







# 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.					~
		INITED NATIONS COM	IMISSION ON NARC	OTIC DRUGS	
<ul> <li>From the <u>event registration page</u>.</li> <li>Click on the <b>Register now</b>.</li> </ul>					46
	Sixty-eighth s	session of the Commission	on on Narcotic Drugs		
	10–14 Mar 2025 Vienna International Centr Europe/Zurich timezone	re (VIC)	Enter your search term	Q	
		REGISTRATION PERIOD 5 FEBRUARY	TO 5 MARCH 2024		
	Overview Registration Hompage CND	Starts 10 Mar 2025, 10:00 Ends 14 Mar 2025, 18:00	In-Person Vienna International Centre (VIC), Vienn M-Building Plenary Hall	a, Austria	
	Secretariat to the Governing Bodies		C Guideline for Registration 2024_Registration Steps.pdf	2	
	1.1.1	Registration Registration for this event is currently open.	Register	r now 🔪	





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

You have success	fully validated your email address and o	can now proceed with the registration.
Jser information		
Email address	neil.brock@mailinator.com	
First name *		
Family name +		
Fairing frame *		
Affiliation		
Login details		
Username *	neil.brock@mailinator.com	
Password *		
Confirm password *		
	The password must	
	× Be at least 12 characters long	
	Contain uppercase and lowercase letters	
	<ul> <li>Not contain spaces</li> </ul>	Please pay attention to the password
	<ul> <li>Not contain common password words</li> <li>Match confirm password</li> </ul>	









### 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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(All the fields marked with * are mandatory)			
La poly		(All the fields marked with * are mandatory)	
		Apply	

