



## Guidance - How to register for GP2025 via INDICO

This guidance is designed to help participants complete the GP2025 registration form correctly. Delays in registration approval may occur due to reasons such as incorrect representation types, inappropriate photos, or incomplete information. Please follow this guidance to ensure a smooth registration process.

1. If you are using INDICO for the first time, please refer to [this guide for more information](#) on how to create your INDICO profile. You must complete your INDICO profile first before you can register for GP2025.
2. Once you have your profile, go to the GP2025 registration page:  
<https://indico.un.org/event/1013104/>
3. Participants are encouraged to use their work or official email address to register for GP2025.
4. All participants must register in order to attend GP2025 in person in Geneva, Switzerland or online through the virtual event platform. If you wish to follow GP2025 via webcast without engaging in active participation, you do not need to register.
5. Please choose the correct representation type. Incorrect information will delay the approval of your registration.
  - a. **Official Government Delegate:** Please select this option only if you are part of official delegations (as listed in Note Verbale) to GP2025. Please note that your registration will remain pending until a Note Verbale regarding the composition of Member States is received by the GP2025 Secretariat.
  - b. **National Government:** Select this option if you are affiliated with the National Government but are not part of an official delegation.
  - c. **Other government entities:** Select this option if you are affiliated with other government entities, such as local authorities, state or provincial governments, public agencies, etc.
  - d. **UN & Special Agency:** Please select if you are affiliated with the United Nations or other special agencies. Please consult this list for reference:  
<https://www.un.org/en/about-us/un-system>
  - e. **Non-Governmental Organization (ECOSOC Status):** Please select if you work with NGOs that have ECOSOC consultative status. The dropdown will show the list of organizations.
  - f. **Non-Governmental Organization (Other):** For NGOs that do not have consultative status with ECOSOC, please use this representative type.
  - g. **Intergovernmental organization:** Select this option for organizations operating at the regional or international level, including but not limited to those listed here:  
<https://www.un.org/en/about-us/intergovernmental-and-other-organizations>



- h. **Academic and research institution:** Select this option if you are affiliated with academic or research institutions.
  - i. **Private Sector, Networks and Others:** Please select the most appropriate representation type based on your affiliation.
  - j. **Media:** Select this option if you are affiliated with a media organization.
  - k. **Host Country:** This category is reserved for the host country secretariat organizing team.
  - l. **Conference Secretariat:** This category is reserved for UNDRR secretariat.
  - m. **Local Staff and Local Security Staff:** Select this option if you are supporting the conference as a CICG service provider or security staff.
6. Please ensure that your passport has an expiry date of at least six months after the conference. Alternatively, consult the visa section for entry requirements to Switzerland specific to your nationality:  
<https://www.sem.admin.ch/sem/en/home/themen/einreise.html>
  7. Please upload an appropriate photo for your registration. Photos that are taken from a distance, have distracting backgrounds, are blurred, or unclear, will be rejected. Please use a headshot/ID/passport-style photo whenever possible.
  8. If you have not attended previous Global or Regional Platforms, kindly provide an explanation of your role in Disaster Risk Reduction to help the GP2025 Secretariat better understand your involvement.
  9. After submitting your registration, your application for participation will be pending approval by the Secretariat, which may take up to 4-6 weeks. Please allow sufficient time, particularly if you require a visa to enter Switzerland.
  10. No separate invitation letter will be issued to participants. Once your registration is approved, you will receive an approval letter that can be attached to your visa application. Therefore, please ensure that all personal information, including passport number, country of issue, and expiry date, is entered correctly.