



**THE SIXTH SESSION OF THE UNITED NATIONS ENVIRONMENT
ASSEMBLY (UNEA 6) [26 FEBRUARY – 1 MARCH 2024]**

**SIXTH MEETING OF THE OPEN-ENDED COMMITTEE OF PERMANENT
REPRESENTATIVES [19 - 23 FEBRUARY 2024]**

INDICO REGISTRATION GUIDE

This guide is for UN System Organizations (including UNEP staff)

Contents

1. Creating an Indico Account.....	3
2. Registering to a Meeting	6
3. Downloading Your E-Ticket.....	10

1. Creating an Indico Account

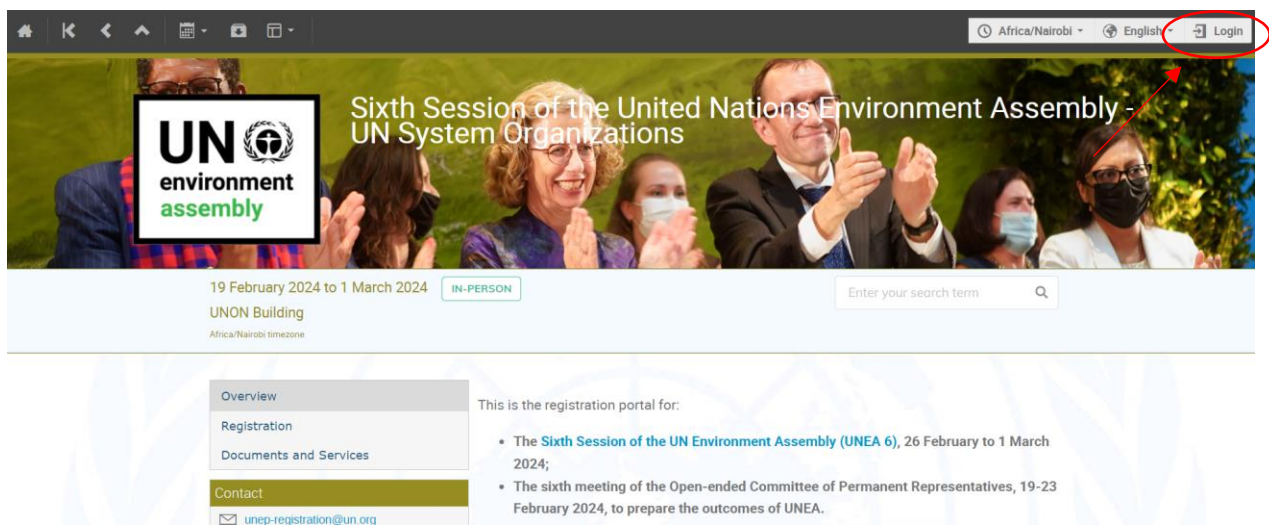
For the sixth session of the United Nations Environment Assembly (UNEA 6) and the sixth meeting of the Open-ended Committee of Permanent Representatives, registration system runs on the Indico platform. To register for this meeting, participants need to create an account first as shown below.

Kindly:

1. Use Mozilla Firefox or Google chrome.
2. Kindly use this link to create an account:

<https://indico.un.org/event/1007493/>

3. Click login on the top right corner.



The screenshot shows the Indico registration portal for the Sixth Session of the UN Environment Assembly (UNEA 6). The page features a header with the UN Environment Assembly logo and a banner image of participants clapping. The main content area includes a navigation menu on the left with options like Overview, Registration, Documents and Services, and Contact. The right side contains a search bar and a list of events. A red circle highlights the 'Login' button in the top right corner of the browser interface.

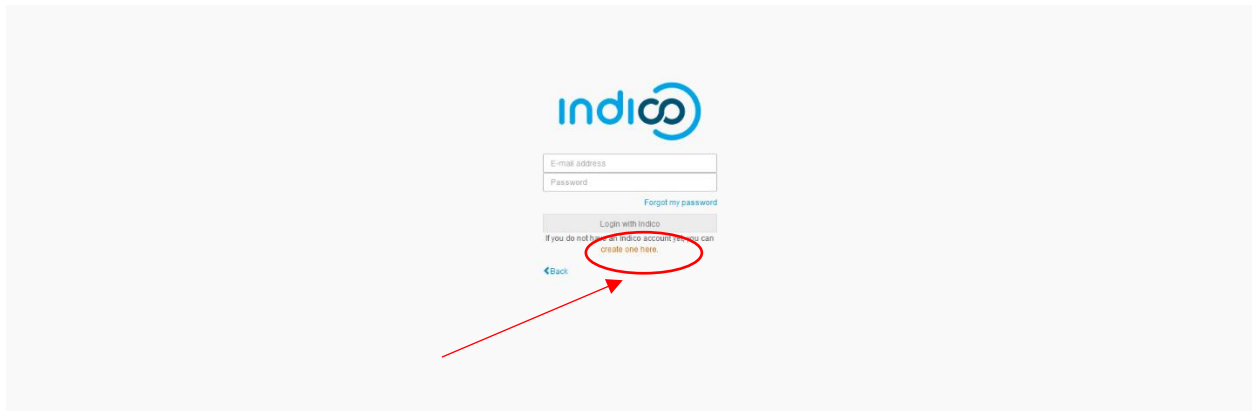
19 February 2024 to 1 March 2024 **IN-PERSON** Enter your search term

UNEP-Registration@un.org

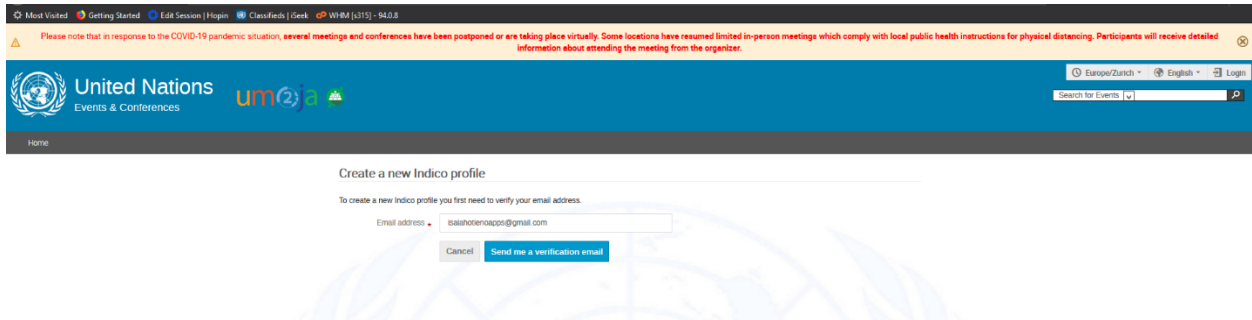
This is the registration portal for:

- The **Sixth Session of the UN Environment Assembly (UNEA 6)**, 26 February to 1 March 2024;
- The sixth meeting of the Open-ended Committee of Permanent Representatives, 19-23 February 2024, to prepare the outcomes of UNEA.

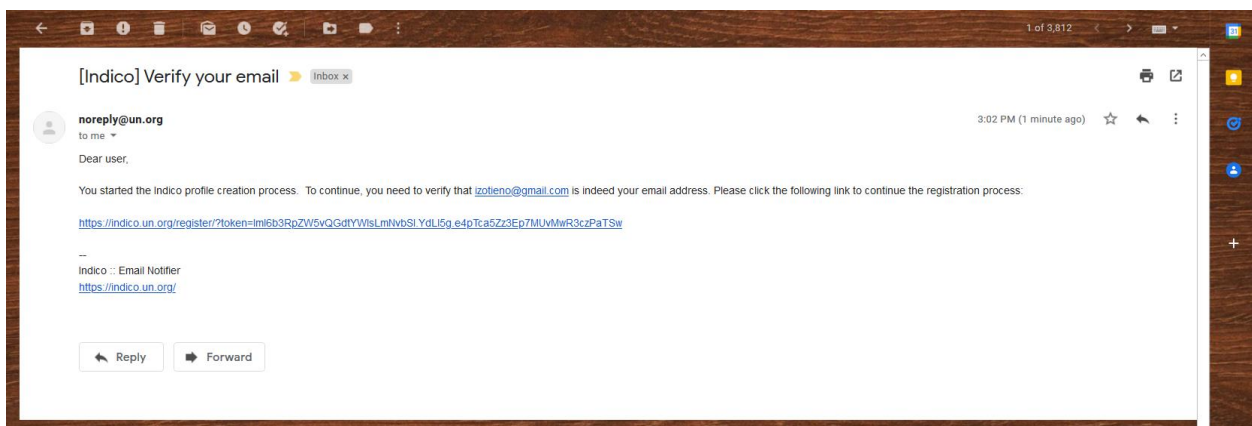
4. Click on create one here if you don't have an Indico account as shown below.



5. Enter your email on the field presented to get an email for further details.



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



7. A page with fields to complete account creation as shown below will open up upon clicking the above-mentioned link. Please fill the data as per requirement on the page to proceed to registration.

Create a new Indico profile

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

User information

Email address	<input type="text" value="izotieno@gmail.com"/>
First name *	<input type="text" value="Isaiah"/>
Family name *	<input type="text" value="Otieno"/>
Affiliation	<input type="text" value="UNEP"/>

Login details

Username *	<input type="text" value="izotieno@gmail.com"/>
Password *	<input type="password"/>
Confirm password *	<input type="password"/>

The password must:

- ✗ Be at least 12 characters long
- ✗ Contain uppercase and lowercase letters
- ✗ Contain numbers
- ✓ Not contain spaces
- ✓ Not contain common password words
- ✓ Match confirm password

Are you human?

6 + 15

Captcha *	<input type="text" value="21"/>
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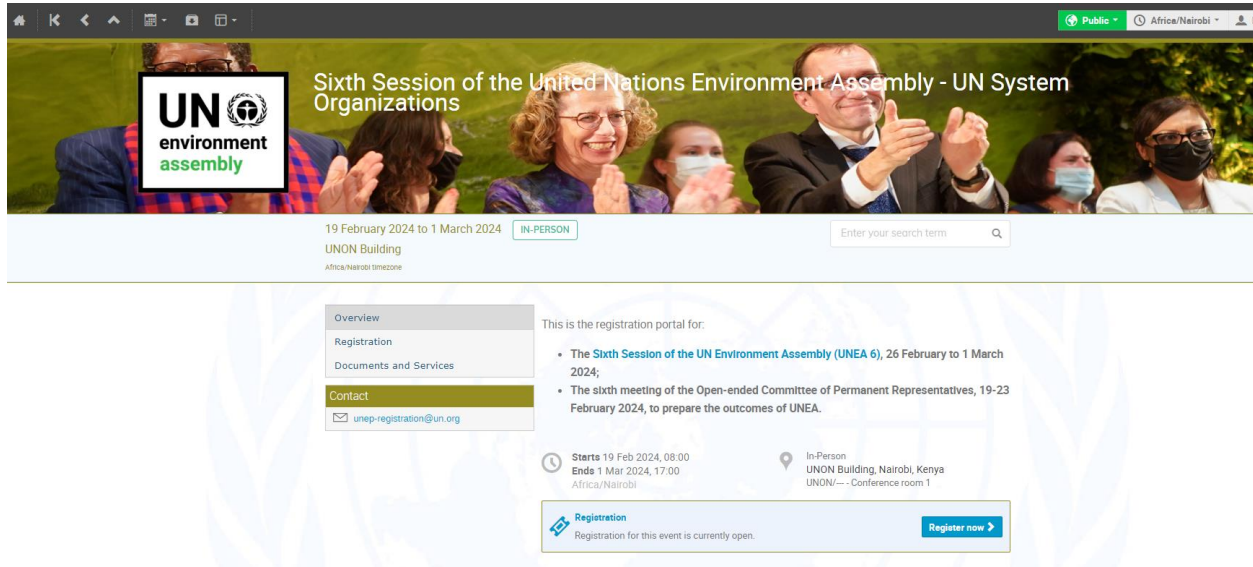
Please solve the math problem to prove that you are human

2. Registering to a Meeting

1. Use Mozilla Firefox or Google chrome.

Visit the registration page by clicking link below:

<https://indico.un.org/event/1007493/>



Sixth Session of the United Nations Environment Assembly - UN System Organizations

19 February 2024 to 1 March 2024 **IN-PERSON**

UNON Building
Africa/Nairobi timezone

Enter your search term

Overview
Registration
Documents and Services
Contact
unep-registration@un.org

This is the registration portal for:

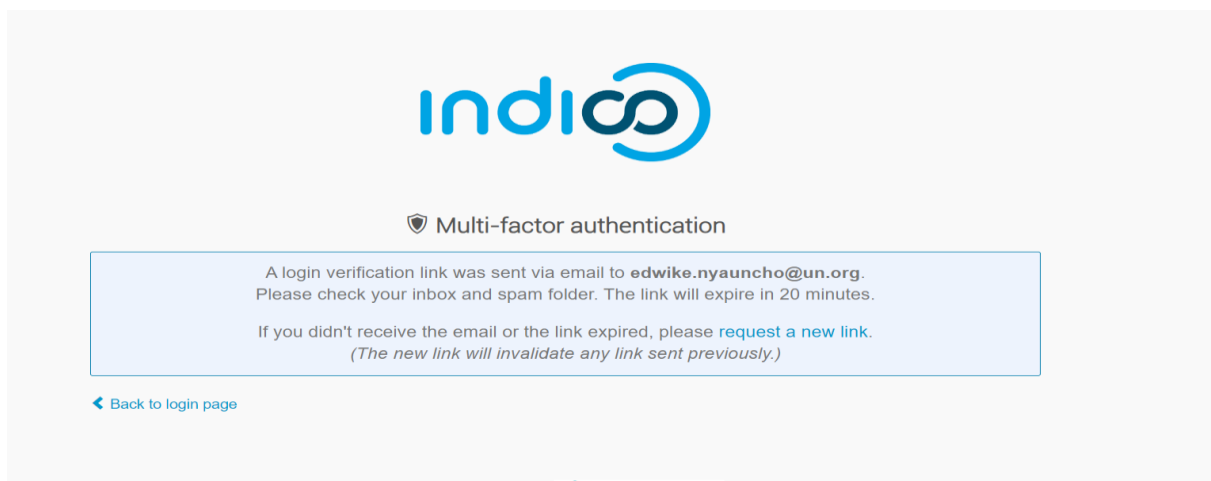
- The **Sixth Session of the UN Environment Assembly (UNEA 6)**, 26 February to 1 March 2024;
- The sixth meeting of the Open-ended Committee of Permanent Representatives, 19-23 February 2024, to prepare the outcomes of UNEA.

Starts 19 Feb 2024, 08:00
Ends 1 Mar 2024, 17:00
Africa/Nairobi

In-Person
UNON Building, Nairobi, Kenya
UNON/--- - Conference room 1

Registration
Registration for this event is currently open. [Register now](#)

2. On login, Indico will send you a login verification link to your email as shown below.



indico

Multi-factor authentication



A login verification link was sent via email to edwike.nyauncho@un.org. Please check your inbox and spam folder. The link will expire in 20 minutes.

If you didn't receive the email or the link expired, please [request a new link](#).
(The new link will invalidate any link sent previously.)

[Back to login page](#)

3. Upon receiving the verification email, kindly click on the first link as shown below that will direct you back to indico:

[Indico] Login verification link

 noreply@un.org
To  Edwike Nyauncho

Thu 07/09/2023 13:08

Dear Edwike Nyauncho,

Indico.UN prioritizes data security and aims to minimize the risk of compromised credentials by adding an extra layer of protection to users' accounts. As part of the system's security measures, a multi-factor authentication (MFA) method has been implemented.

To complete the login process, open or copy&paste the link provided below in the same browser window that you used to log in:

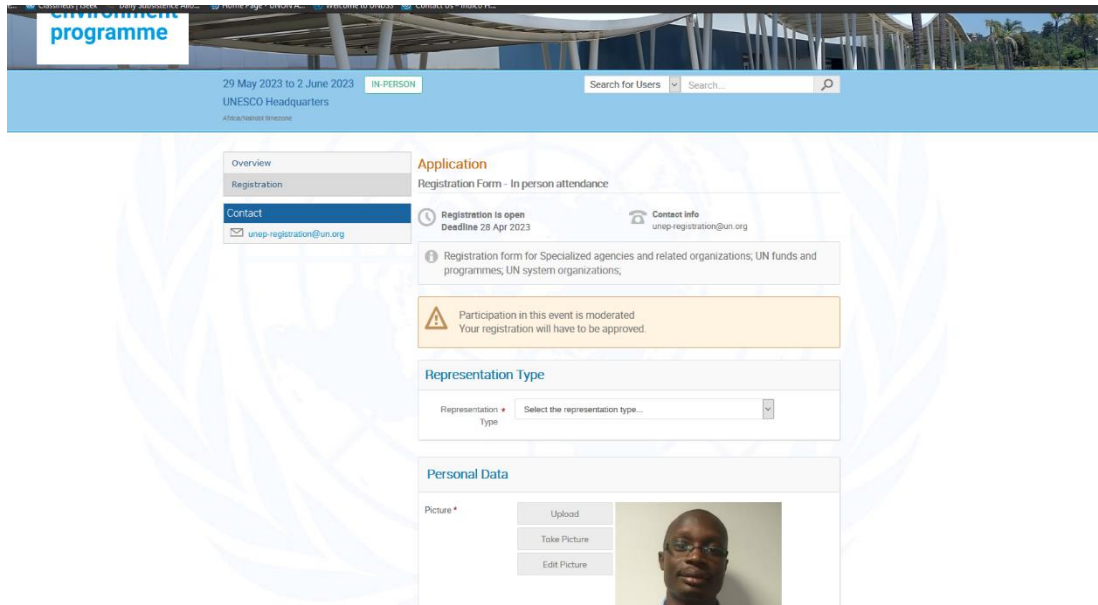
<https://indico.un.org/login/verify?token=ImVkd2lrZS5ueWF1bmNob0B1bi5vcpci.ZPmhFA.2yNCGokC4yzixa9pzffNNx29-bM>

This link is valid only for 20 minutes and needs to be used before 12:28.

Please do not hesitate to contact us, should you have any questions, through the following link:
<https://indicohelp.unog.ch/contact-us/>

Kind regards,
The Indico.UN Team

4. On successful login to Indico, you will be presented with a form to fill. All registrants will have to attach the necessary credential as per the guides requirement on the overview page of the registration portal-see below.



All participants will be required to upload a copy of the nomination letter in the organization's letterhead, with the composition of the delegation to UNEA-6 and/or the OECPR-6 containing the names and functional titles of the delegation.

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>

Overview

Registration

Event Details

Notification for the UN
Environment Assembly

Support

✉ registration@unep.org

☎ +254 20 76 24786

Registration: New

Identification

Picture

Upload



Edit
picture



This MUST be a clear, square passport size photograph, with a white background and should be not more than 2 Megabyte (MB) in size. For more guidance on the photo specifications [Click here](#)

Title *

Mrs.

Gender

Female

First Name *

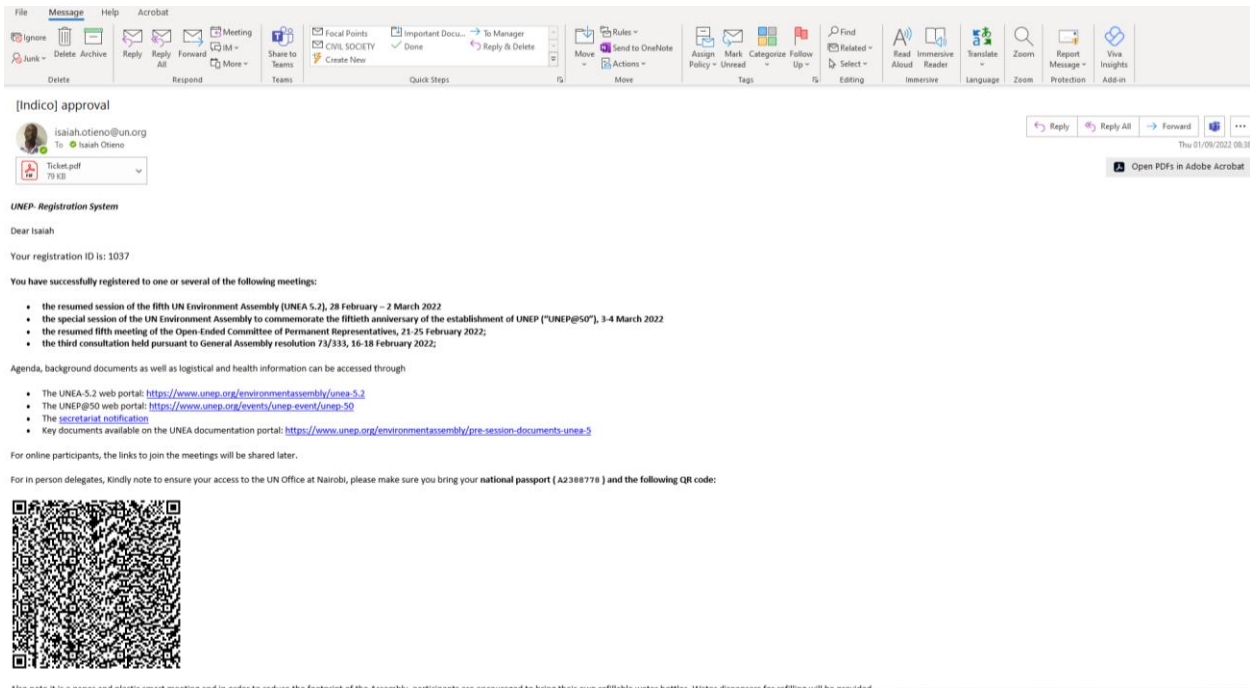
Test

Surname *

Indico

3. Downloading Your E-Ticket

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



Please note that it is a waste and unfair to your machine and in order to reduce the footprint of the Assembly, participants are encouraged to bring their own refillable water bottles. Water dispensers for refills will be provided.



UNEP

Sixth Session of the United Nations Environment Assembly -
Member States

19 February 2024 to 1 March 2024
UNON Building

UN EVENT PASS
19 February to 01 March 2024



Sra. Carlota Estalella Alba
Spain
Member States

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.