THE 4TH INTERGOVERNMENTAL REVIEW MEETING REGISTRATION GUIDE

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1. Creating an Indico Account

The UN Environment Assembly registration system runs on Indico platform. To register for the UN Environment Assembly, therefore a user needs to create an account first as shown below.

Kindly

- 1. Use Mozilla Firefox or Google chrome
- 2. Kindly use this link to create an account: https://reg.unog.ch/event/24456/user/register
- 3. Make sure all the Xs under your password are green and ticked

registration@unep.org +254 20 76 24786		e Map // 🎦 Adding upload field in 🛛 🕦 Advanced Contact Form 🍿 Google Analytics Enhan 🍈 Best Seller Products Ex s is not a conference registration form but an Indico account creation.
+234 20 76 24780	Personal data	Account data
	* Email	Login Password
	Title Mr. 🔻	* Confirm Password
	Gender Male 🔻	Your Password:
	 Family name First name Institution BirthDate (dd/mm/yyyy) Language English Address 	 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)
	Telephone number	ARE YOU HUMAN? Please, solve this math to prove you are human: 3 + 43 =
	Passport ID Passport Origin Please select a countr Passport Expire (dd/mm/vyvy)	ry Confirm >

4. An email will be sent to your email account. Go to your email and click on activate

	HW: Accreditation account confirmation	
	Volanda Adiedo to: Isaiah Otieno	11-09-2017 12:37 PM
		Show Details
	History: This message has been forwarded. Onited Trainons Office at Geneva - Accreatiation System	
		L
	English	
	Dear Ms. Brennan VanDyke,	
18	you have created a new account on the UNOG Accreditation System.	
	In order to activate your account and proceed to the conference registration area, kindly click on the following activation link:	
	Activation link	
	Best regards,	
	The UNOG Accreditation Team	
<mark>کی</mark> ،	Français	
P	Cher(e) Ms. Brennan VanDyke,	
<mark>ا ا</mark>	vous avez créé un nouveau compte sur le système d'accréditation de l' ONUG.	
<mark>ا ا</mark>	Pour activer votre compte et procéder à la page d'enregistrement de la conférence, veuillez cliquer sur le lien d'activation suivant:	
<mark>ار ا</mark>	Activation link	
»	Merci et meilleures salutations.	•

2. Registering to Ad Hoc Open-Ended Expert Group Meeting

- 1. Use Mozilla Firefox or Google chrome
- 2. Click on the link below to visit the registration page: https://reg.unog.ch/event/24456

UN	GPML	Ad Hoc Open End	ed Expert Group Meeting <mark>(hidden)</mark>	
environment	GPA	from 16 April 2018 to 31 May 2 United Nations Office at Nairob		Searc
United Nations Environment Programme	Global Partnership on Marine Litter	Africa/Nekobi timezone		
Overview				
Registration	This is the registration tool for all the p	participants wishing to attend the Ad Hoc	Open Ended Expert Group meeting	
Support	Kindly note that the system is best vie	ewed on Mozilla firefox or Google Chrom	e browsers	
 registration@unep.org +254 20 76 24786 +254 20 76 25407 	Kindly consult the registration tutorial v	video: click here to view the Registration	Video	
	Ounited Nations Office at Nairobi (MAR	P HERE)	Starts 16 Apr 2018 08:00	
	Room 1 UNON		Ends 31 May 2018 18:00 Africa/Nairobi	
	UNITED NATIONS OFFICE AT NAIROBI		No material vet	R
	P. O. Box 67578 Nairobi, Kenya 00200		No materiar yet	
	Telephone: +254 20 7624791			
	Begistration for this event is now ope	1		Register no # >

3. Kindly insert the email address and the password you used to create the account as directed in the "**Creating an Indico Account**" section

A H A D H I Cal export More -		🔇 Africa/Nairobi + 🕜 English + 🚽 Login
Home » Conferences » General Assembly » UN Environment » Events » Ad Hoc Open Ende	d Expert Group Meeting	
	Ad Hoc Open Ended Expert Group Meeting	
environment GPA	from April 16, 2018 to May 31, 2018 United Nations Office at Nairobi	Search
United Nations Environment Programme Globel finitership on Morine Litter	Africa/Nalixit/ Intersore	
Overview	You cannot register without a user account	
Registration		
Support	Please log in if you have an account, or create a new one.	
🖾 registration@unep.org		
C +254 20 76 24786 +254 20 76 25407		
	Log in to Indico	
	Login	
	Username (email) isaiah.obieno@un.org	
	Password Login	
	Reset password	
Powered by Indico/ WINGG Brought to you by UNOG/ Contact us	Re-send account activation Email	

4. Please fill in all relevant fields. Kindly make sure that you upload the right picture as shown below. Use the below link for guidance:

http://wedocs.unep.org//handle/20.500.11822/21753

Overview	Registration: New		
Registration			
Event Details	Identification	n	
Notification for the UN Environment Assembly	Picture	Upload	
Support			
registration@unep.org			
+254 20 76 24786		Edit picture	
_			
		This MUST be a clear, square passport size photograph, with a white	
		background and should be not more than 2 Megabyte (MB) in size. For more guidance on the photo specifications Click here	
	Title *		
	0.0000000000000000000000000000000000000		
	Gender	Female 🗘	
	First Name *	Test	

3. Downloading Your E-Ticket

1. On approval of your registration, you will get an email with a QR code similar to the one shown below:

A I	👔 Tiewa 🛪 Hebula 🦛 Hebula Via III 🖉 Foundula 🛛 🖿 📐 🛄 Inizbiaha 🧭 🔥 📶 Inizbiaha 🧭 🕹
	Fwd: Registration approval for the UNEP - Third session of the United Nations Environment Assembly (To: Rajput, Pam) Rajputpam to: Registration SGB
	UN Environment - Registration System
2	
	Dear Ms. Pam Rajput,
	You are now registered!
18	We are glad to welcome you to the UN Environment Assembly, the world's highest-level decision-making body on the environment.
	In the run-up and during the Assembly, there will be a number of events that could interest you. To find out more, please visit: http://www.unep.org/environmentassembly/
	For information on logistics, including visas and accommodation, please visit: http://www.unep.org/environmentassembly/event-details
	Major airlines have decided to support the Assembly and have offered discounted airfares for the participants of the Assembly and related events. To get more information, please visit: (assembly website with discounts from different airlines)
	Do not forget that all the participants must register to access the Assembly. For more information on registration please visit: https://goo.gl/beScMi
	As a final favor, we request you to sign the online Clean Planet Pledge and join the #BeatPollution campaign, which will be presented at the Environment Assembly, and to share your pledge on social media. Please access the pledge here: http://www.unep.org/environmentassembly/clean-planet-pledge
. .,	For any further information, please contact <u>registration@unep.org</u> .
	To make your access to the UN Gigiri in Nairobi, please make sure you bring your national passport and the following QR code:
18	We look forward to welcoming you to the 2017 Environment Assembly in Nairobi, Kenya!
	The UN Environment Assembly Organizing Team
18	Address: United Nations Office at Nairobi, United Nations Avenue, Gigiri, Nairobi, Kenya.
2	
~	
	From:- Prof. Pam Rajput Professor Emeritus, Panjab University, Chandigarh 1008, Sector 15 B Chandigarh-160015, India Tele/fax_0172-2545425, 4625425, 98725-11184, 09878779517
i i i i i i i i i i i i i i i i i i i	

Please print this or have it on your mobile device and come with to UN office at Nairobi Gate. This will facilitate you in getting your badge much quicker.

2. You can also download the E-ticket from your profile by logging in and clicking on the below link: reg.unog.ch/event/24456/registration/ticket.pdf

The E-ticket will include the QR code and the map to the UN Office in Nairobi