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)
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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.
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.
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/

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

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=ImVkd2lhZS5ueWF1bmNob081bi5vcmci.ZPmhFA.2yNCGokC4yzixa9pxfNNx29-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
Registration: New

Identification

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 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.