03/03/2017

UNOG Indico

User Guide for
Conference Participants

CONTENT

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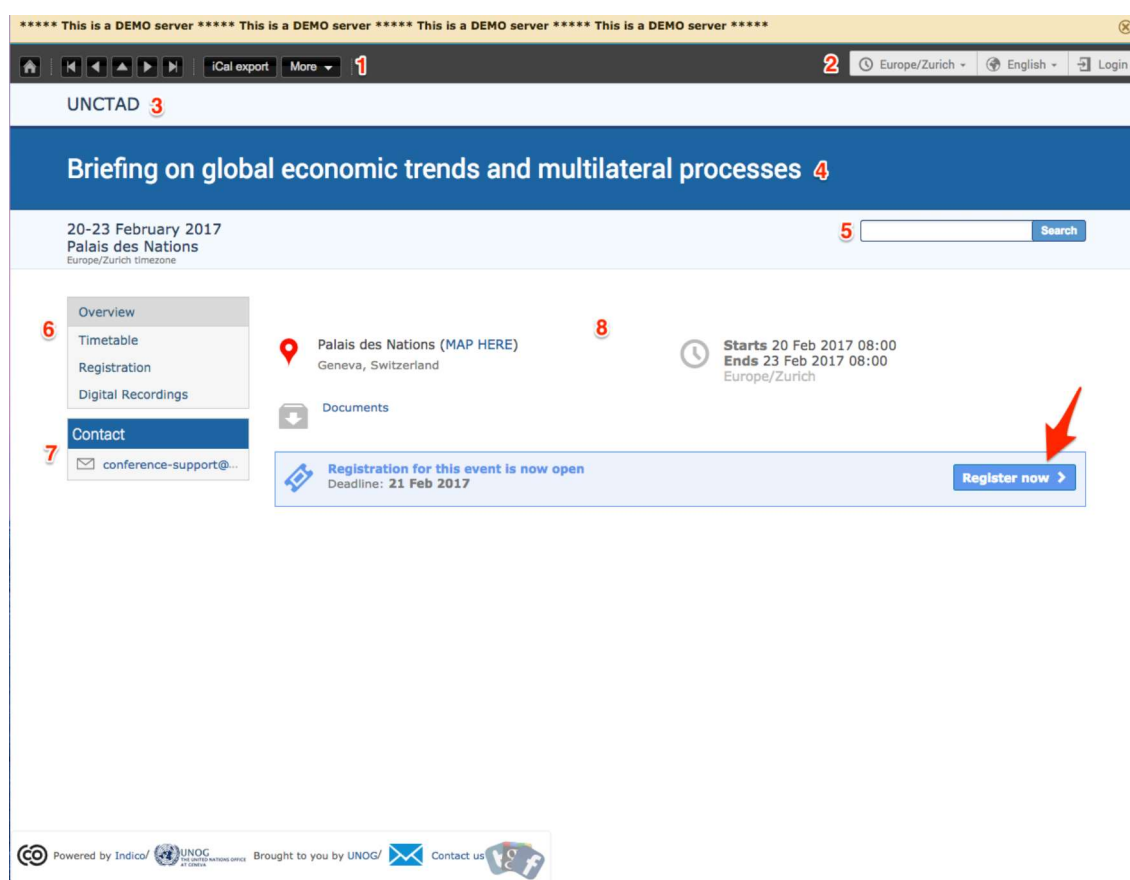
> ➢ On the conference registration page, click on the button **Register now**.

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

DESCRIPTION OF THE CONFERENCE PAGE OR MEETING DISPLAY AREA

You have probably received from the Secretariat a link to register for a conference on the new UNOG Accreditation and Online Registration system. In which case, you will land on the meeting display

area or conference page.

This page is a view that Participants or Delegate will see. It contains information about the meeting and most importantly the button to register for the meeting.

Below is a quick description of the conference page:

1- Top left menu make available the following:

- Gets you back to the UNOG Indico (UNOG Accreditation and Registration system) Home page.

- **Arrows** to navigate events in the current category.

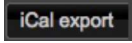|	
	Brings you to the oldest event in the category your event belongs to.
	Brings you to the previous event in the category your event belongs to.
	This button brings you to the category event overview your event belongs to
	Brings you to the next event in the category your event belongs to.
	Brings you to the newest event in the category your event belongs to.

- Opens the popup with all the options to export the agenda to your calendar.

- This button allows you to use the following additional features:

  o Change the layout of the conference page

  o Download a package with all the material linked to the conference (Available to logged in users)

2- Top right menu

  These buttons allow you to use the following additional features:

- Change the time zone

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- Change the interface language.

- Log in to your UNOG Indico account

3- Organization or client name

4- Title of the meeting

5- Search box: Search events using keywords

6- Left menu panel: This menu allows you, depending on the conference, to access an overview of the conference, its time table, the audio recordings of the conference when available, etc.

7- Contact: Focal point or contact for the conference, if any.

8- Content: Overview of the conference: venue, map, documents, description, dates, etc.

CREATE A NEW ACCOUNT

1. You will be redirected to the log-in page. Click on **Create a new account**

2. Fill out the account creation form.

3. You should receive an account activation email in the next minutes.
   Click on the **activation link** to activate your account.

4. Your account is now activated and you are redirected to the conference page.

SUBMIT YOUR REGISTRATION FORM

5. If you are not logged in, log in using your Indico 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.

6. 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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7. 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 your request for participation is Approved, the email should include, amongst other details, a QR code or e-Ticket.

UNOG Accreditation and Registration System

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. Doe, John
Associate IT Officer
UNOG DCM