

# **Indico.UN**

## **Quick participant guide**

Indico.UN Documentation



**United Nations**  
Climate Change

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## Table of Contents

1	Create an account .....	3
2	Log in to Indico.UN .....	3
3	My profile .....	4
4	Fill your profile information .....	5
5	Navigate Indico.UN .....	5
6	Register for an event .....	6
7	Check the status of your registration .....	9

If you have any questions/suggestions or detect any inconsistencies with the guide, please contact the Registration and Accreditation Management Team (RAMT) team at [ramt@unfcc.int](mailto:ramt@unfcc.int)

# 1 Create an account

Go to <https://indico.un.org/register/>. Enter your email address, solve the CAPTCHA, and click **Send me a verification email**.

## Screenshot 1: Create a profile screen

You will receive an account activation link at the specified email address. Open the link to activate your account and complete your profile. **The link is only valid for 1 hour.** If you do not click it within 1 hour, you will have to repeat the create account process.

# 2 Log in to Indico.UN

Once you have an account, go to the following URL: <https://indico.un.org/> and click **Login** in the upper right corner:

## Screenshot 2: Login button



Enter your credentials and click **Login with Indico**:

## Screenshot 3: Login page

A multifactor authentication link will be sent to your email address. **The link is valid only for 20 mins.** Click the link in the email to launch Indico.

If a message displays that the link has expired within the 20 mins validity window, copy and paste it into the SAME BROWSER WINDOW you are logging in through.

#### Screenshot 4: An email with an authentication link

Indico.UN prioritizes data security and aims to minimize the risk of compromised credentials by adding an extra layer of protection to users' accounts. As part of the system's security measures, a multi-factor authentication (MFA) method has been implemented.

To complete the login process, open or copy&paste the link provided below in the same browser window that you used to log in:

<https://indico.un.org/login/verify?token=lmVsZW5hLnRvbmNoZXZhcHVVuLm9yZyZlZiJlUQ.iGxjlu-WsdFAUpgbD8Yh4P6cKE>

This link is valid only for 20 minutes and needs to be used before 12:57.

Please do not hesitate to contact us, should you have any questions, through the following link:

<https://indicohelp.unog.ch/contact-us/>

Kind regards,  
The Indico.UN Team

When you successfully log in to Indico.UN, you should see the below HOME page:

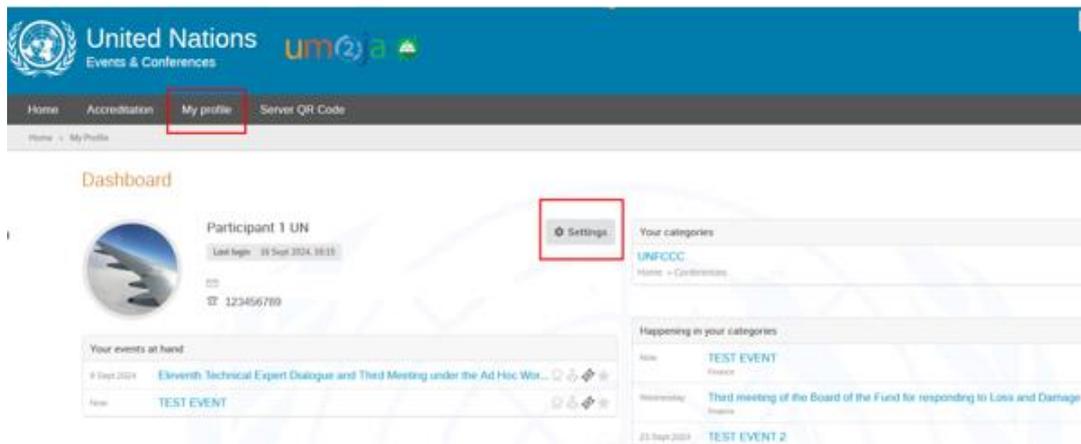
#### Screenshot 5: Home page

## 3 My profile

Follow the **My profile** link to display your dashboard. The dashboard displays events you are registered to and any of the categories you have marked as favorites.

If you click **Settings** on the dashboard, you can manage your account details e.g. personal details, email, picture, favorites, etc.

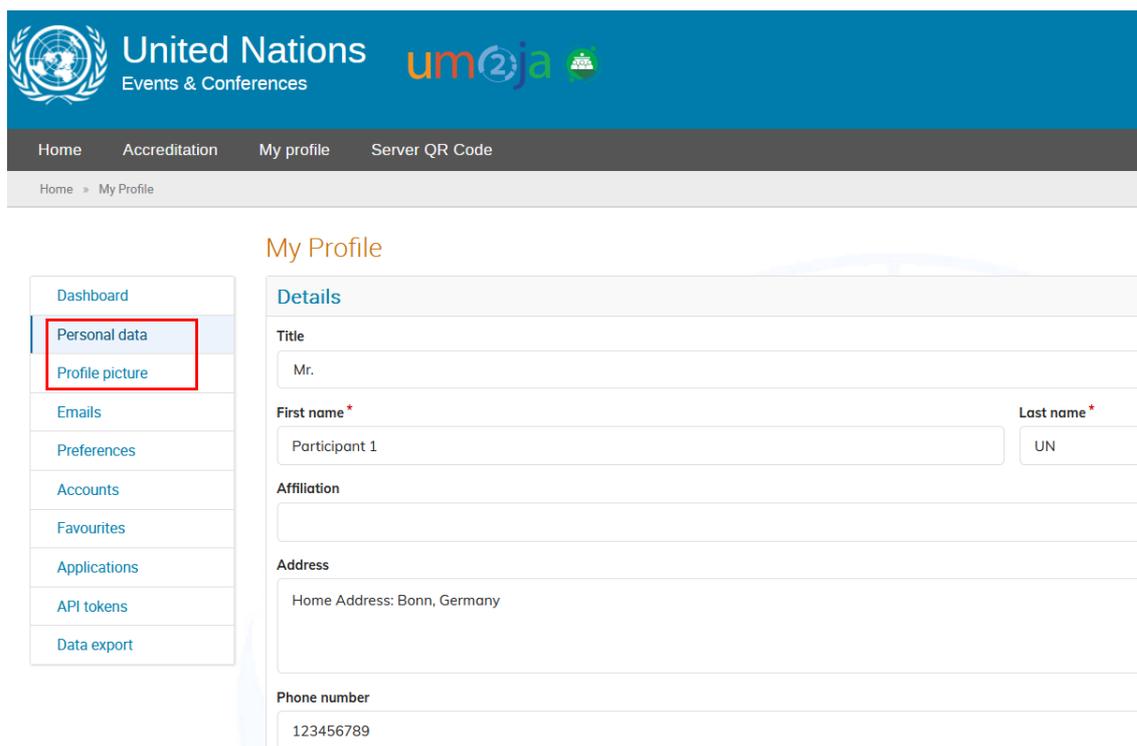
## Screenshot 6: My profile page



## 4 Fill your profile information

It is recommended that you complete the personal data under your profile. Once you have done so, the basic profile information will be automatically filled out under the registration forms when you apply. You can also upload your profile picture.

### Screenshot 7: Fill personal data

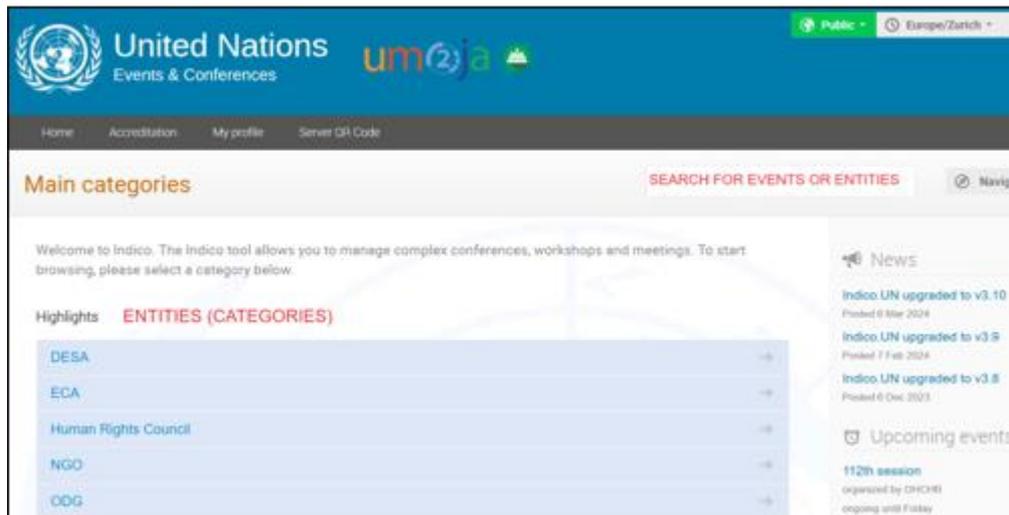


## 5 Navigate Indico.UN

The Home page features a **Search** box where you can perform a keyword search for an entity or event.

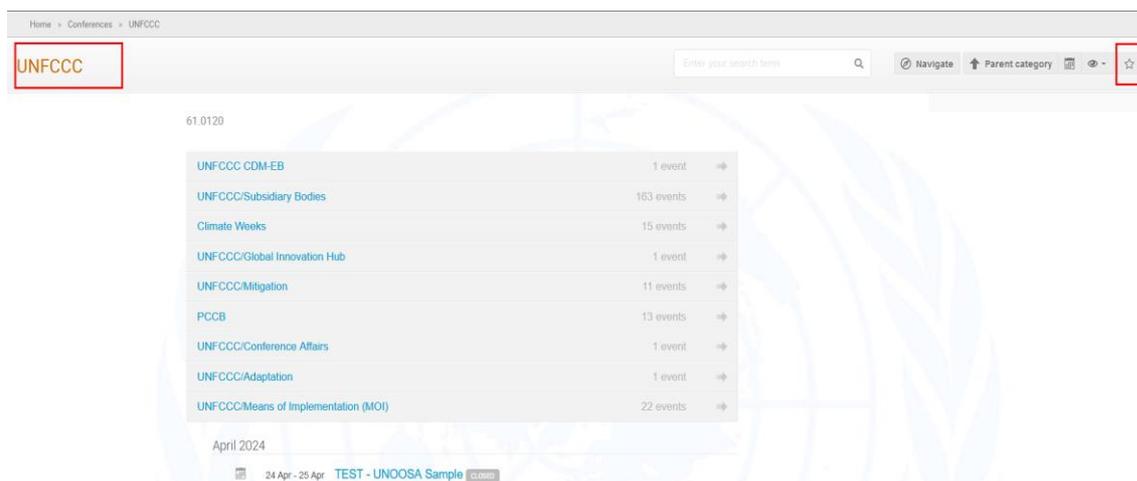
Displayed under **Highlights** are the main entities, a.k.a. "categories", using Indico.UN.

## Screenshot 7: Category page with events list



You can mark a category as a favorite, and it will appear on your profile dashboard.

## Figure 9: Mark the category as favorite



## 6 Register for an event

You can register for an event directly from the home page by searching for a specific event or using the link sent to you by email from the Event Organizer.

Please note that certain events are only applicable to apply through the link sent by the Event Organizer.

### Screenshot 10: Email link invitation for event registration

Dear Participant,

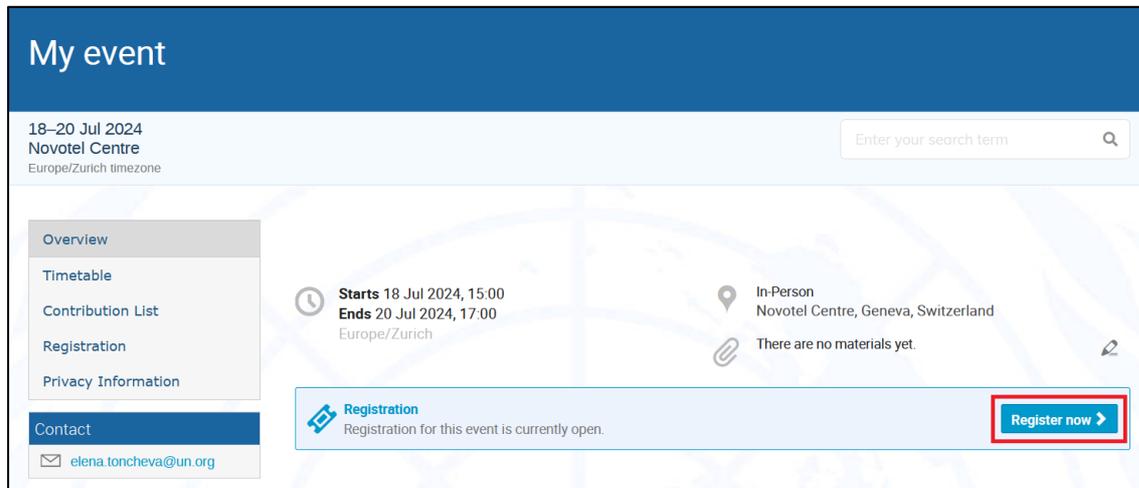
We'd like to invite you to register for the following event:  
TEST EVENT

You can register (or decline the invitation) by using this link:  
<https://indico.un.org/event/1013122/registrations/16846/?invitation=7c22c719-15c0-428d-8c71-a41427651c58>

Best regards  
Event Organizer Name

Once you click the link, it will direct you to the specific event to register.

### Screenshot 11: Register for an event

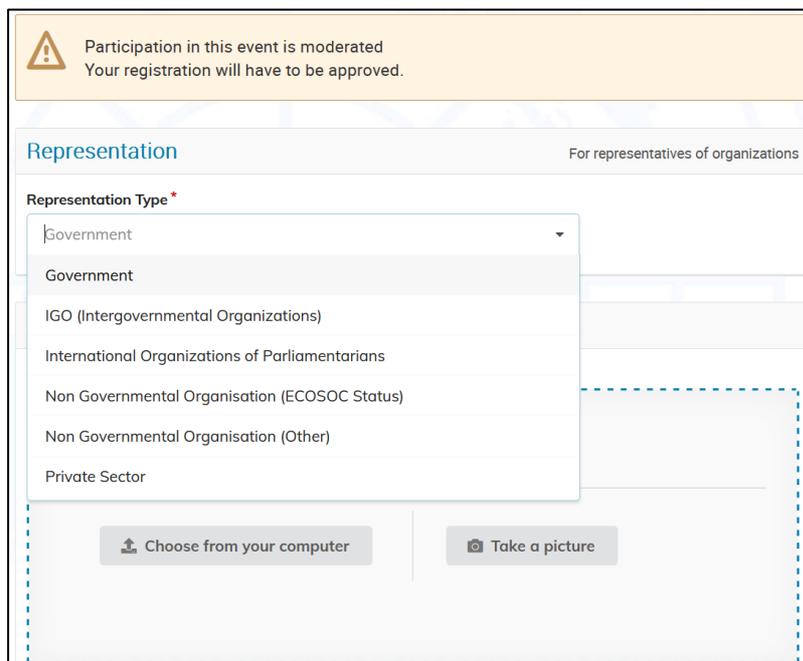


Complete the registration form by providing COMPLETE and ACCURATE information.

Ensure you complete all fields marked as mandatory.

Select the correct Representation Type (e.g., Government, Member State, NGO, Private Sector, etc.), which indicates to the organizer what category of participant you are. Please note that depending on the event and registration form, you may see more, or fewer registration types enabled by Event Organizers.

### Screenshot 12: Representation Type dropdown list on the application form



If required in the registration form, upload your profile photo. If your profile does not already contain your picture, upload a recent photo or take a picture using your device camera. Ensure the picture conforms to the provided guidelines (**Picture requirements** link). This picture will be used by default for your subsequent registrations until you change it.

**Screenshot 13: Picture area on the application form**

Picture \*

Drag a picture here

OR

Choose from your computer

Take a picture

[Picture requirements](#)

Any personal data entered on your profile will be **inherited by the form**, e.g. passport information:

**Screenshot 14: Application form fields**

Salutation \*

Mr.

First Name \*

Participant 1

*As listed in Machine Readable Zone of your passport*

Last Name \*

UN

*As listed in Machine Readable Zone of your passport*

Title/Function \*

Business address \*

Home Address: Bonn, Germany

City \*

Bonn

Country \*

Germany

Passport nationality \*

Germany

Date of birth \*

01/07/1985

You can choose whether to **update your profile** with the information you provided on the form. Additionally, event organizers may ask for your **consent** to add your name to the event's **participant list** page and **agree** with its **privacy policy**:

### Screenshot 15: Update profile and privacy options

**Update Profile**  
 Save personal data in the Indico user profile to be used as default for future registrations.

**Participant list**  
 Specify whether you consent to being included in the event's list of participants

**Privacy policy**  
 I have read and agree to the [Privacy policy](#) \*

[Apply](#)

Once the form is completed, click **Apply**. You will receive an email acknowledging your registration:

### Screenshot 16: Registration confirmation email



REMEMBER that your registration will be vetted by the event organizer. You will be notified of its progress by email in due course.

## 7 Check the status of your registration

At any moment, you can view the status of your registration via the registration status ribbon on the event page:

### Screenshot 17: Registration status details link on the event page

**My Conference**

19 April 2024  
 Palais des Nations  
 Europe/Zurich timezone

Enter your search term

**Overview**  
 Timetable  
 Registration

**Contact**  
 contact@mailinator.com

**Registration**  
 You are registered for this event.

[See details >](#)

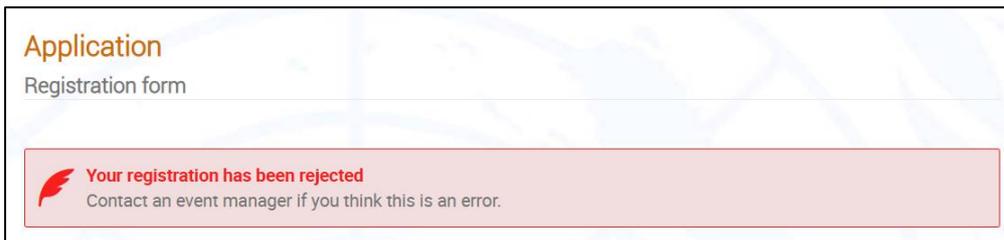
While your registration is awaiting approval, you can still **Modify** it.

#### Screenshot 18: Application in awaiting approval status



In case your registration was rejected, you can still contact the Event Manager if you think there was an error:

#### Screenshot 19: Rejected registration status



Once your registration is approved, the only action you can take on it is **Withdraw**:

#### Screenshot 20: Approved registration status



Approval emails, in addition to informing you of your registration's approval, may or may not contain additional information that the organizer wants to share with you.

If the organizers use a Digital Badge or QR Code for event registration, you will receive an email containing an attachment with a Digital badge or QR code once your registration is approved.