



20/02/2017

UNOG Indico

User Guide for Conference Participants

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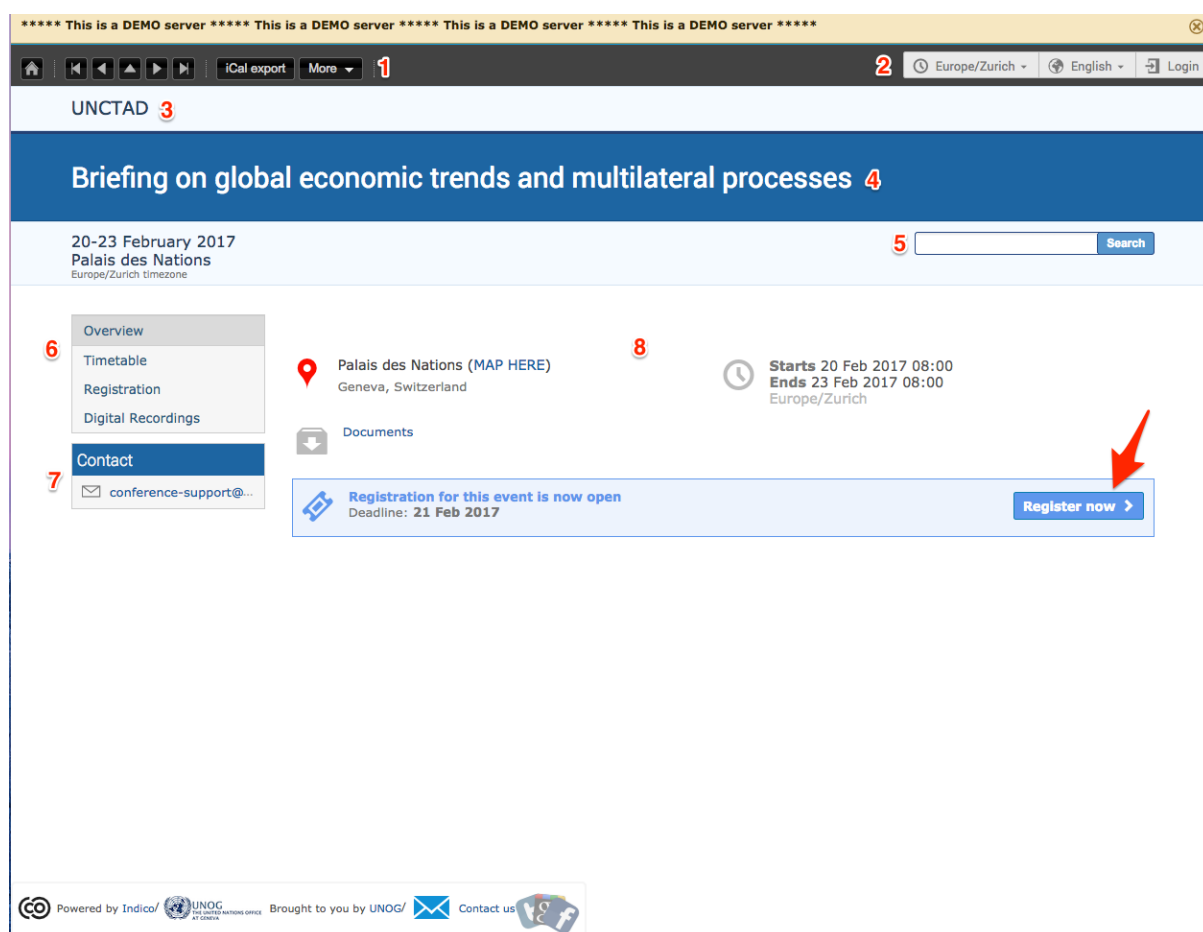
BEFORE YOU START...

Please note that the UNOG accreditation and online registration system works better with the following browser: **Edge, Firefox, Chrome, Safari or Opera**

HOW TO REGISTER FOR A CONFERENCE?

You have probably received a communication from the conference organizers or an update on their official website informing you that an upcoming conference is open for online registration.

You will be redirected to the conference registration page.



- On the conference registration page, click on the button **Register now**.

If you **already have an account** on the UNOG Accreditation and online Registration system, please go to the section titled "SUBMIT YOUR REGISTRATION FORM".

CREATE A NEW ACCOUNT

1. You will be redirected to the log-in page. Click on [Create a new account](#)

***** This is a DEMO server ***** This is a DEMO server ***** This is a DEMO server ***** This is a DEMO server *****

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UNCTAD

Short courses for Geneva-based diplomats

18 April 2017
Palais des Nations
Europe/Zurich timezone

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Digital Recordings

Focal point

✉ test@test.com

☎ 2223344

You cannot register without a user account

Please log in if you have an account, or create a new one.

Log in to Indico

Login

Username (email) Password

Use the same email you used to register

Login

Reset password

Re-send account activation Email

Create

If you don't have an account, you can

create a new account!

- Fill out the account creation form.

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Creating a new Indico user

To create a new user please fill in the following form.
You must enter a valid email address that is not already in use.
After the submission of your personal data, an email will be sent to you.
You will be able to use your account only after you activate it by clicking on the link inside the email.

Beware! This is not a conference registration form but an Indico account creation.

Personal data	Account data
* Email	* Login
Title: Mr.	* Password
Gender: Male	* Confirm Password
* Family name	Your Password:
* First name	<ul style="list-style-type: none"> ✗ Must be at least 8 characters long ✗ Must contain uppercase and lowercase letters ✗ Must contain numbers ✓ Must not contain spaces ✓ Must not contain common password words ✓ Must match (type same Password in Confirm Password field)
* Institution	<input type="checkbox"/> I'm not a robot
* BirthDate	reCAPTCHA
* Language: English	Please note that fields marked with * are mandatory.
Address	confirm
Telephone number	
Fax number	
Passport ID	
Passport Origin: --- Please select a country ---	
Passport Expire	
My Timezone: Europe/Zurich	
Display Timezone: Event Timezone	


- You should receive an account activation email in the next minutes.
Click on the [activation link](#) to activate your account.
- Your account is now activated and you are redirected to the conference page.


SUBMIT YOUR REGISTRATION FORM

- Log in using your username and password.

Forgot password or Re-send account activation email

To reset your password, go to your Log-in page and click on **Reset password** or **Re-send account activation email** if needed.

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Europe/Zurich English Login

Home Help

Log in to Indico

Login

Username (email)

Use the same email you used to register

Password

Login

[Reset password](#)

[Re-send account activation Email](#)

Create

If you don't have an account, you can

[create a new account!](#)

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AT GENEVA

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- The conference registration form is prefilled with your information.
Kindly **upload a photo ID** or use a webcam to take a picture and **fill out all the mandatory fields**.

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Registration: New

Personal Data

Picture *



Title
Gender
First Name *
Surname *
Position
Institution *
Birth Date * DD/MM/YYYY
Address
City *
Country *
Phone (+41) 123 45 6789
Fax (+41) 123 45 6789
Email *
Personal homepage
Passport ID
Passport Origin
Passport Expire DD/MM/YYYY

Representation Type

Representative of governments, ngo ...

Representation Type *
Organisation Name *

(All the fields marked with * are mandatory)

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- Click on the button **Register** when you are done.

REGISTRATION ACKNOWLEDGEMENT EMAIL

Now that you have submitted your registration form, you should receive an automatic email to acknowledge receipt of your registration form.

Your **registration is pending approval** from the conference organizers.

PENDING, APPROVED OR REJECTED REQUEST

Once the substantive secretariat finishes processing your request, you should receive an email informing you of your status; Approved or Rejected.

If Approved, the email should include, amongst other details, a QR code or e-Ticket.

ANNEX I: E-TICKET FOR PARTICIPANTS

This is an example of e-ticket that participants receive via email or can download from the page of the conference they have registered for.



Accessing the UN Archives at Geneva

Thursday, 2 February 2017 - Friday, 31 March 2017

United Nations Office at Geneva -

UN PASS



Mr. DA-SAMA-ITOUA, Nzété
Associate IT Officer
UNOG DCM

