



**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 Intergovernmental Organizations (IGOs)

Contents

1. Creating an Indico Account.....	3
2. Registering to a Meeting	6
3. Downloading Your E-Ticket.....	9

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:

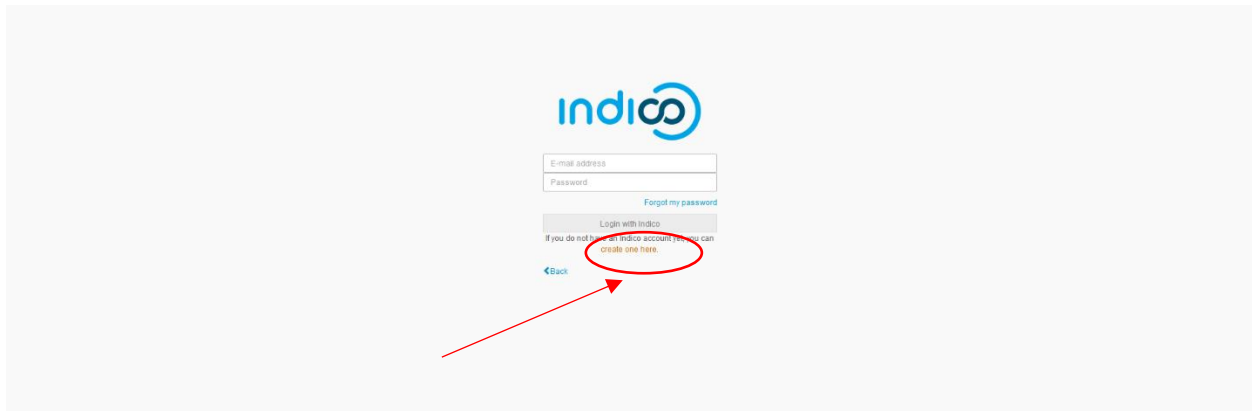
1. Use Mozilla Firefox or Google chrome.
2. Kindly use this link to create an account:

<https://indico.un.org/event/1007494/>

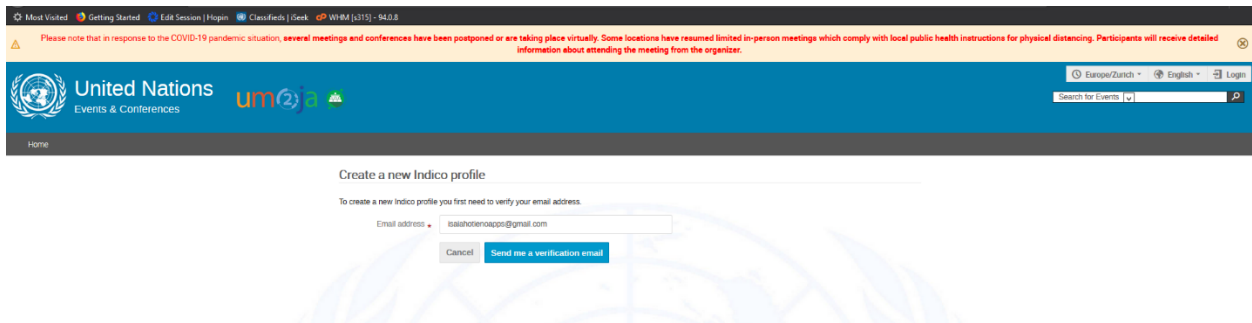
3. Click login on the top right corner.



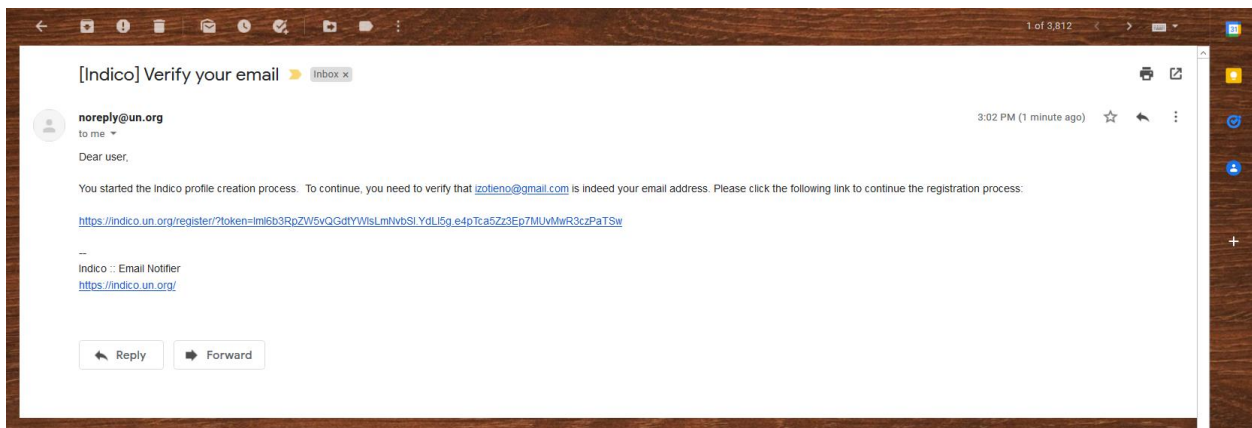
4. Click on create one here if you don't have an Indico account as shown below.



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.

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 *

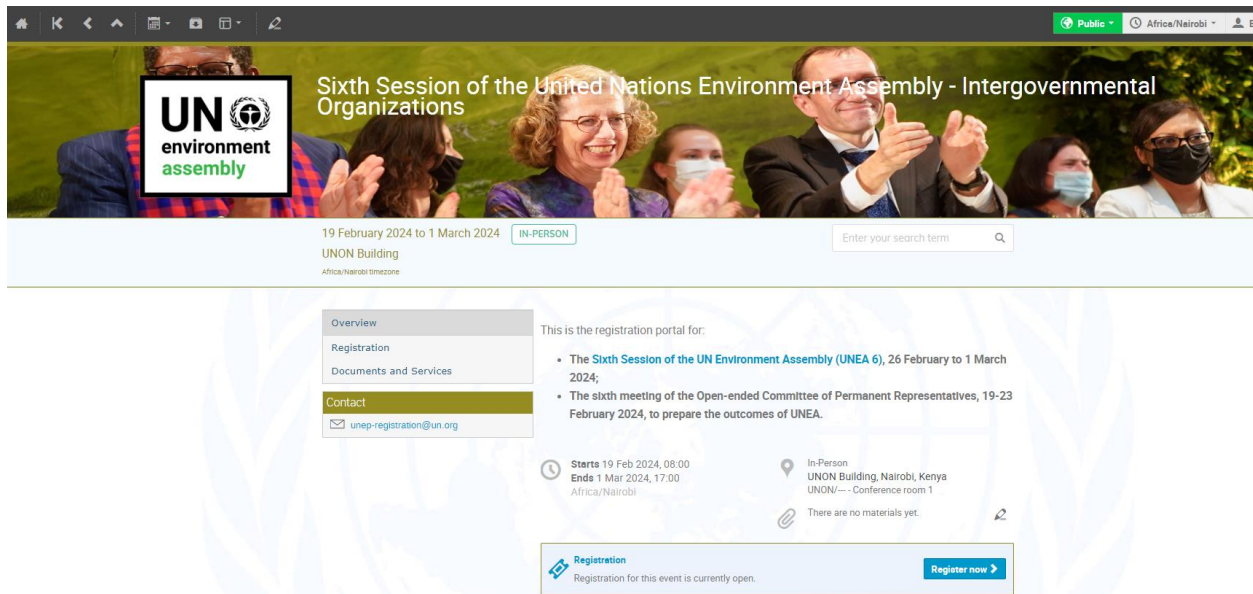
Please solve the math problem to prove that you are human

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/1007494/>



The screenshot shows a web browser displaying the Indico registration page for the "Sixth Session of the United Nations Environment Assembly - Intergovernmental Organizations". The page features a header with a banner image of people clapping and the UN Environment Assembly logo. Below the banner, the event dates are listed as "19 February 2024 to 1 March 2024" and the location as "UNON Building, Africa/Nairobi timezone". A search bar is present with the placeholder text "Enter your search term". On the left side, there is a navigation menu with options: "Overview", "Registration", "Documents and Services", and "Contact". The "Contact" option is highlighted, showing the email address "unep-registration@un.org". The main content area states "This is the registration portal for:" and lists two bullet points: "The Sixth Session of the UN Environment Assembly (UNEA 6), 26 February to 1 March 2024;" and "The sixth meeting of the Open-ended Committee of Permanent Representatives, 19-23 February 2024, to prepare the outcomes of UNEA." Below this, the event details are provided: "Starts 19 Feb 2024, 08:00", "Ends 1 Mar 2024, 17:00", "Africa/Nairobi", "In-Person", "UNON Building, Nairobi, Kenya", "UNON/--- Conference room 1", and "There are no materials yet." At the bottom, there is a "Registration" section with the text "Registration for this event is currently open." and a "Register now" button.

Public Africa/Nairobi

Sixth Session of the United Nations Environment Assembly - Intergovernmental Organizations

UN environment assembly

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.

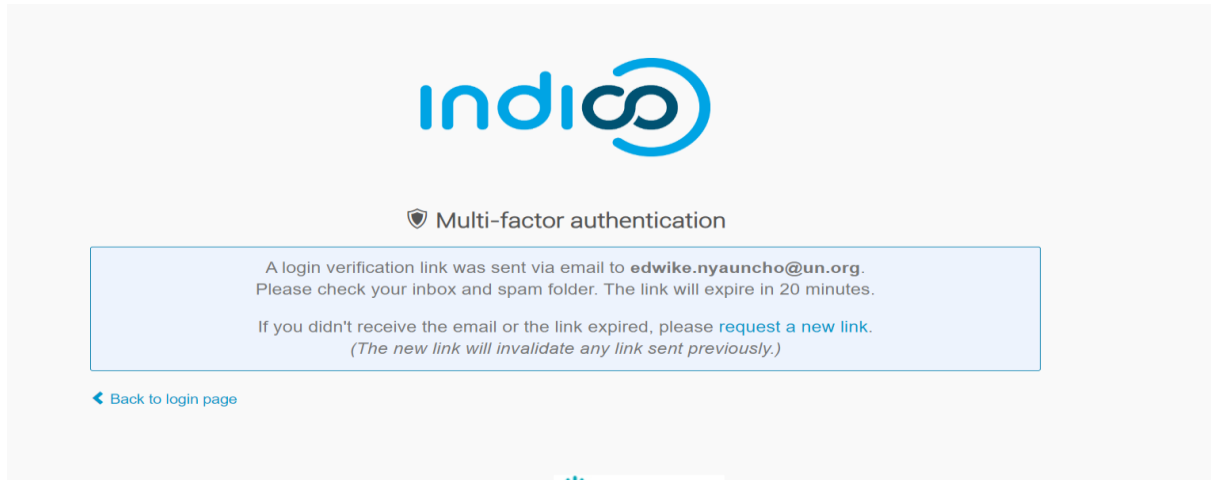
Starts 19 Feb 2024, 08:00
Ends 1 Mar 2024, 17:00
Africa/Nairobi

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

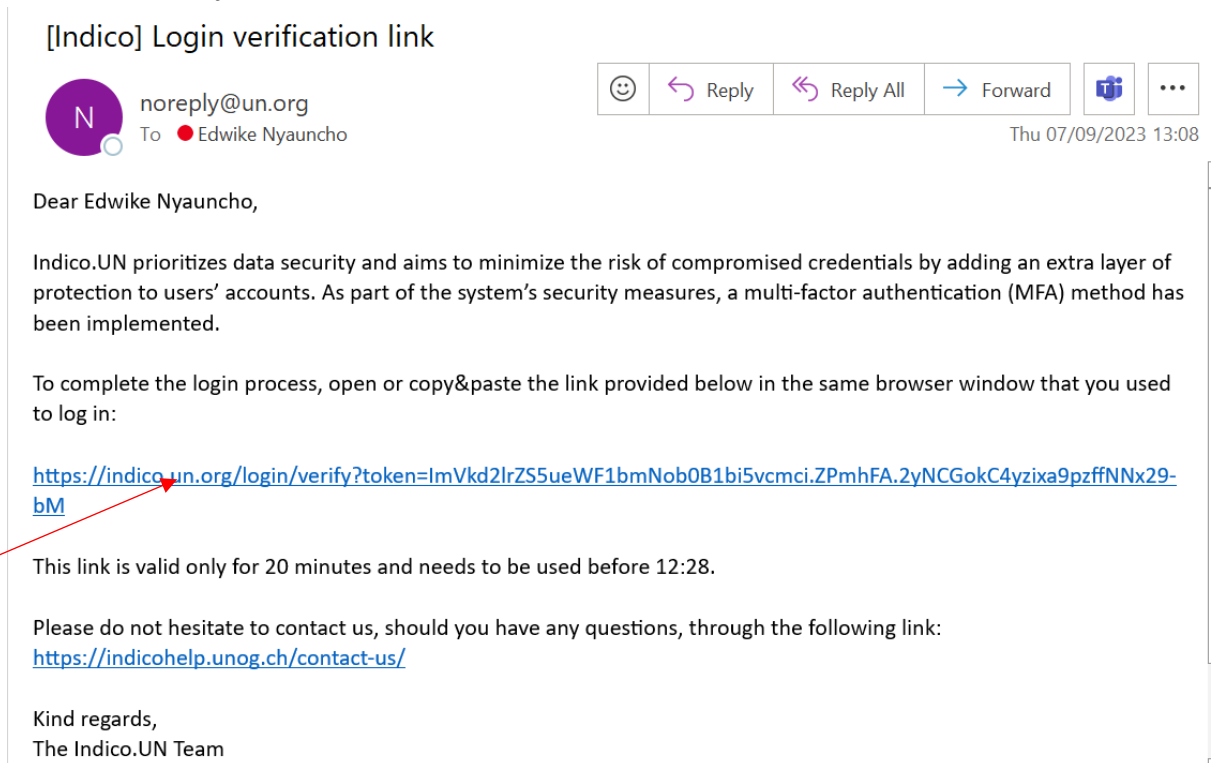
There are no materials yet.

Registration
Registration for this event is currently open. Register now

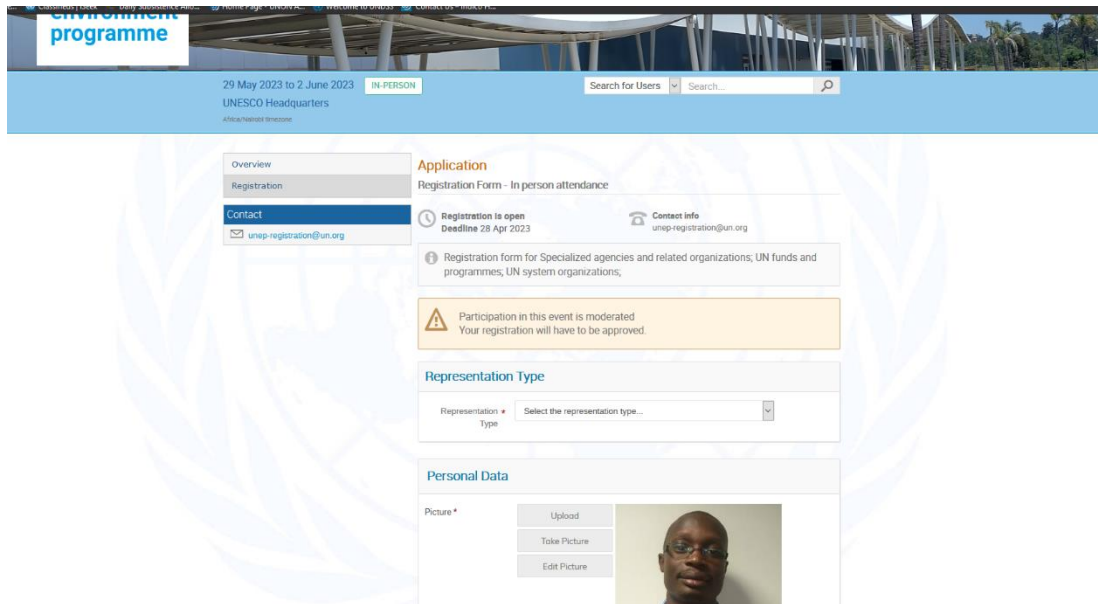
2. On login, Indico will send you a login verification link to your email as shown below.



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



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 OECP-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>

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 *

Gender

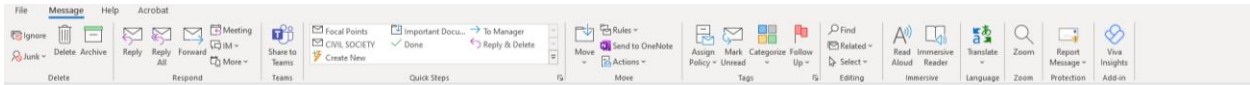
First Name *

Surname *



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:



[Indico] approval

isalah.otieno@un.org
To: Isalah Otieno



Reply Reply All Forward
Thu 01/09/2022 08:18

Open PDFs in Adobe Acrobat

UNEP - Registration System

Dear Isalah

Your registration ID is: 1037

You have successfully registered to one or several of the following meetings:

- the resumed session of the fifth UN Environment Assembly (UNEA 5.2), 28 February – 2 March 2022
- the special session of the UN Environment Assembly to commemorate the fiftieth anniversary of the establishment of UNEP ("UNEP@50"), 3-4 March 2022
- the resumed fifth meeting of the Open-Ended Committee of Permanent Representatives, 21-25 February 2022;
- the third consultation held pursuant to General Assembly resolution 73/333, 16-18 February 2022;

Agenda, background documents as well as logistical and health information can be accessed through

- The UNEA-5.2 web portal: <https://www.unep.org/environmentassembly/unea-5.2>
- The UNEP@50 web portal: <https://www.unep.org/50event/unep-event/unep-50>
- The [secretariat notification](#)
- Key documents available on the UNEA documentation portal: <https://www.unep.org/environmentassembly/pre-session-documents-unea-5>

For online participants, the links to join the meetings will be shared later.

For in person delegates, kindly note to ensure your access to the UN Office at Nairobi, please make sure you bring your national passport (A2388778) and the following QR code:



This photo ID is a secure and authentic event invitation 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.