This guide is for Intergovernmental Organizations (IGOs)
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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, the 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/1007494/

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/1007494/
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:

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=ImVkd2hrZS5ueWF1bmNob0B1bi5vcmci.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 OECPR-6, containing the names and functional titles of the delegates.

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

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

Your registration is due to expire on 31 March 2023.

The following meetings are scheduled:

- The plenary session of the 7th UN Environment Assembly (UNEA-7), 26 February – 2 March 2023
- The special session of the UN Environment Assembly to commemorate the 50th anniversary of the establishment of UNEP ("UNEP50"). 3-4 March 2023
- The second meeting of the Special Committee of Permanent Representatives (S/CPR), 3-5 March 2023
- The third session of the Committee of Experts (COE), 6-8 March 2023

Agenda, background documents as well as logistical and health information can be accessed through the UN EAP web portal: https://www.unep.org/environmentasembly/unea-7

The UNEP EAP web portal: https://www.unep.org/unenvironmentassembly

For more information, please refer to the UNEP EAP documentation portal: https://www.unep.org/environmentasembly/unasessiondocumentsunea-7

For in-person delegates, kindly note to ensure your access to the UN Offices at Nairobi, please make sure you bring your national passport (ID) and the following ID cards:

For non-Nairobi residents:
- UN Event Pass
- UN Documents
- UN EAP passes

For Nairobi residents:
- UN Event Pass
- UN Documents

For information on how to obtain your UN Event Pass, please visit the following links:


Thank you for your cooperation.

Sincerely,

[Signature]

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.