
INDICO REGISTRATION GUIDE

This guide is for media personnel
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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, media personnel 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/1007503/

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.

<table>
<thead>
<tr>
<th>Create a new Indico profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have successfully validated your email address and can now proceed with the registration.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>User information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email address</td>
</tr>
<tr>
<td>First name</td>
</tr>
<tr>
<td>Family name</td>
</tr>
<tr>
<td>Affiliation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Login details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username</td>
</tr>
<tr>
<td>Password</td>
</tr>
<tr>
<td>Confirm password</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Are you human?</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 + 15</td>
</tr>
</tbody>
</table>

Please solve the math problem to prove you are human

[Cancel] [Create my Indico profile]
2. Registering to a Meeting

1. Use Mozilla Firefox or Google chrome.

   Visit the registration page by clicking the link below:

   https://indico.un.org/event/1007503/

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=ImVkd2IrZS5ueWF1bmNob081bi5vcmci7PmhFA.2yNGokC4yzixa9pzzfNNx29-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 media personnel will be required to upload a media pass.

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

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:

![QR Code Image]

**Email Subject:**

```
Your registration ID: 12345
```

**Email Body:**

Dear [Name],

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

- The Special Session of the WIPO Intellectual Property Assembly to commemorate the Fifth anniversary of the establishment of WIPO (EN/INST’05), 3-4 March 2013
- The Fourth Meeting of the WIPO Intellectual Property Enforcement Committee, 15-16 February 2012
- The third consultation with paragraph on intellectual property valuation, 15-16 February 2012
- The Assembly of WIPO (EN/INST’05), 3-4 March 2013

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

- The EN/INST’05 website: [https://www.wipo.int/meetings/en/inst05](https://www.wipo.int/meetings/en/inst05)
- The WIPO’s official portal: [https://www.wipo.int/en/](https://www.wipo.int/en/)
- The documents available on the UIFI documents portal: [https://www.wipo.int/meetings/en/inst05/documents/en05_01](https://www.wipo.int/meetings/en/inst05/documents/en05_01)

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 (ID 0999999) and the following QR code:

![QR Code Image]

[END OF EMAIL]
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.