Step-by-Step Guide

Indico.UN profile creation

& how to register for an event

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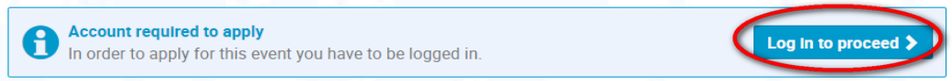
Indico.UN Profile Creation

Profile creation

First, follow the below steps to verify and validate your email.

- From the event registration page. Click on the **Register now**.

- Select the form, based on your event participation preference.



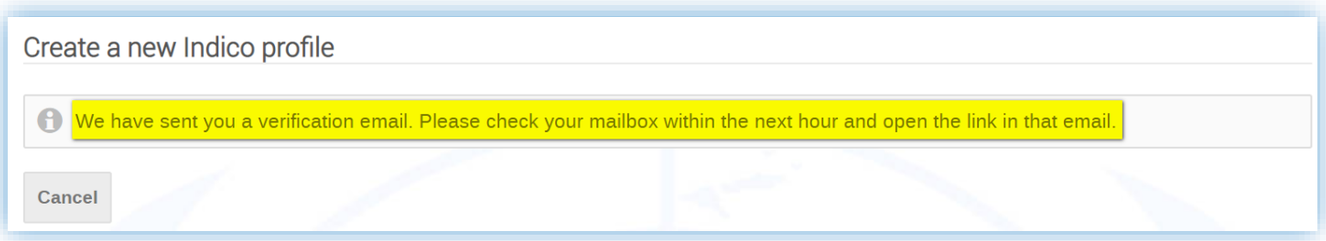
- If you are not logged-in, the system will prompt you to log-in.

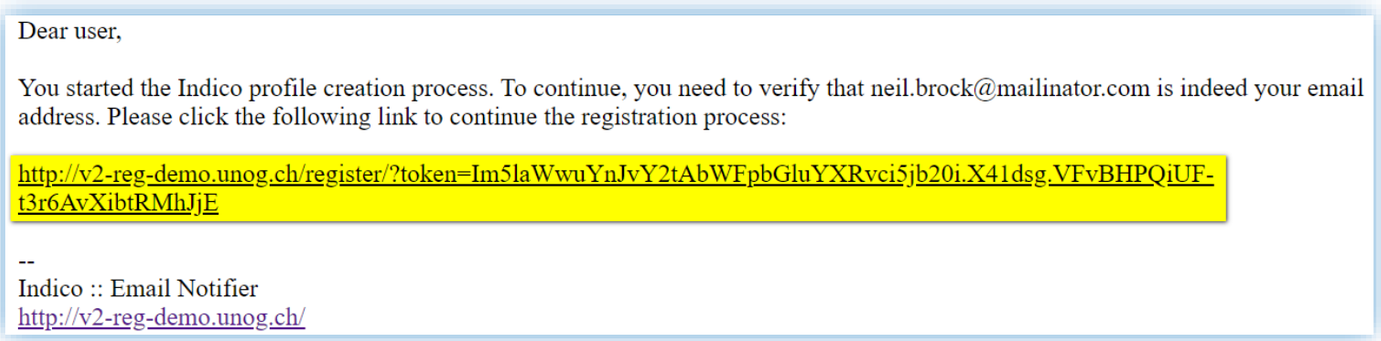
- If you do not have an Indico account yet, please click on the link "**create one here"** to start the account creation process.

• Enter a valid e-mail address, then click on **Send me a verification email**.	

You should have received the email verification link.
Note that the link will be valid for **one hour**.

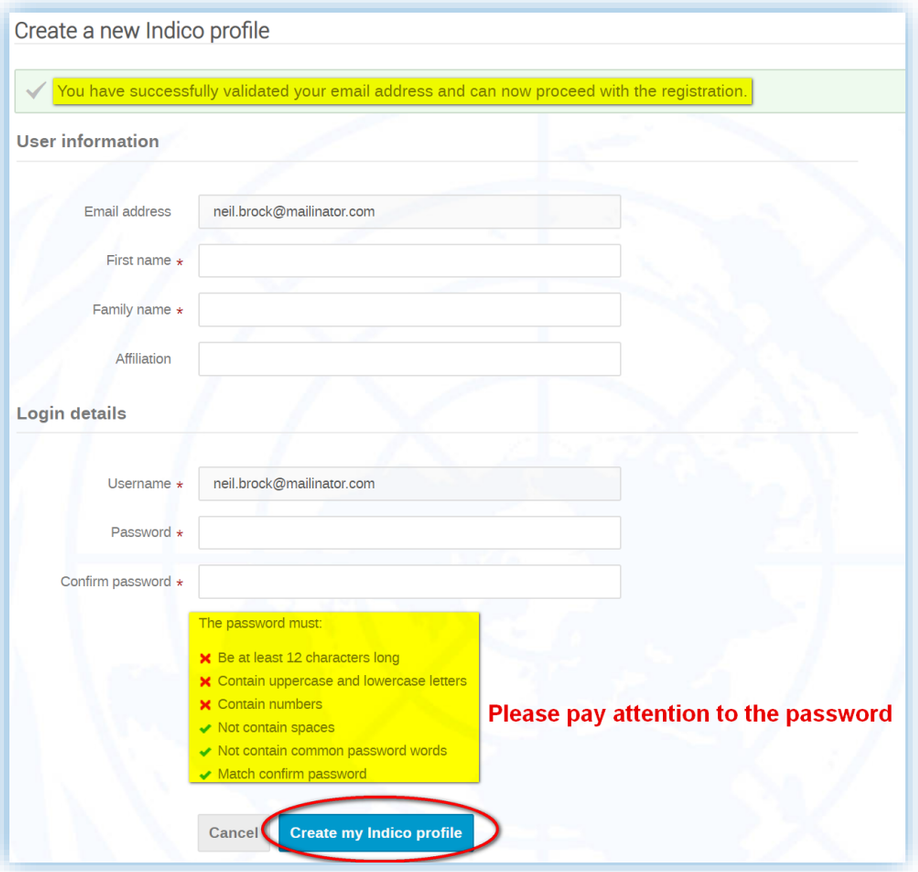
- Go to your e-mail inbox and click on the verification link.





- The link directs you to the page **Create a new Indico profile**. An on-screen 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.

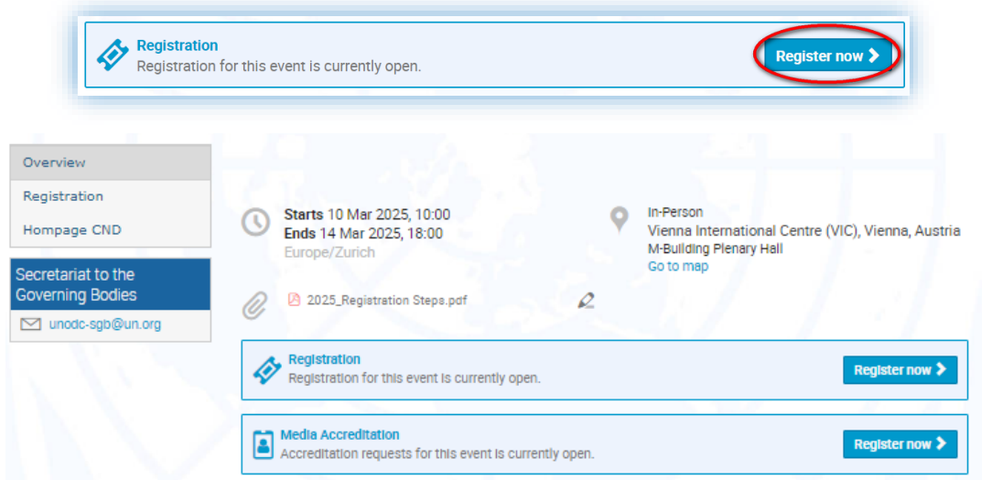


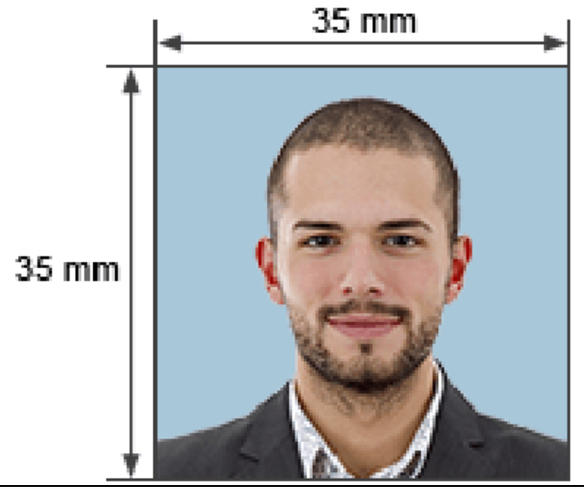
REGISTER FOR AN EVENT

- From the event registration page, you should see the button “**Apply/Register**”, kindly **click on it.**

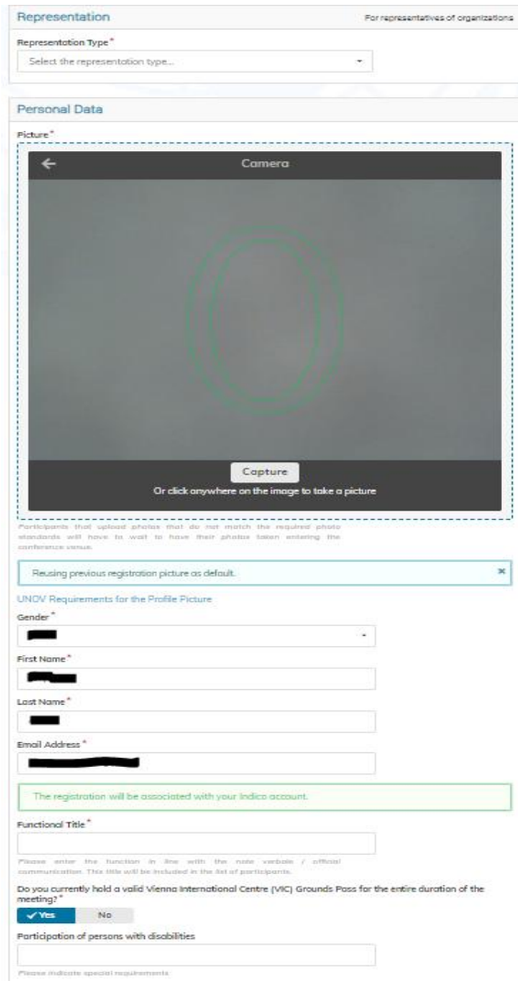
- If you are already logged in, some elements of your personal data will be prefilled. (If you are not already logged in, the system will ask you to login.)

Important: *Participants that upload photos that do not match the required photo standards will have to wait to have their photos taken entering the conference venue.[VIC photo guideline]*



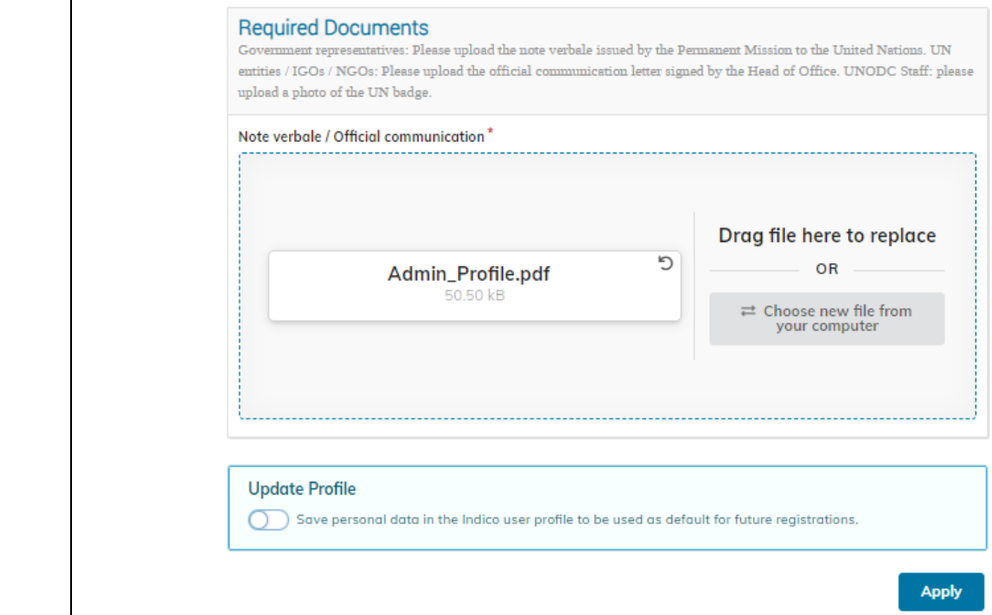


- In the form, **all fields marked with * are mandatory**.



- Once you have completed the form, click on the **Apply** button to submit your registration.

Do not forget to attach Note verbale / Official communication with your registration.



- Once registered, the system will display a message that your registration is on awaiting approval.

- 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.