SPECIAL SESSION OF THE FORUM OF MINISTERS OF ENVIRONMENT OF LATIN AMERICA AND THE CARIBBEAN REGISTRATION GUIDE
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1. Creating an Indico Account

The Special Session of the Forum of Ministers of Environment of Latin America and the Caribbean registration system runs on Indico platform. To register for the Special Session of the Forum of Ministers of Environment of Latin America and the Caribbean, therefore a user needs to create an account first as shown below.

Kindly:

1. Use Mozilla Firefox or Google chrome
2. Kindly use this link to create an account: https://indico.un.org/event/37278/
3. Click login on the top right corner

4. Click on create one here if you don’t have an Indico account as shown below
5. Enter your email on the field presented to get an email for further details

![Image of United Nations Events & Conferences]

6. An email similar to one below will be sent to your email account. Click on the link to verify your email account

![Email Verification Image]

7. A page with fields to complete account creation will open up upon clicking the link above as below. Please fill the data as per requirement on the page to proceed to registration.
2. Registering to Special Session of the Forum of Ministers of Environment of Latin America And the Caribbean

1. Use Mozilla Firefox or Google chrome
2. Click on the link below to visit the registration page:
   https://indico.un.org/event/37278/

3. The conference will be hybrid meeting with online and in-person presence. If you will be joining as an online participant, please click Register under “Registration for ONLINE participation (no attendance limit)” under blue band. If you will be joining the meeting person, please click Register under “Registration for IN-PERSON participation (max 2 per Member State and 2 per Major Group)” under the grey band.

4. If already logged-in then proceed to register. If not logged in, kindly insert the email address and the password you used to create the account as directed in the “Creating an Indico Account” section
5. Please fill in all relevant fields. Kindly make sure that you upload the right picture as shown below. Use the below link for guidance:

http://wedocs.unep.org//handle/20.500.11822/21753
3. Downloading Your E-Ticket (Not Applicable to Online Meetings)

1. On approval of your registration, you will get an email with a QR code similar to the one shown below:

Please print this or have it on your mobile device and come with it to the meeting venue. This will facilitate you in getting your badge much quicker.