



Indico User Guide for GCNT Forum 2023 Registration

This manual will guide you through how to register for your event using Indico platform. Registration: <u>https://indico.un.org/event/1008333/</u>

1. Click "Log in to proceed"



2. If you already have an account, log in to your Indico Account (skip to 5). If you don't have an account, click "**create one here**".

NU.COIDNI		
	E-mail address	
	Password	
	Forgot my password	
	Login with Indico	
	If you do not have an Indico account yet, you can create one here.	
	or connect with	
	Login with your WHO account	
	< Back	





3. Verify your email address and click **Send me a verification email**. You will receive an account activation link by email. Follow the link to activate your account.

Cr	reate a new Indico profi	file		
0	reate a new indice pron			
То	create a new Indico profile you first r	need to verify your email address.		
	Email address ★			
A	dditional verification			
Ta	o avoid creation of fake profiles, i hage. An audio of the mathemati	all users are required to solve the follow tical problem is provided below.	owing mathematical problem in the following	
		Audio version: Lister to the following two numbers provide the sum in the field below.	ers and w.	
	Enter your response * here: Please s	0:00 / 0:00	- · · ·	
	Cance	el Send me a verification email		

4. Complete the form and click Create my Indico profile

Vou have successf	ully validated your email address and can now n	roceed with the registration
+ Tou nure success	any valuated your critical address and carrier p	noced marine regionancia
User information		
Email address	sumali.saiphet@gmail.com	
First name *		
Family name +		
Affiliation		
Login details		
Username •	sumali.saiphet@gmail.com	
Password +		
Confirm password *		
	The password must:	
	K Be at least 12 characters long	
	K Contain uppercase and lowercase letters	
	K Contain numbers	
	Not contain whitespaces Not contain the word "indico" or variations	
	 Match confirm password 	
	Sector of the	





5. Go to the event page (https://indico.un.org/event/1008333/). Click Register now



6. Under Representation Type, select "Non ESCAP Meeting participants"

Representation Type		Representative of governments, NGOs, etc
Representation * Type	 Select the representation type ESCAP Members United Nations Agencies and Bod United Nations Secretariat 	lies
Personal Data	Non ESCAP Meeting participants	
	Press	
Picture *	Upload	
	Take Picture	

7. Fill in the full name of your organization/ company

Representation Type		Representative of governments, NGOs, etc.	
Representation * Type Country/Organisa * tion	Non ESCAP Meeting participants	~	





8. Upload or take a picture (in .jpg format)

Personal Data	
Picture *	Upload
	Take Picture
	Edit Picture
	Picture requirements

9. Fill in required information (marked with *)

Title *	– Choose a value – 🗸
Gender *	– Choose a value – 🗸
First Name *	
Last Name *	
Position	
Birth date *	international and internationa
Company/ Agency *	
City *	
Phone Number *	(+41) 123 45 6789
Email Address *	
Passport or ID numbe	r *
Category *	UNGC Member Exhibitor Organizer Partner Media

10. Choose whether you are attending as "main representative" or "follower"



11. Choose whether you will be attending the Networking lunch

You will receive an automated email notification that your registration has been received and is pending approval. Once your registration has been approved, you will receive an automated confirmation email.