



Registration instructions

Important:

- The online registration system works better with the following browsers: [Edge](#), [Firefox](#), [Chrome](#), [Safari](#), or [Opera](#).
- Group registration is not possible. Each participant must register individually.
- All participants should register through the online platform Indico (including representatives in possession of a grounds pass issued by the Security and Safety Section of the United Nations Office at Geneva (UNOG) or United Nations Headquarters in New York (UNHQ)).
- There is no fee to register for the Forum. However, all costs regarding arrangements for travel, including visas, accommodation, insurance, and transportation, are the responsibility of participants.

MANDATORY: To approve your “in-person” registration request, please complete the “personal data” section and submit the following information:

- Upload a passport-format photo (refer to picture/photograph [standards on the menu in Indico](#)); otherwise, a badge cannot be issued, and registration will not be approved.

Representation type:

Please use the correct representation type of your organisation/company:

- **Member or Observer State:** for country representatives
- **IGO** (Intergovernmental Organisations): refer to <https://www.un.org/en/about-us/intergovernmental-and-other-organizations>
- **International Organisation** (Observer Organisations): refer to <https://www.un.org/en/about-us/intergovernmental-and-other-organizations>, under “*Other entities having received a standing invitation to participate as Observers in the sessions and the work of the General Assembly and maintaining Permanent Offices at Headquarters*”
- **United Nations:** select a name.
- **National Human Rights Institutions**
- **NGO** (Non-Governmental Organisations):
 - ECOSOC NGOs: Start typing the name of your organisation, and it will appear automatically.
 - For NON-ECOSOC NGOs: Write the name of your organisation.
- **Private sector:** select one of the following sub-types:
 - Business enterprises
 - Business/Industry Associations
 - Consultancy or law firm
- **Multi-stakeholder initiative**
- **Trade Union**
- **Academia**
- **Press/Media:** For press only.



In addition, complete the section “*Mandatory documents for press only*”.

- **Other:** Select one of the following subtypes:
 - Community or worker representative
 - Representative of Indigenous Peoples group
 - Other

Mandatory documents for participants:

Accreditation letter: A letter of nomination from your organisation/company, which is a standard requirement for the United Nations to issue access badges.

The letter must contain the following elements:

- Submitted on the official letterhead of the organisation/company.
- State the title and duration of the session the organisation/company wishes to attend.
 - E.g., “[*Name of organisation/company*] wishes to send the following representatives to attend the 14th Forum on Business and Human Rights (25 – 27 November 2024).”
- List the name/s (FAMILY NAME, first name) of the person/s who will represent the organisation/company at the Forum. Names of persons must appear exactly as they appear on their passports.
- If the persons listed already possess a valid identity badge issued by UNOG Security and Safety Sections, please indicate this clearly in the letter and tick the relevant box in the registration form.
- The letter must be signed by a senior manager.
- Explain briefly how participants in the Forum may benefit the work of the organisation/company (no more than one paragraph).

Once your registration is approved, you will receive a confirmation of registration email, as well as an email from Sched inviting you to create/update your profile and create a personalized schedule. In case you do not receive the email, please check your “junk email” folder; in case you do not receive it, please contact the Forum Secretariat.

VISA:

Applicants in need of a letter to support their visa application should get it from the organisation/company sponsoring their travel and accommodation.

Once your registration is approved, you will receive an email with a confirmation of registration to accompany your request for a visa at the Swiss embassy in your country. The Forum does not provide any additional invitation letters for visa purposes.

For queries on registration, please contact
ohchr-registrationforumbhr@un.org