



# Event Registration in Indico for Petitioner



This tutorial will guide you through how to create an account and register for your event using Indico.UN. Indico.UN is the new participant and meeting management system for all the UN Secretariat and duty stations.



Indico is compatible with Chrome, Safari, and Firefox. Please use one of these browsers for best results.



## 1. Create your Indico account

To create your account:

1. Visit <https://indico.un.org/login/> and click on *create one here*.
2. Enter your valid *email address* and click on *send me a verification email*.
3. You will receive a profile activation link by email. Follow the link to activate your profile.



Please pay attention to the password criteria provided in the Profile creation form.

4. A step-by-step video guide is also available:

3. Under the available registration forms, click on the *Apply* button in front of the Petitioner registration form.

7. An acknowledgement message will be displayed on the screen.

4. Fill up all the mandatory fields.
5. Select the question for hearing in the form.

8. Petitioner will also receive an automatic acknowledgment email notification.

9. More information about the meeting, as well as instructions on how to collect the ID badge will be sent to the petitioner closer to the meeting date.



## 2. Petitioner registration

1. Log in with your indico credentials.
2. Go to the event page (<https://indico.un.org/event/1019507/>) and click on

6. Click on *Apply*.