



03/03/2017

# UNOG Indico

## User Guide for **Conference Participants**

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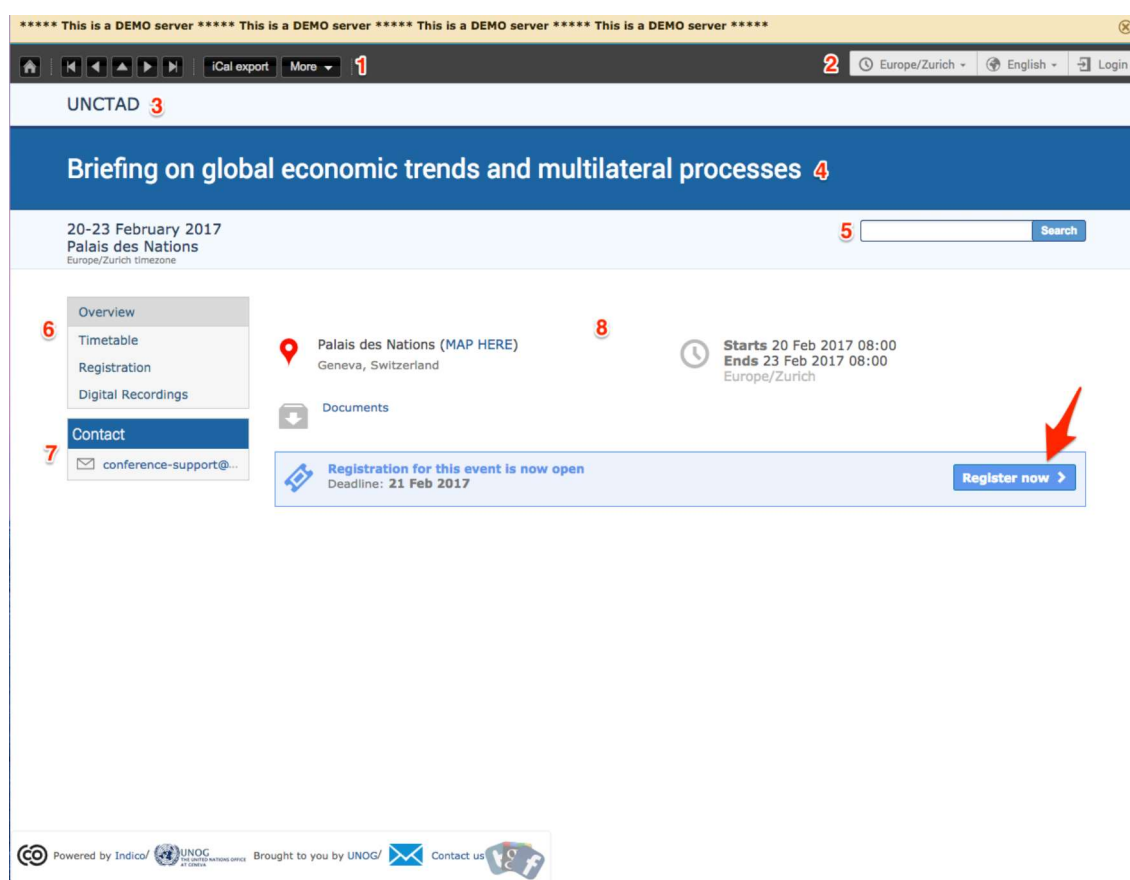
## BEFORE YOU START...

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**".

## 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.



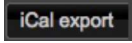

This button brings you to the category event overview your event belongs to



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:
  - Change the layout of the conference page
  - 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

- 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](#)

The screenshot shows the Indico interface for a conference titled "Short courses for Geneva-based diplomats" on 18 April 2017 at the Palais des Nations. The page includes a navigation menu on the left with options like Overview, Timetable, Registration, Digital Recordings, and Focal point. The main content area displays a message: "You cannot register without a user account. Please log in if you have an account, or create a new one." Below this is a "Log in to Indico" section with a login form. The login form has fields for "Username (email)" and "Password", with a "Login" button. Below the login form are links for "Reset password" and "Re-send account activation Email". At the bottom, there is a "Create" section with the text "If you don't have an account, you can" and a button labeled "create a new account!". A red arrow points to the "create a new account!" button.

2. Fill out the account creation form.

The screenshot shows the 'Creating a new Indico user' form on the UNCTAD website. The form is divided into two main sections: 'Personal data' and 'Account data'. The 'Personal data' section includes fields for Email, Title (Mr.), Gender (Male), Family name, First name, Institution, BirthDate, Language (English), Address, Telephone number, Fax number, Passport ID, Passport Origin (with a dropdown for country selection), Passport Expire, My Timezone (Europe/Zurich), and Display Timezone (Event Timezone). The 'Account data' section includes fields for Login, Password, and Confirm Password. A reCAPTCHA widget is present below the password fields. A warning message states: 'Beware! This is not a conference registration form but an Indico account creation.' A list of password requirements is provided: 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, and must match the Confirm Password field. A 'confirm' button is at the bottom right of the form. The left sidebar shows navigation links: Overview, Timetable, Registration, Digital Recordings, and Focal point (with contact info for test@test.com and 2223344).

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.

UNOG  
THE UNITED NATIONS OFFICE AT GENEVA

Europe/Zurich English Login

Home Help

## Log in to Indico

### Login

Username (email)

Password

Login

Reset password

Re-send account activation Email

### Create

If you don't have an account, you can

create a new account!

Powered by Indico/ UNOG THE UNITED NATIONS OFFICE AT GENEVA Brought to you by UNOG/ Contact us

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**.

Overview

Timetable

Registration

Digital Recordings

Focal point

test@test.com

2223344

Registration: New

Personal Data

Picture \*

Upload

Edit picture

Title

Mr.

Gender

Male

First Name \*

Demo

Surname \*

Indicodemo

Position

Institution \*

TestingUnit

Birth Date \*

01/02/1900

DD/MM/YYYY

Address

City \*

Country \*

-- Select a country --

Phone

(+41) 123 45 6789

Fax

(+41) 123 45 6789

Email \*

indicodemo@mailinator.com

Personal homepage

Passport ID

Passport Origin

Syrian Arab Republic

Passport Expire

01/02/2024

DD/MM/YYYY

Representation Type

Representative of governments, ngo ...

Representation Type \*

--select a value--

Organisation Name \*

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UNOG

Brought to you by UNOG/

Contact us

Cancel

Register

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.



## 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. Doe, John**

Associate IT Officer  
UNOG DCM

