

# Frequently Asked Questions on the Registration Process

## 2024 United Nations Civil Society Conference

*“Shaping a Future of Global and Sustainable Progress”*

### Who can participate in the 2024 UN Civil Society Conference?

- ✓ Representatives from NGOs formally associated with the Department of Global Communications (DGC)\*
- ✓ Representatives from NGOs in consultative status with ECOSOC\*
- ✓ Representatives from NGOs, Private Sector and Academia not accredited to the UN System with supporting documentation of their legal status of the organization.

*\*Priority may be given to NGOs formally associated with the Department of Global Communications (DGC) and those in consultative status with ECOSOC.*

Youth are strongly encouraged to participate.

### How do I register for the 2024 UN Civil Society Conference?

The registration portal for is available in Indico.UN:  
<https://indico.un.org/e/2024UNCivilSocietyConference>

Nominated representatives from each accredited organization must create an Indico account, register themselves and submit their own registration application.

Please note that DGC reserves the right to reject any registration application and submitting registration does not guarantee in-person participation.

### Is there any fee to register or attend the 2024 UN Civil Society Conference?

No, registration for, and attendance at the 2024 UN Civil Society Conference is free of charge. Please note that arrangements for travel and accommodations, as well as all local and travel expenses incurred by participants, are solely their responsibility or that of the sponsoring Organizations.

### Do you have a limit on the number of individuals per CSO?

Yes, each Civil Society Organization can nominate a maximum of 3 representatives for the conference.

## How do I create an Indico.UN account?

Follow the instructions on how to create an account here: [Indico Help – This the Indico.UN Help website with its documentation, Knowledge Base, Forum and FAQ sections \(unog.ch\)](#)

## Can I register several people with one Indico.UN account?

No. Each participant is required to create and use their own account to register.

## I am having difficulties navigating in Indico.UN – what should I do?

Please direct all questions and troubleshooting requests regarding the Indico.UN platform to their support team at [support.accreditation@un.org](mailto:support.accreditation@un.org).

## What are the mandatory documents required for registration?

**A nomination letter;** A signed letter on official letterhead from the head of the organization (highest ranking position e.g. CEO & President) nominating each stakeholder to represent the organization at the event. Please find a sample letter [here](#).

## My organization is not accredited to UN ECOSOC or associated with DGC; can I still participate?

Yes, you would need to provide the following two documents:

- 1. Letter of Nomination:** same as above;
- 2. Proof of Legal Status:** Proof of legal status in the country where the organization has its headquarters. Only official government-issued documents from the national/federal government will be accepted. **Examples of proof of legal status:**
  - Proof of incorporation
  - 501 (c)(3) filing status (US entities)
  - Certificate of registry

## **How and when will I get my confirmation letter?**

The confirmation of registration will be sent via email through Indico.UN (check your spam/junk folder as well). Please note that submitting a registration doesn't guarantee your in-person participation. If your registration is approved, you will receive an approval letter confirming your in-person participation. You should receive your confirmation letter the latest by mid-April 2024.

## **Do you provide any visa support for entry to Kenya?**

Please be aware that the United Nations Department of Global Communications is unable to assist individuals with obtaining visas or communicating with the Kenyan Embassies and Consulates for visa issuance purposes. Please view the official website: [Directorate of Immigration Services](#)

However, you may present your Conference registration approval letter as a supporting document for your visa application. Please note that a successful registration to the 2024 UN Civil Society Conference does not guarantee entry to Kenya.

## **Are there opportunities for stakeholders to submit written inputs to the 2024 UN Civil Society Conference?**

Yes, you may indicate your interest in providing written statements on the registration form. Please note that we will review all statements and they will be shared with the conference leadership. Please note that the United Nations reserves the right to review and, if necessary, decline any submissions that do not align with the principles of the United Nations Charter or the objectives of the 2024 UN Civil Society Conference.

**NOTE:** Participants with special needs – mobility or other – are requested to inform the Planning Committee of the Conference (at [undgccso@un.org](mailto:undgccso@un.org)) as early as possible so that their requirements can be adequately taken into consideration.

## **What if I still have questions?**

Send an email to [npls@un.org](mailto:npls@un.org) or [undgccso@un.org](mailto:undgccso@un.org) for further queries. Additionally, [subscribe](#) to receive [DGC emails and Announcements](#) and stay up-to-date with the news on the 2024 UN Civil Society Conference in Nairobi, Kenya 9 – 10 May and other activities.