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. Account creation

On the <u>event page </u>click **Register now**.

Registration		
Registration Registration for this event is currently open.		**Register now ❯**

Click on the **Apply** button in front of the registration form.

Registration for Host Country	9 Mar 2022, 00:00	21 May 2022, 00:00	**Apply**
Registration for Local Staff and Local Security	9 Mar 2022, 00:00	21 May 2022, 00:00	Apply

If you <u>are not already logged in</u>, you will be prompted to do so.

ℹ️ **Account required to apply** In order to apply for this event you have to be logged in.	**Log In to proceed ❯**

If you <u>do not have an account</u>, you will be prompted to do so.

On the Indico log in page click **create one here**.

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

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 * [   ]

Cancel   **Send me a verification email**

A message appears on-screen:

> ℹ️ We have sent you a verification email. Please check your mailbox within the next hour and open the link in that email.

You have 1 hour to check your email account for a verification message from Indico. A link is contained in that message.

When the link is clicked a message is displayed:

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

You also find yourself on the Create a new Indico profile page. On this page:

- enter your name

- create a password (achieve 6 green check marks when setting the password)

- complete the captcha

- all fields marked * are mandatory

Click **Create my Indico profile**.

A message appears on-screen:

> ✓ You have sucessfully registered your Indico profile. Check your profile for further details and settings.

Click your profile in the message to add more personal details to your account and set preferences.

> **The account creation does not mean that you are registered to the event.**

2. Register for an event

On the event page, click on **Register now** button.

> **Registration**
> Registration for this event is currently open.   **Register now >**

The system will display the registration form. Proceed to complete the form in full. Fields marked with * are mandatory.

Under the **Personal Data** section, when entering an **Email Address**, make sure to enter a valid e-mail address. The registrant will receive all the notifications from the system on the provided valid email address.

When finished, click **Register**. The button will be active to permit the registration.

Registrants receive notifications automatically from Indico.UN. when they register to an event. Users should check their spam or junk folders if in doubt or contact the event organizer directly.

ℹ This registration form is intended for all participants who wish to be inscribed on the Speakers List who will make a brief intervention (of 3 minutes) during the "Questions and Observations from the Floor" segments of the High-Level International Conference on Human Rights, Civil Society and Counter-Terrorism, jointly convened by the United Nations Office of Counter-Terrorism (UNOCT) and the Kingdom of Spain on 10-11 May 2022, in Malaga Spain

Please complete and submit one form per speaker by close of business, Thursday, 5 May 2022.

Please note that the time limit will be strictly enforced.

Representation Type
Representative of governments, NGOs, etc.

Representation Type *	Select the representation type... ▾

Speaker Data

Title *	Mr. ▾
First Name *	George
Last Name *	Kostakis
Position *	
Email Address *	kostakis@un.org

The registration will be associated with your Indico account.

Phone Number *	+19178185937	(+41) 123 45 6789
Gender *	Male ▾	

I would like to make an intervention during the "Questions and Observations from the Floor" segment of the following session(s): [Please note all times are CEST]

☐ **Session I: Human Rights and the Rule of Law as the Cornerstone of Effective Counter Terrorism Efforts (10 May, 09:00 - 11:00)**

☐ **Session II: Protection of Principled Humanitarian Action (10 May, 11:30 - 13:30)**

☐ **Session III: Victims and Survivors of Terrorism (10 May, 14:30 - 16:30)**

☐ **Session IV: Civil Society Efforts for Preventing and Countering Terrorism (11 May, 09:00 - 11:00)**

☐ **Session V: Role of the United Nations Counter-Terrorism Architecture (11 May, 11:30 - 13:30)**

*(All the fields marked with * are mandatory)*

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