

The seventh session of the United Nations Environment Assembly (UNEA-7) and its preparatory meetings

Theme: Advancing sustainable solutions for a resilient planet

INDICO REGISTRATION GUIDE

This guide is for the non-governmental organizations accredited to UNEP and its governing bodies who would like to attend UNEA-7 and its preparatory meetings in Nairobi, Kenya

Contents

1.	Creating an Indico Account	2
2.	Registering to a Meeting	4
3.	Downloading Your E-Ticket	5

The registration system for the seventh session of the United Nations Environment Assembly (UNEA-7) runs on the **Indico platform**. To register for this meeting, representatives from accredited entities of the Major Groups and Stakeholders need to create an account first as shown below.

- 1. Use Mozilla Firefox or Google chrome.
- 2. Kindly use this link below to create an account:

https://indico.un.org/e/UNEA-7MGS

Picture 1



Click login on the top right

Picture 2

	INDICO.UN
E	mail
Ρ	assword
	Forgot my password
	Login with Indico
If yo	u do not have an Indico account yet, you can create one here.

4. Click on create one here if you don't have an Indico account as shown below.

Picture 3

Email address *	kk.essays@gmail.com
CAPTCHA *	Confirm that you are not a robot 😸 Type the characters you see in the image. You can also listen to the audio instead
	Answer 8770

5. Enter your email in the field presented to get an email for further details.

Picture 4



6. An email similar to the one below will be sent to your email account. Click on the link to verify your email account.

Picture 5

ser information aai address kkessays@gmail.com	
hall address kk.essays@gmail.com	
kk.essays@gmail.com	
st name	Last name *
Kennedy	Karanja
filiation	
UNEP	
gin details	
ssword*	Confirm password *
	•••••
The password must:	
Be at least 12 characters long	
Contain uppercase and lowercase characters	
Not contain whitespace	
Not contain the word "indico" or variations	
Match confirm password	
V Match commin bassword	

7. A page with fields to complete account creation as shown below will open upon clicking the above-mentioned link. Please fill in the data as per requirement on the page to proceed to registration.

For more information on topics such as Forgot Password, Change Password, and more, please visit the link: <u>https://indicohelp.unog.ch/video-tutorials/</u>

2. Registering for a Meeting

- 1. Use Mozilla Firefox or Google chrome.
- 2. Visit the registration page by clicking the link below:

https://indico.un.org/e/UNEA-7MGS

All participants will be required to upload a **letter with the composition of the delegation** which contains their name or a letter from the head of the organization.

Picture 6



3. On successful login to Indico, you will be presented with a form to fill in. For all registrants; will have to attach the necessary credentials as per the guides requirement on the overview page of the registration portal-see below.

Picture 7



4. Please fill in all relevant fields. Kindly make sure that you upload the right picture as per the requirements provided below.

The picture must fulfill the following requirements:

- The background must be plain and uniform.
- The face must be properly positioned within the guiding ellipses.
- The face must be directly facing the camera with a neutral expression.
- The image must be of high resolution and free from any manual edits or alterations.

Picture 8



Use the below link for additional guidance: <u>https://indicohelp.unog.ch/wp-</u> content/uploads/2020/11/UNOG-Indico-picture-standards.pdf On approval of your registration, you will get an email with a QR code similar to the one shown below. The ticket is also attached to the email.

Picture 9

o 🔁 🔒 File N	Image: Section with the section of t	[Indico] Reg Tell me w	istration com hat you wan	plete for Sev t to do	renth Session of the Un	ted Nati	ons Environment	Assembly	- Major Groups and	Stakeholders Regis	tration Portal	- Meeting		-	o ×
Delete Delete	Accept Accept Tentative Cecline Respond	Share to Teams Teams	Send to OneNote OneNote	Calendar Calendar	 Move to: ? → To Manager ✓ Team Email Quick Steps 	2 2	Move ×	Assign Policy ¥	Mark Unread Categorize × Follow Up × Tags	 ✓ Find ✓ Related ~ ↓ Select ~ Editing 	Immersive	Zoom Zoom	Report Message ~ Protection	Viva Insights Add-in	
India	[Indico] Registration complete for Seventh Session of the United Nations Environment Assembly - Major Groups and Stakeholders Registration Portal									rtal					
i The This	Required organizer has not requested a re appointment conflicts with ano Ticket.pdf 1 MB	esponse for th ther one on yc	is meeting. our calendar.	i) <norepij< td=""><td>/wun.org></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Mon</td><td>26/05/202</td><td>25 15:07</td></norepij<>	/wun.org>								Mon	26/05/202	25 15:07
L 01	December 2025 08:00 to 12	2 December -	2025 17:00	O UNON	/ Conference room	1 (UNO	N Building)								~
Englis	English														
Dearl	Mr. Kennedy Karanja V	Vangari,													
Your r	egistration for the me	eting	ons Envir	onment A	ssembly - Major	Group	s and Stakeh	olders I	Registration Po	rtal - UNON BI	uilding - 1 l	Dec 2025	08.00 (Afr	ica/Naiı	rohi)
has be	een approved.					oroup			iegistiation Po		intering - TT	2023	, 00.00 (All	ica/Ndi	UDI)

Picture 10 Your event ticket



Please print this or have it on your mobile device and bring your passport or government issued ID as well as the printed or digital copy to the meeting venue. This is mandatory and will facilitate you getting your badge much quicker.