

**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 Intergovernmental Organizations (IGOs) accredited to
UNEA who would like to attend the meeting in Nairobi, Kenya**

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1. Creating an Indico Account

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, delegates from UNEP accredited Intergovernmental Organisations (IGOs) 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:

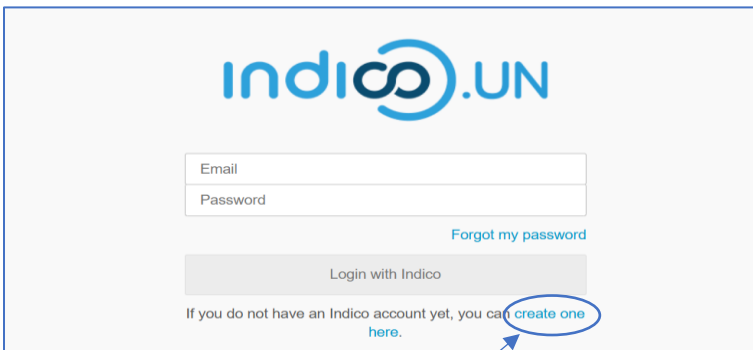
<https://indico.un.org/e/UNEA-7IGO>

Picture 1



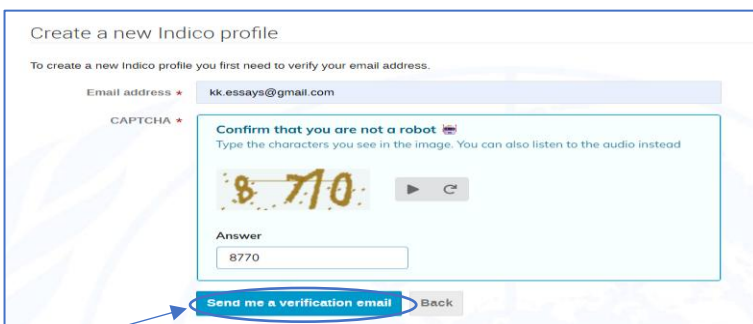
3. Click login on the top right corner.

Picture 2



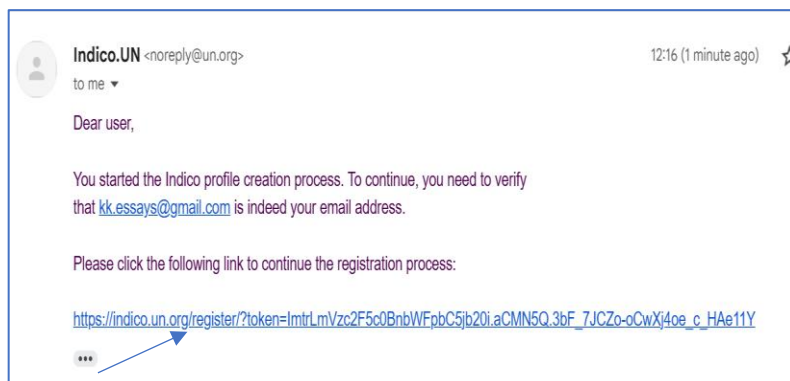
4. Click on create one here if you don't have an Indico account as shown below.

Picture 3



5. Enter your email on the field presented to get a verification email for further details.

Picture 4



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

Picture 5

A screenshot of the "Create a new Indico profile" page. The page has a green header bar with the text "You have successfully validated your email address and can now proceed with the registration." Below this, there are sections for "User information" and "Login details". The "User information" section includes fields for "Email address" (kk.essays@gmail.com), "First name" (Kennedy), and "Last name" (Karanja). The "Login details" section includes fields for "Password" and "Confirm password". Below these fields, there is a section titled "The password must:" with a list of requirements: "Be at least 12 characters long", "Contain uppercase and lowercase characters", "Contain numbers", "Not contain whitespace", "Not contain the word 'indico' or variations", and "Match confirm password". At the bottom right, there is a blue button labeled "Create my Indico profile" and a grey button labeled "Cancel". A blue arrow points to the "Create my Indico profile" button.

7. A page with fields to complete account creation as shown in picture 5 will open up 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 <https://indicohelp.unog.ch/video-tutorials/>

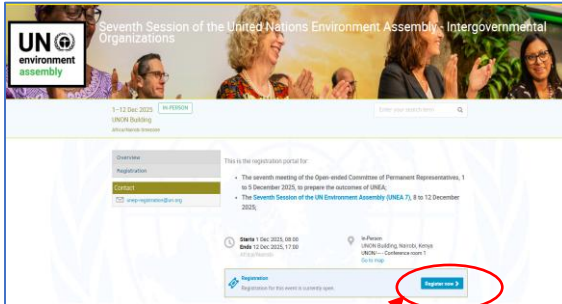
2. Registering for a Meeting

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

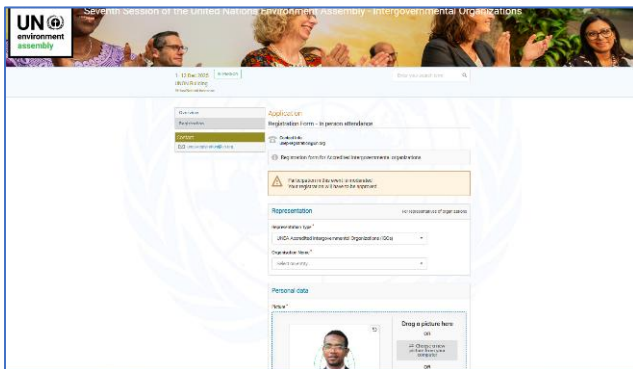
<https://indico.un.org/e/UNEA-7IGO>

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



Picture 7



Picture 8

Overview

Registration

Event Details

Notification for the UN Environment Assembly

Support

registration@unep.org

+254 20 76 24786

Registration: New

Identification

Picture

Upload

Edit picture

This MUST be a clear, square passport size photograph, with a white background and should be not more than 2 Megabyte (MB) in size. For more guidance on the photo specifications Click here

Title * Mrs.

Gender * Female

First Name * Text

Surname * Indico

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.

4. Please fill in all relevant fields. Kindly make sure that you upload the right picture in accordance with the requirements outlined 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.

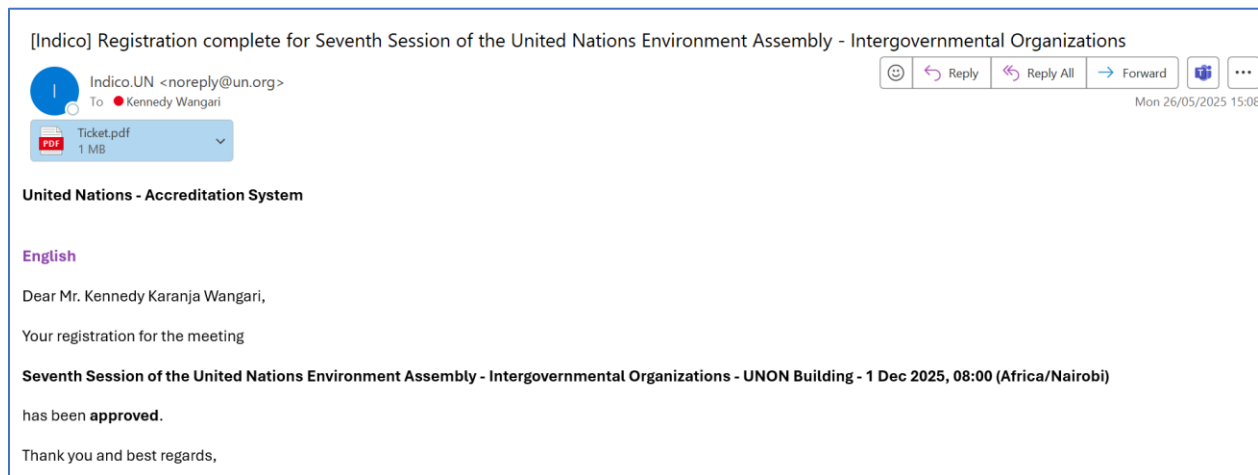
Use the below link for guidance:

<https://indicohelp.unog.ch/wp-content/uploads/2020/11/UNOG-Indico-picture-standards.pdf>

3. Downloading Your E-Ticket

On approval of your registration, you will get an email with a QR code similar to the one shown below:

Picture 9



Picture 10 Your event ticket



Please print the e-ticket 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.