



**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 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:

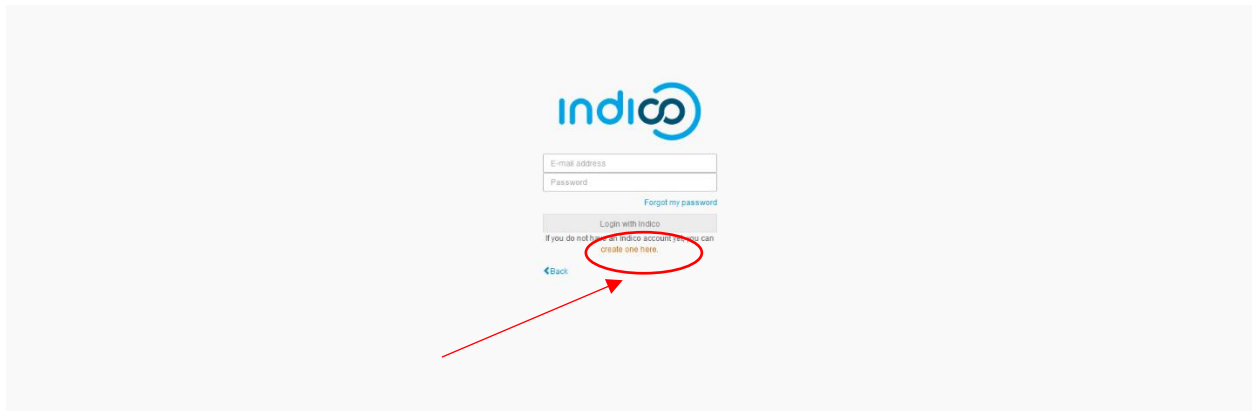
<https://indico.un.org/event/1007503/>

3. Click login on the top right corner.

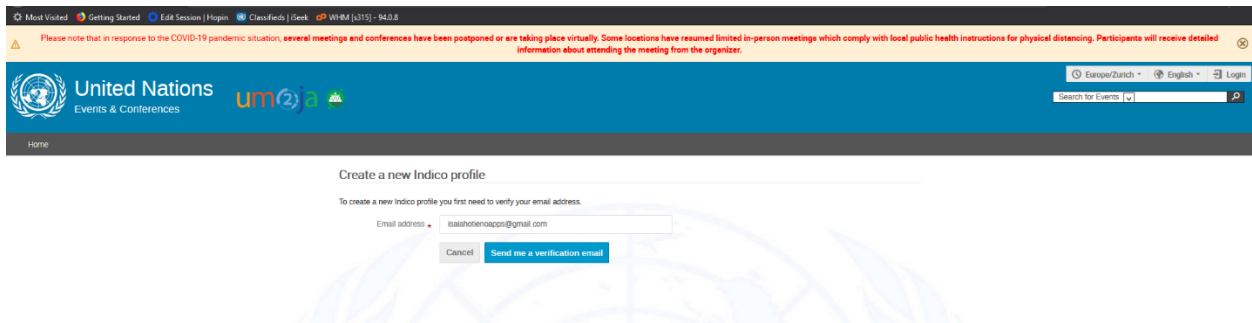
The screenshot shows the Indico registration page for the Sixth Session of the United Nations Environment Assembly - Media Personnel. The page is titled "Sixth Session of the United Nations Environment Assembly - Media Personnel" and features a banner image of people clapping. The navigation bar at the top right includes "Africa/Nairobi", "English", and a "Login" button circled in red. The main content area includes a sidebar with "Overview", "Registration", "Documents and Services", and "Contact" (with email "unep-newsdesk@un.org"). The main text explains that media accreditation is strictly reserved for members of the press: print, photo, radio, television, film, news agencies, and online media who represent a bona fide media organization. Members of the press as defined above can register through the 'Register here' button below. The following documents must be uploaded on the INDICO registration form at the time of registration:

1. Media Pass
2. A passport-size color photograph (with a white, grey, or neutral color background) of the

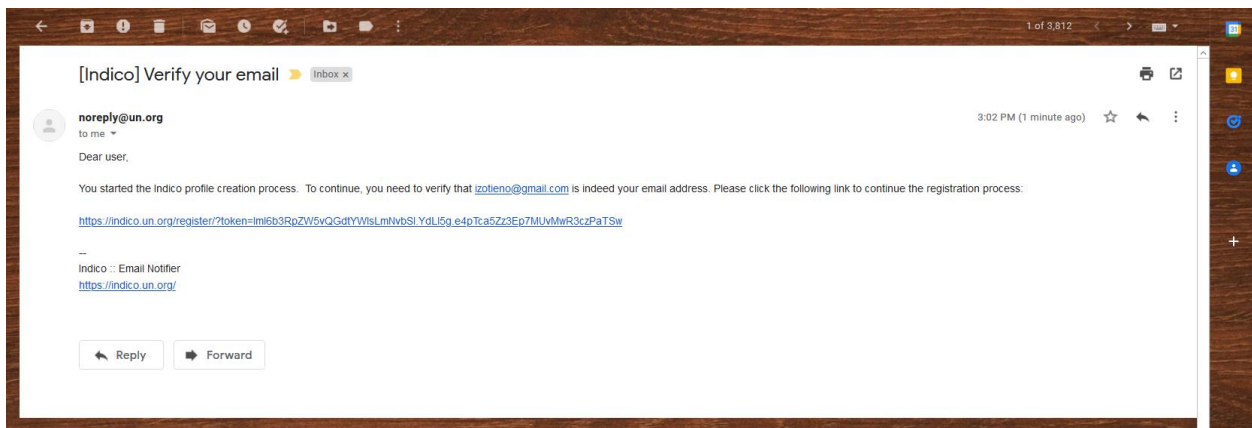
4. Click on create one here if you don't have an Indico account as shown below.



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 *

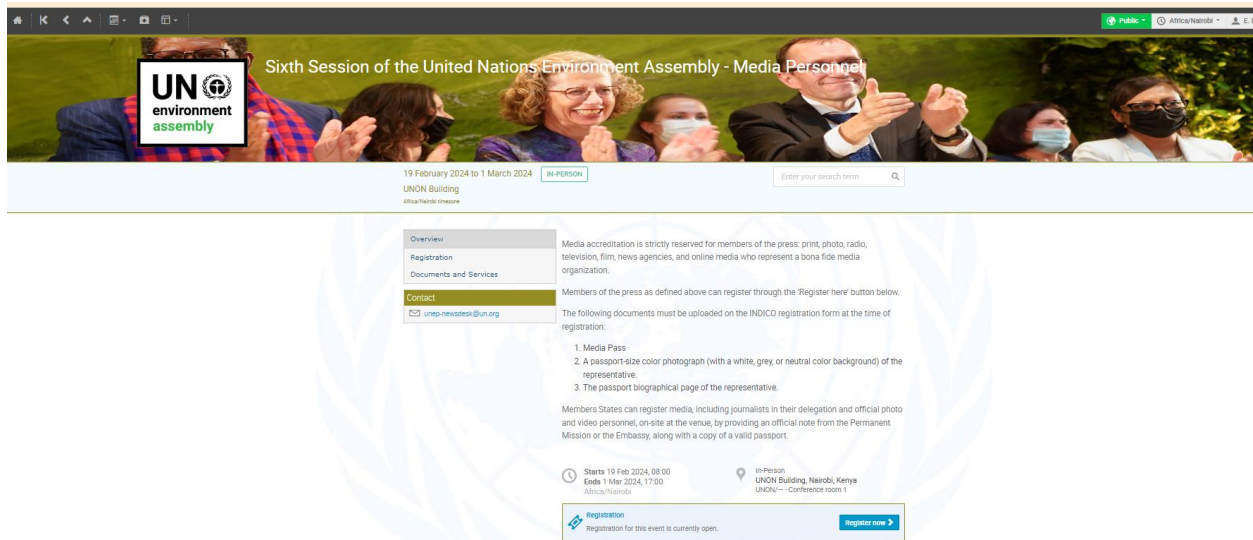
Please solve the math problem to prove that you are human

2. Registering to a Meeting

1. Use Mozilla Firefox or Google chrome.

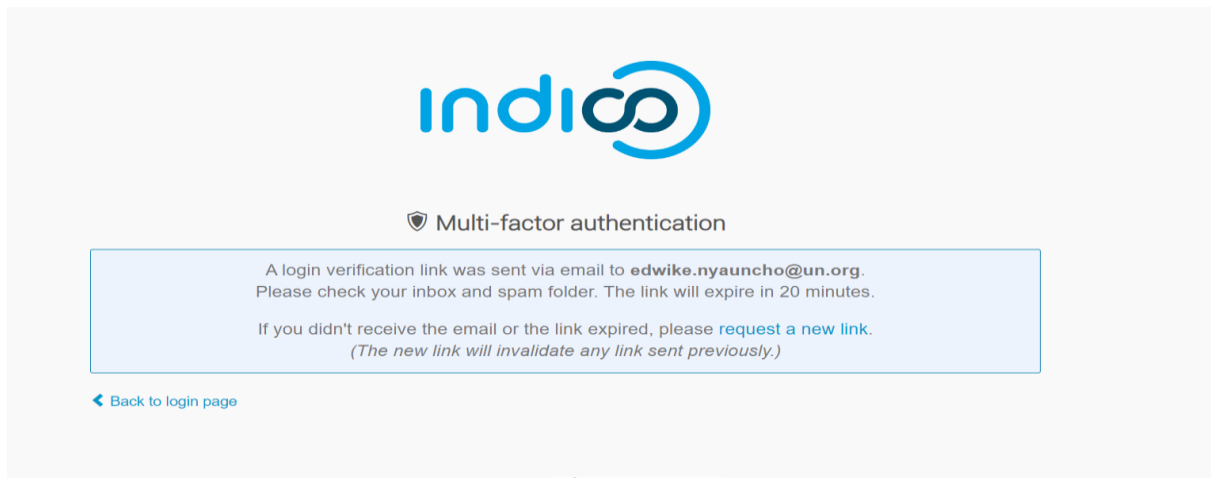
Visit the registration page by clicking the link below:

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



The screenshot shows the Indico registration page for the "Sixth Session of the United Nations Environment Assembly - Media Personnel". The page features a header with a photo of attendees and the UN Environment Assembly logo. Below the header, there is a navigation menu with options like Overview, Registration, Documents and Services, and Contact. The main content area provides details about media accreditation, including a list of required documents: 1. Media Pass, 2. A passport-size color photograph, and 3. The passport biographical page. It also mentions that Members States can register media on-site. At the bottom, there is a registration status box indicating that registration is currently open, with a "Register now" button.


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





The screenshot shows the Indico multi-factor authentication page. The Indico logo is prominently displayed at the top. Below the logo, the text reads "Multi-factor authentication". A light blue box contains the following message: "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.)" At the bottom left, there is a link to "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

☺ Reply Reply All Forward  

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:

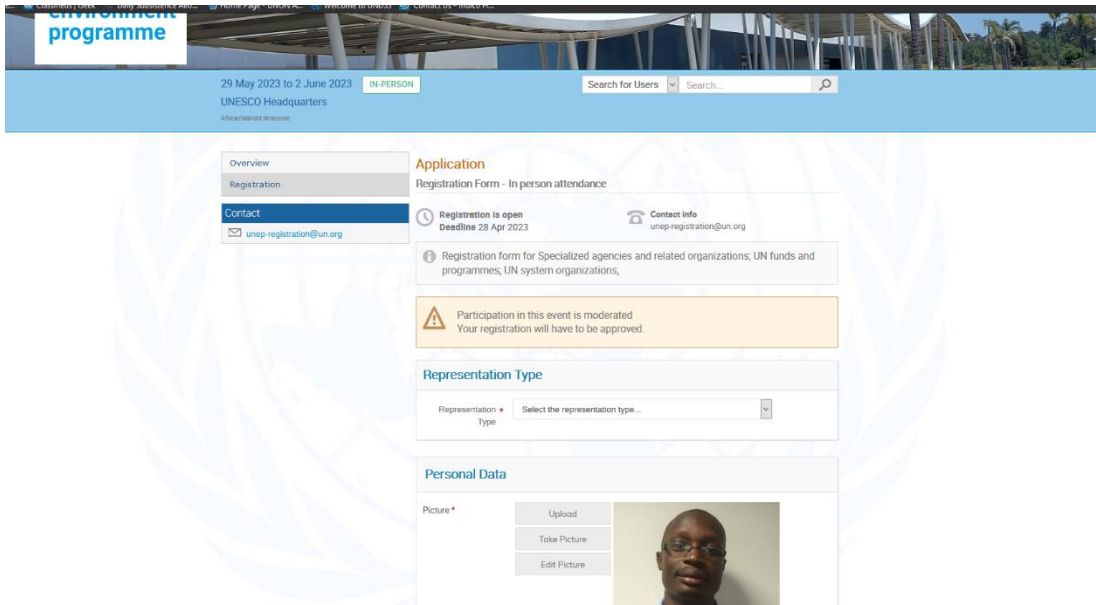
<https://indico.un.org/login/verify?token=ImVkd2lrZS5ueWF1bmNob0B1bi5vcpci.ZPmhFA.2yNCGokC4yzixa9pzffNNx29-bM>

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 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>

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 *

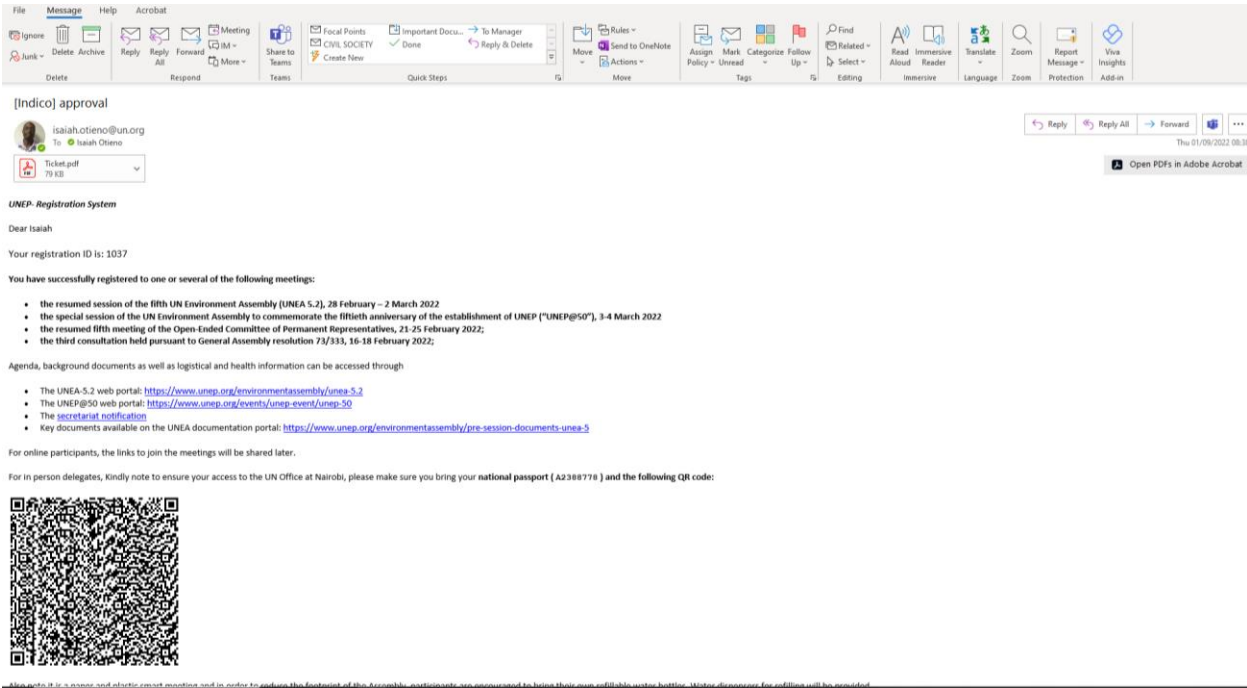
Gender

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:



The screenshot shows an Outlook email window. The subject is "[Indico] approval" and it is from icalah.otieno@un.org. A PDF attachment named "Ticket.pdf" (79 KB) is visible. The email body contains the following text:

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/50years/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:



Also note it is a paper and e-ticket event meeting and in order to reduce the footprint of the Assembly, participants are encouraged to bring their own refillable water bottles. Water dispensers for refilling 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.