







## 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









<ul> <li>Select the form, based on your event participation preference.</li> </ul>	Account required to apply In order to apply for this event you have to be logged in.
<ul> <li>If you are not logged-in, the system will prompt you to log-in.</li> </ul>	Indico
<ul> <li>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.</li> </ul>	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 <b>one hour</b> .	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				
<ul> <li>Go to your e-mail inbox and click on the verification link.</li> </ul>	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:		
	<ul> <li>Be at least 12 characters long</li> <li>Contain uppercase and lowercase letter</li> </ul>	rs	
	X Contain numbers	Please pay attention to the password	
	<ul> <li>Not contain spaces</li> <li>Not contain common password words</li> </ul>		
	<ul> <li>Match confirm password</li> </ul>		
	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.

🖉 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.

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