







Step-by-Step Guide

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









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How to synchronize your Indico.UN events	with your calendar Error! Bookmark not defined.









Indico.UN Profile Creation









Profile creation First, follow the below steps to verify and validate your email. UNITED NATIONS COMMISSION ON NARCOTIC DRUGS POLICYMAKING BODY OF THE UNITED NATIONS SYSTEM WITH PRIME RESPONSIBILITY FOR DRUG-RELATED MATTERS CND From the event registration page. Click ٠ on the Register now. Sixty-seventh session of the Commission on Narcotic Drugs 14-22 Mar 2024 Q Vienna International Centre (VIC) Europe/Zurich timezone **REGISTRATION PERIOD 1 FEBRUARY TO 8 MARCH 2023** Overview Timetable In-Person Starts 14 Mar 2024, 10:00 0 Vienna International Centre (VIC), Vienna, Austria Ends 22 Mar 2024, 18:00 Registration M-Building Plenary Hall Hompage CND 2 🖿 Guideline for Registration Profile creation_registration guide_CND2... Secretariat to the Governing Bodies Registration Registration for this event is currently open. legister now 🕽 🗹 unodc-sgb@un.org









 Select the form, based on your event participation preference. 	Account required to apply In order to apply for this event you have to be logged in.
 If you are not logged-in, the system will prompt you to log-in. 	Indico
 If you do not have an Indico account yet, please click on the link "<u>create one</u> <u>here"</u> to start the account creation process. 	E-mail address Password Forgot my password Login with Indico If you do not have an Indico account yet, you can create one here. ♦Back



















You should have received the email verification link. Note that the link will be valid for one hour .	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				
 Go to your e-mail inbox and click on the verification link. 	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: <u>http://v2-reg-demo.unog.ch/register/?token=Im5laWwuYnJvY2tAbWFpbGluYXRvci5jb20i.X41dsg.VFvBHPQiUF- t3r6AvXibtRMhJjE</u> Indico :: Email Notifier <u>http://v2-reg-demo.unog.ch/</u>				









- 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.

Vou have successf	ully validated your email address and	d can now proceed with the registration.	
User information			
Email address	neil.brock@mailinator.com		
First name *			
Family name *			
Affiliation			
Login details			
Username *	neil.brock@mailinator.com		
Password *			
Confirm password *			
	The password must:		
	 Be at least 12 characters long Contain uppercase and lowercase letter 	rs	
	X Contain numbers	Please pay attention to the password	
	 Not contain spaces Not contain common password words 		
	 Match confirm password 		
	Cancel Create my Indico profile		









REGISTER FOR AN EVENT









- From the <u>event registration page</u>, you should see the button "Apply/Register", kindly click on it.
- If you are already logged, in some elements of your personal data will be prefilled. (<u>If you are not already logged in, system will ask you to</u> <u>login</u>.)
- In the form, all fields marked with * are mandatory.
- Once you have completed the form, click on the **Apply** button to submit your registration.



Do not forget to attach note verbal / Official communication with 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.

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- 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.

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