



**World Health
Organization**

INDICO

Guidelines for registration

MARCH 23, 2022

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A. Introduction

The World Health Assembly (WHA) is the supreme decision-making body of WHO, which meets in May each year, with participation by delegations from all Member States, Observers, the United Nations (UN), Intergovernmental Organizations, and non-State actors in official relations with WHO. The Executive Board meets at least twice a year to give effect to the decisions and policies of the Health Assembly, to advise it and generally to facilitate its work. The Programme, Budget and Administration Committee meets at least twice a year. The Committee reviews, provide guidance and makes recommendations to the Executive Board on Programme planning, monitoring and evaluation and financial and administrative matters.

Online registration is required for these meetings.

Before each meeting, an invitation will be sent with a link to access the electronic Registration System (INDICO). Each participant is invited to register her/himself.

The WHO Department of Governing Bodies will verify the information received which will then be submitted into the registration system to generate the connection details for virtual meetings, the meeting badges for in-person meetings and the list of participants.

B. How to create an INDICO account

1. Go to <https://indico.un.org/register/>. Alternatively, from any page, click on the **Login** button at the top right corner of the window and then click on the **Create a new account** button.
2. Complete the “*Creating a new Indico user*” form and click **Confirm**.
3. You will receive an account activation link by e-mail. Follow the link to activate your account.

E-mail addresses are used as unique identifiers for users of INDICO. If you get an error “*e-mail address already exists*” then your e-mail address is already associated with an INDICO account. In case you do not remember the password of that account, use the **Reset password** function.

Note: Please do not create multiple accounts. This will avoid confusion and problems with registration in the future.

C. How to Reset your password

To reset your password, please follow these steps:

1. Go to the login page: <https://indico.un.org/register/>
2. Click on **Reset password** below the Login block (see screenshot below).

The screenshot shows the 'Log in to Indico' page. It features a 'Login' form with fields for 'Username (email)' and 'Password', and a 'Login' button. Below the form is a 'Reset password' link. At the bottom of the page, there is a search bar with the text 'enter your email address' and a 'Reset my password' button, which is circled in green.

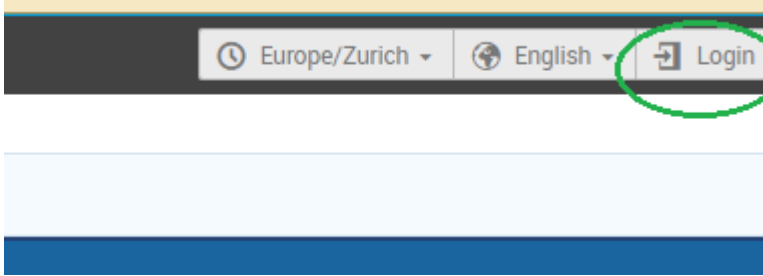
3. In your inbox:
 - You will receive an e-mail with a reset password link. If you do not receive any e-mail, please **contact the support team** for assistance.
 - Click on the link and you should be redirected to a page where you can enter your new password.
4. Log in using your new password.



D. How to register for a meeting/Event

I. Meeting with one Registration Form

1. **Open a direct link** to the event page received from the event organizer
2. **Log in**



(If you are not logged in, you will be redirected to the login page before you can register. If you do not have an account, please create an account by clicking on **Create a new account**).

A screenshot of the Indico login page. At the top is the Indico logo in blue. Below it are two input fields: 'E-mail address' and 'Password'. To the right of the password field is a blue link that says 'Forgot my password'. Below these fields is a grey button that says 'Login with Indico'. At the bottom, there is a line of text: 'If you do not have an Indico account yet, you can [create one here.](#)'

3. Click on **Register now** button.



4. Fill out the registration form and click on **Confirm**.

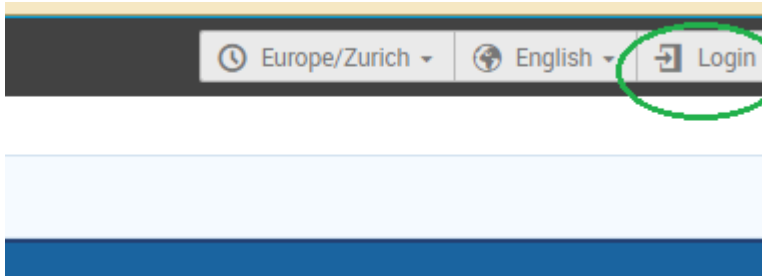


5. You will receive an e-mail informing you that your registration has been received and is pending approval from the event organizer(s).

II. Meeting with several Registration Forms

Sometimes the meeting/event can have more than one Registration Form.

1. **Open a direct link** to the event page received from the event organizer
2. **Log in**



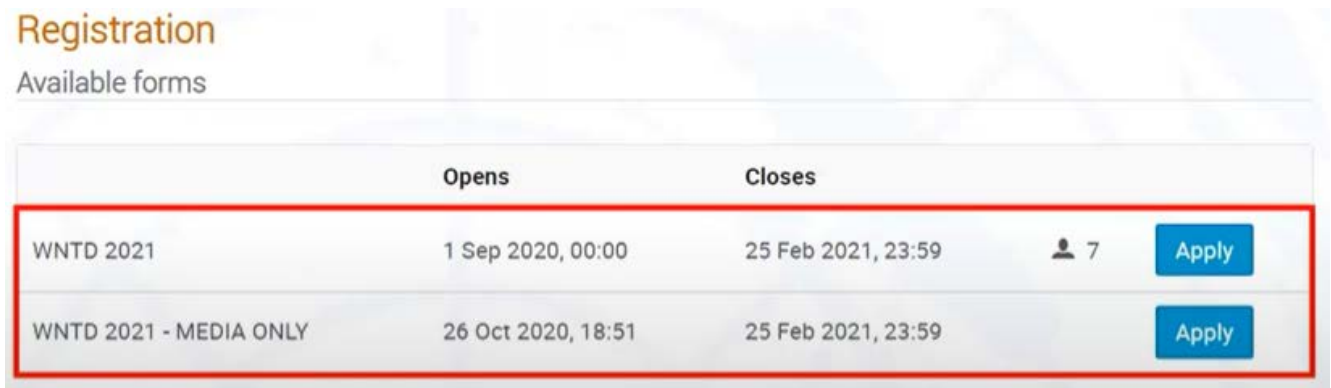
(If you are not logged in, you will be redirected to the login page before you can register. If you do not have an account, please create an account by clicking on **Create a new account**).

A screenshot of the Indico login page. At the top is the Indico logo in blue. Below it are two input fields: 'E-mail address' and 'Password'. To the right of the password field is a link that says 'Forgot my password'. Below the input fields is a grey button that says 'Login with Indico'. At the bottom, there is a line of text: 'If you do not have an Indico account yet, you can [create one here.](#)'

3. Click on **Register now** button.



4. Select a Registration Form



5. Fill out the registration form and click on **Apply**.



6. A message informs you that the registration is awaiting approval.



(Click **Modify** to edit your registration or **Withdraw** to cancel it).

7. You will receive an e-mail informing you that your registration has been received and is pending approval from the event organizer(s).

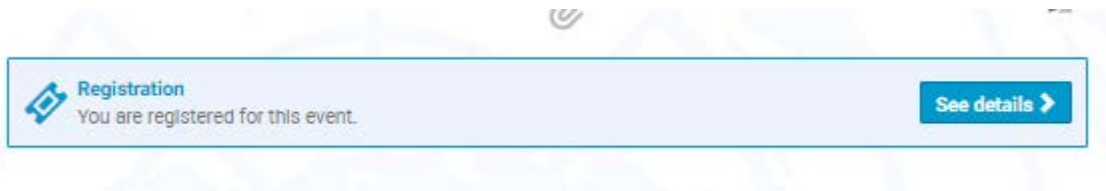


E. How to modify the registration information

Important: You can only modify your registration information before your application is processed. Once your registration is approved or rejected, you can no longer modify it. In such case, only the meeting/event Manager will be able to change your information on your behalf (you can contact the meeting/event Manager to request changes to your registration information).

Alternatively, the meeting/event Manager can reset your registration status to “*pending*” so you can modify your registration.

1. **Open a direct link** to the event page where you’ve registered.
2. On your meeting/event page, if you are not logged in yet, click on the **Login** button at the top right corner of the window. (Log in using your e-mail and password).
3. On the meeting/event registration page, click on **See details**.



4. A message appears on-screen in an orange status bar acknowledging that the registration is awaiting approval. You may modify or withdraw your registration whilst it is still pending approval (if permitted by the organizer).



5. Update your registration information.
6. Click on **Save**.

