

# Step-by-Step Guide

Indico.UN profile creation  
& how to register for an event



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# Indico.UN Profile Creation

## Profile creation

First, follow the below steps to verify and validate your email.

- From the event registration page. Click on the **Register now**.
- If you are not logged-in, the system will prompt you to log-in.
- If you do not have an Indico account yet, please click on the link "[create one here](#)" to start the account creation process.



Secretariat to the  
Governing Bodies  
✉ unodc-sgb@un.org

**Registration**  
Registration for this event is currently open.

**Register now** >

**Account required to apply**  
In order to apply for this event you have to be logged in.

**Log in to proceed** >

**indico**

E-mail address  
Password

[Forgot my password](#)

Login with Indico

If you do not have an Indico account yet, you can [create one here](#).

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- Enter a valid e-mail address, then click on **Send me a verification email**.

Create a new Indico profile


To create a new Indico profile you first need to verify your email address.

Email address \*  **Enter your e-mail address**

You should have received the email verification link.  
Note that the link will be valid for **one hour**.

- Go to your e-mail inbox and click on the verification link.

### Create a new Indico profile

 We have sent you a verification email. Please check your mailbox within the next hour and open the link in that email.

Cancel

Dear user,

You started the Indico profile creation process. To continue, you need to verify that neil.brock@mailinator.com is indeed your email address. Please click the following link to continue the registration process:

<http://v2-reg-demo.unog.ch/register/?token=Im5laWwuYnJvY2tAbWEpbGluYXRvci5jb20i.X41dsg.VFvBHPQiUF-t3r6AvXibtRMhJjE>

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Indico :: Email Notifier

<http://v2-reg-demo.unog.ch/>

- The link directs you to the page **Create a new Indico profile**. An on-screen message informs you that your email address has been successfully validated.
- Fill out the Indico profile basic information form
- Click on **Create my Indico profile** button.

**Note:** Normally, once you click on **Create my Indico profile**, the system will log you in.

Create a new Indico profile

✓ You have successfully validated your email address and can now proceed with the registration.

**User information**

Email address

First name \*

Family name \*

Affiliation

**Login details**

Username \*

Password \*

Confirm 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

**Please pay attention to the password**

# REGISTER FOR AN EVENT



- From the event registration page, you should see the button “**Apply now**”, kindly **click on it**.
- If you are already logged in, some elements of your personal data will be prefilled. (If you are not already logged in, system will ask you to login.)
- In the form, all fields marked with \* are mandatory.

**Application**  
Application for this event is currently open. [Apply now >](#)

**Application**  
Participation

⚠ Participation in this event is moderated  
Your registration will have to be approved.


**Representation Type** Representative of governments, NGOs, etc.

Representation \*  
Type

- Once you have completed the form, click on the **Apply** button to submit your registration


**Do not forget to attach note verbale or official letter to your registration**

- Once registered, the system will display a message that your registration is awaiting approval.

 **Your registration is awaiting approval**  
An event manager will manually validate it.

 **Modify**  **Withdraw**

- At the same time, you will receive an e-mail notification acknowledging receipt of your registration.
- Once your registration is approved by the event organizers, you will receive an additional approval e-mail with all the relevant information.

 Participation in this event is moderated  
The organizers will have to approve your application.

**Representation Type** Representative of governments, ngo ...

Representation Type \*

**Personal Data**

Picture

UNOG Requirements for the Profile Picture

Title \*

Gender

First Name \*

Last Name \*

Function \*

If 'other', please specify

Head of Delegation \*  Yes  No

Birth date \*

Address

City \*

Country \*

Phone Number

Email Address \*

The registration will be associated with your Indico account.

Personal website

Passport number \*

Passport nationality \*

Passport expiration \*

**Required Documents**

Please upload note verbale as per Permanent Mission to the United Nations or, Ministry of Foreign Affairs.  
Participants will only be approved for registration, if their name corresponds to the name on the attached note verbale.

Note verbale \*  No file chosen

**Participation Role**

Please specify speaker or observer role

Role \*  Speaker  Observer

(All the fields marked with \* are mandatory)