meeting/event Manager can reset your registration status to "*pending*" so you can modify your registration.

1. **Open a direct link** to the event page where you've registered.
2. On your meeting/event page, if you are not logged in yet, click on the **Login** button at the top right corner of the window. (Log in using your e-mail and password).
3. On the meeting/event registration page, click on **See details.**

4. A message appears on-screen in an orange status bar acknowledging that the registration is awaiting approval. You may modify or withdraw your registration whilst it is still pending approval (if permitted by the organizer).

5. Update your registration information.
6. Click on **Save**.

F. Assistance

If you need **further assistance**, please contact Ms Isabelle BARBIER at: pcbregistration@unaids.org