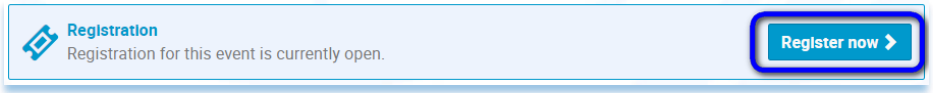
Event Registration in Indico.UN

This tutorial will guide you through how to 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.

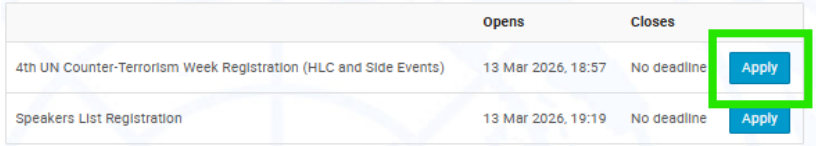
Indico is compatible with Chrome, Safari, and Firefox. Please use one of these browsers for best results.

1. Account creation

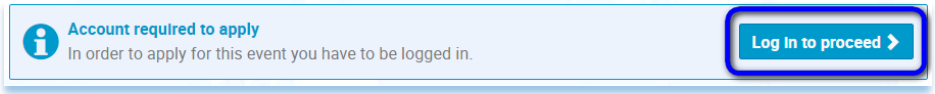
On the event page click **Register now.**



Click on the **Apply** button in front of the registration form.



If you are not already logged in, you will be prompted to do so.

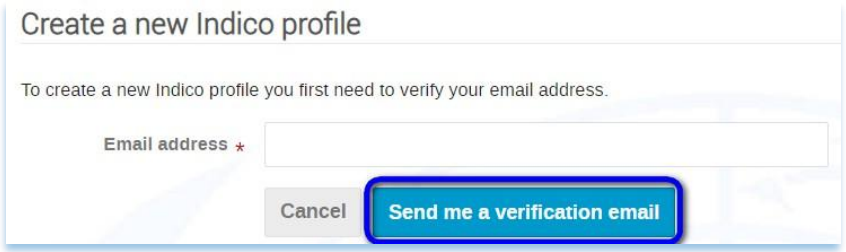


If you do not have an account, you will be prompted to do so.

On the Indico log in page click **create one here**.

On the **Create a new Indico profile** page enter your email address in the **Email address** field.

Click **Send me a verification email**.



A message appears on-screen:

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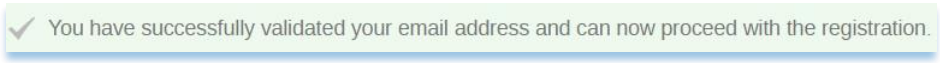
You have 1 hour to check your email account for a verification message from Indico. A link is contained in that message.

When the link is clicked a message is displayed:

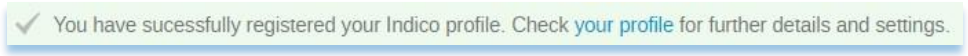


You also find yourself on the Create a new Indico profile page. On this page:

- enter your name
- create a password (achieve 6 green check marks when setting the password)
- complete the captcha
- all fields marked * are mandatory Click

  Create my Indico profile.

A message appears on-screen:

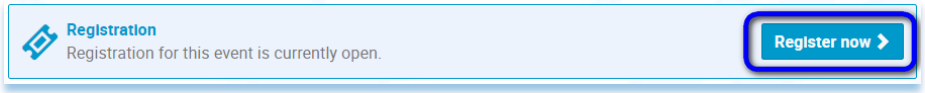


Click your profile in the message to add more personal details to your account and set preferences.

The account creation does not mean that you are registered to the event.

2. Register for an event

On the event page , click on **Register now** button.



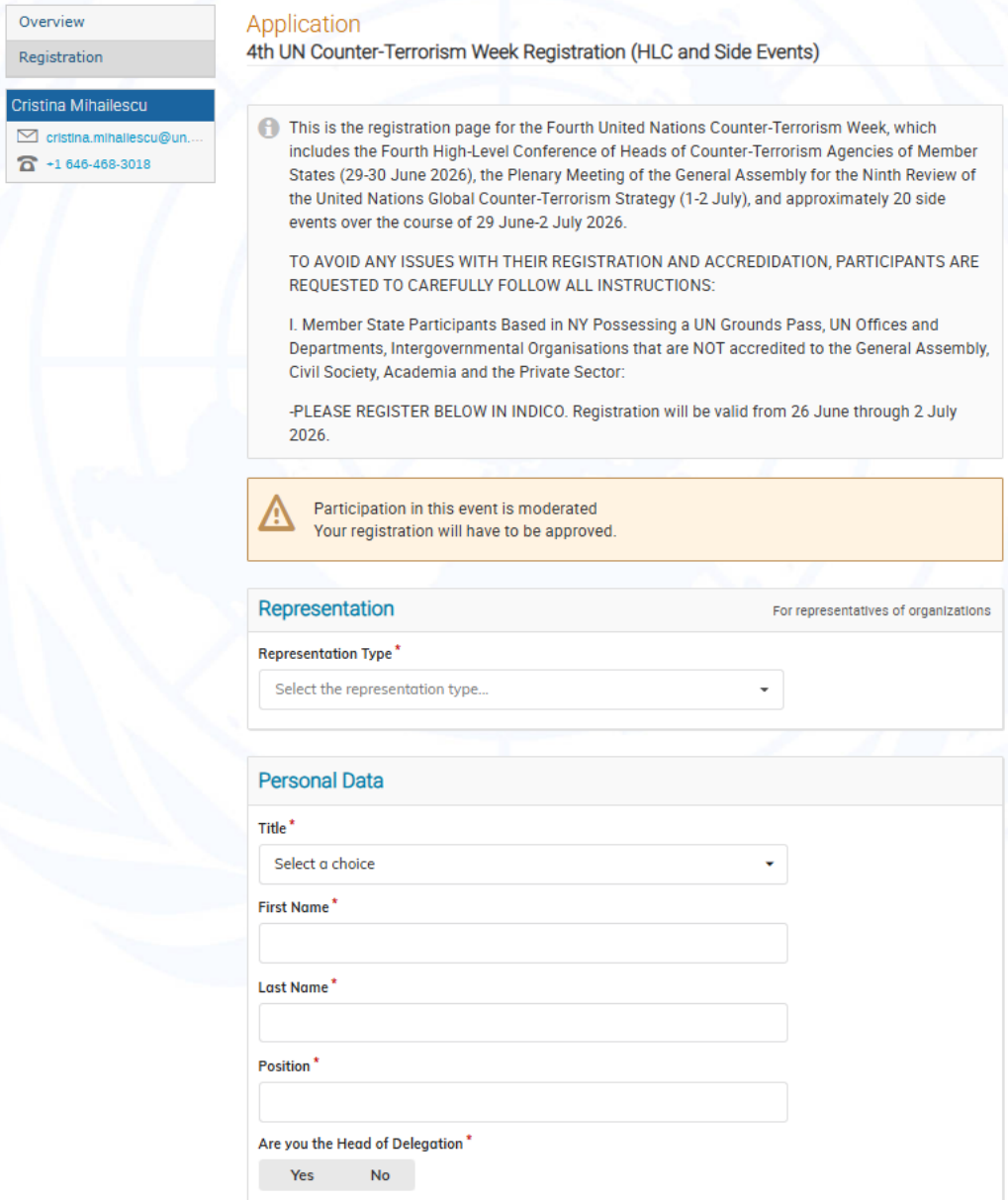
The system will display the registration form. Proceed to complete the form in full. Fields marked with * are mandatory.

Under the **Personal Data** section, when entering an **Email Address**, make sure to enter a valid e-mail address. The registrant will receive all the notifications from the system on the provided valid email address.

When finished, click **Register**. The button will be active to permit the registration.

Registrants receive notifications automatically from Indico.UN. when they register to an event. Users should check their spam or junk folders if in doubt or contact the event organizer directly.

4th UN Counter-Terrorism Week Registration (HLC and Side Events)



Email Address *

Phone Number *

Gender *

Select a choice

Country *

Select a choice

City *

Do you Already have a UN Ground's Pass? *

- [ ] Yes, I Already can Access UNHQ
- [ ] No, I will Require a UN Grounds Pass

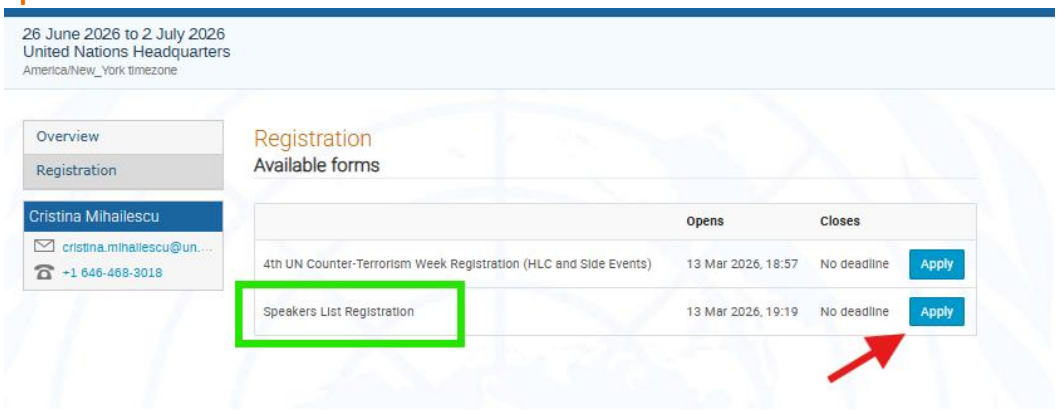
Accessibility requirements

Describe any accommodation you may require.

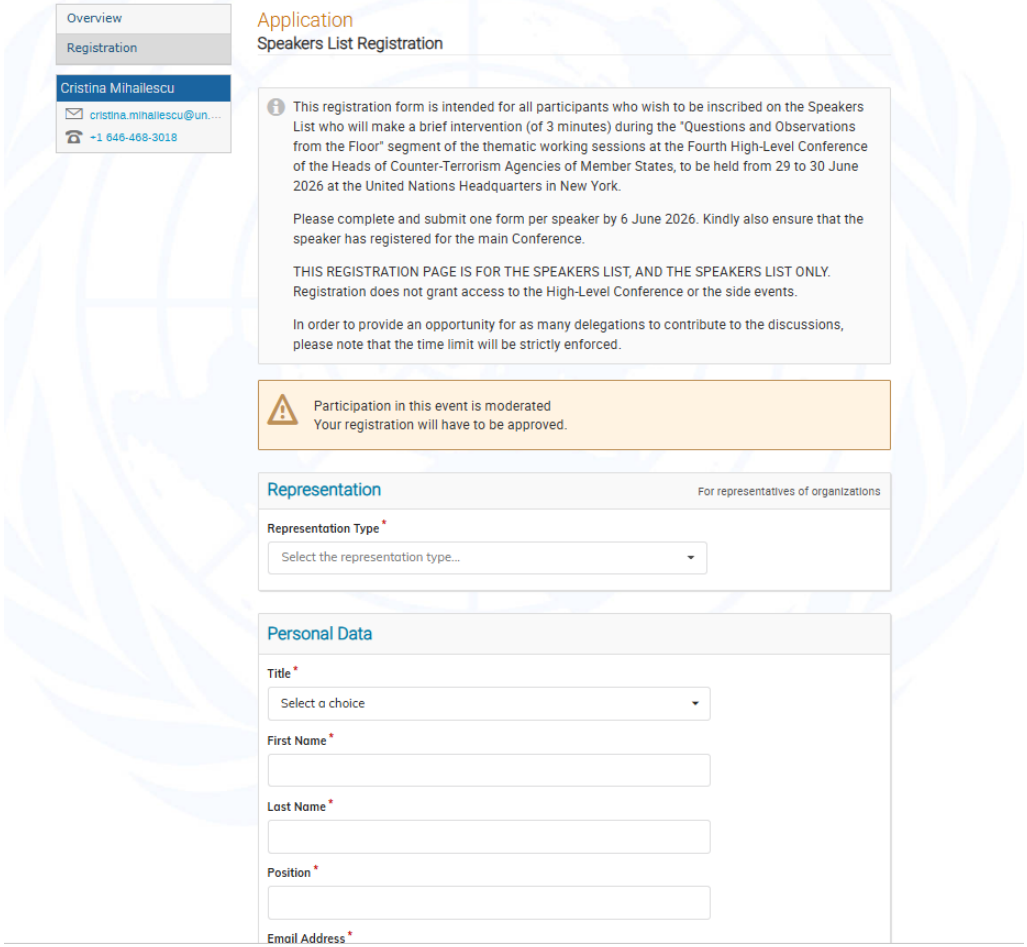
Do you have any disability? *

Yes | ✓ No

Speakers List



Filled in all required fields



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