



INDICO



All Users

[Manage your Registration](#)

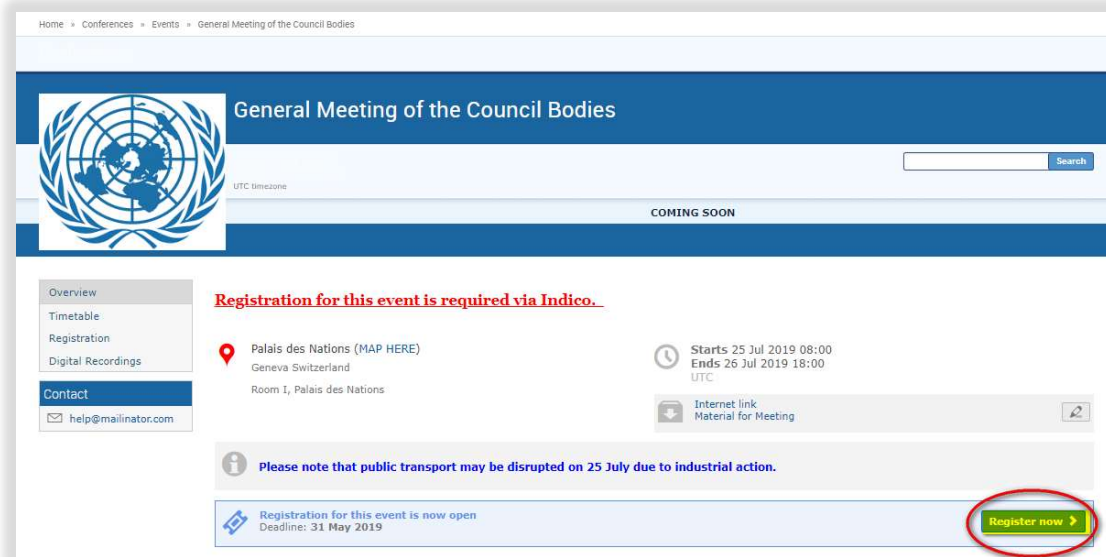


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REGISTER FOR AN EVENT

- Log in to Indico and go to the main page of the event concerned.
- Click on **Register now**.



Home » Conferences » Events » General Meeting of the Council Bodies

General Meeting of the Council Bodies

UTC timezone

COMING SOON

Registration for this event is required via Indico.

Palais des Nations (MAP HERE)
Geneva Switzerland
Room 1, Palais des Nations

Starts 25 Jul 2019 08:00
Ends 26 Jul 2019 18:00
UTC

Internet link
Material for Meeting

Please note that public transport may be disrupted on 25 July due to industrial action.

Registration for this event is now open
Deadline: 31 May 2019

Register now

Complete the registration form

- When the registration form opens, please read it carefully. Note that some elements from your Indico personal profile will have already been added to the form.

NOTE:

- Complete **ALL** mandatory fields marked with “*” (this includes mandatory documentation that should be uploaded). If not, the form will be blocked from submission.
- Ensure that a picture is included that meets the picture criteria.¹ (If you have successfully registered for an event previously with Indico, the last picture used will be added to the registration form automatically).
- Once satisfied that all requirements have been completed/uploaded, click **Register**.
- At this point your registration will be in a **pending approval status** with the organizer.

Acknowledgement email

- Within minutes of submitting the registration form for approval, an email notification will be sent acknowledging receipt of your registration and confirming its pending status. Remember to check spam or junk folders for this email.

¹ Criteria for pictures can be found at the following address: <https://reg.unog.ch/help-unog>

Sample Registration Form

Personal Data

Picture *

Title

Gender

First Name *

Surname *

Position

Institution *

Birth Date *

Address

City *

Country *

Phone

Fax

Email *

Personal homepage

Passport ID *

Passport Origin *

Passport Expire *

Representation Type

Representative of governments, ngo ...

Representation Type *

MODIFY OR CANCEL YOUR REGISTRATION

If a registration is still pending

- Log in to Indico and go to the page of the event you registered for. Go to the “Your request for participation” status bar.

Home » Conferences » Events » General Meeting of the Council Bodies

General Meeting of the Council Bodies

UTC timezone

COMING SOON

Overview
Timetable
Registration
Digital Recordings
Contact
help@mallinator.com

Registration for this event is required via Indico.

Palais des Nations (MAP HERE)
Geneva Switzerland
Room 1, Palais des Nations

Starts 25 Jul 2019 08:00
Ends 26 Jul 2019 18:00
UTC

Internet link
Material for Meeting

Please note that public transport may be disrupted on 25 July due to industrial action.

Your request for participation is pending approval...
Modifications allowed until: 31 May 2019

Cancel Modify Summary

- Click **Modify**. Your registration form opens. Make the changes and then click **Modify** again to save the changes. The following message should appear to confirm the changes:

✓ Your registration has been modified successfully.

(The **Cancel** and **Summary** options on the “Your request for participation” status bar may be used to either cancel or view it).

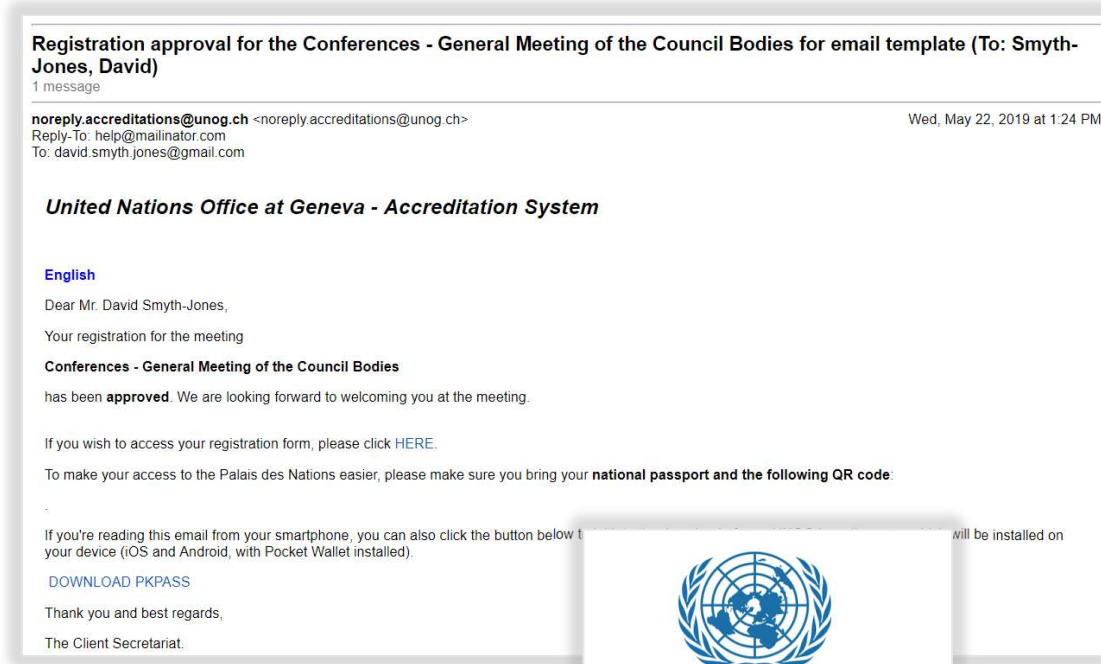
If a registration is already approved

- When a registration is in an **approved status**, it cannot be modified by the registrant. He/she will have to request the organizer to reset the registration to **pending status**. When it is back to pending the registrant can re-enter it, make changes and then resubmit it for approval.

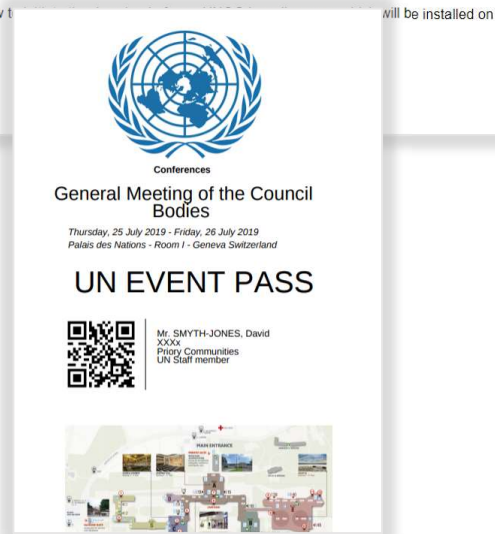
NOTIFICATION OF AN APPROVED REGISTRATION (OR REJECTED)

- Once an organizer has processed your registration form, you should receive an email notification that indicates whether your registration has been Approved or Rejected.²
- If the registration request has been Approved, an approval email is sent to the registrant which includes, amongst other details, a QR code. This email should be printed and presented at the entrance to the event in order to gain access. If an event has been configured by the organizer to also issue UN Event Passes, then one will be attached to the email as a PDF. This too should be printed and presented upon entry to the event.

Sample Approval Email



Sample UN Event Pass

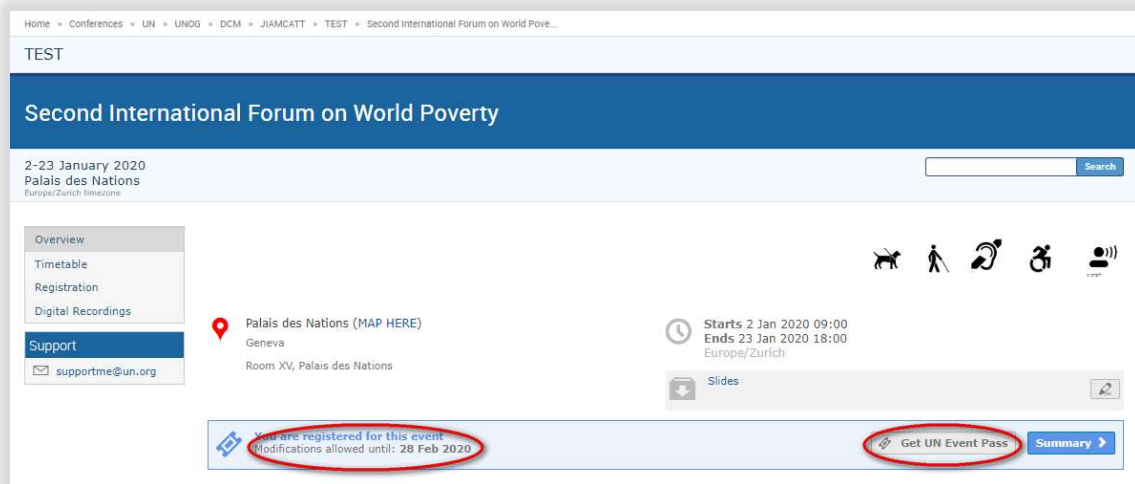


² For cases where registrations are Rejected, the registrant should contact the event organiser directly should he/she wish to query the decision.

DOWNLOAD UN EVENT PASS AND EMAILS FROM THE ORGANISER³

UN Event Pass⁴

- The UN Event Pass may be downloaded from the [event page](#) (log in first) by clicking on the **Get UN Event Pass** link in the registration status bar.



Emails

- Emails from the organiser are accessed through a user's **Personal Area** via the **Dashboard** tab (log in first).
 - Log in to Indico.
 - Follow **My profile** and in the **Personal Area** select the **Dashboard** tab.
 - To view emails, click the cube icon.
 - To view the UN Event Pass, click the ticket icon – it redirects the user to the event main page and the pass is downloaded as described in the previous section.



--- END ---

³ If the event has been configured to issue UN Event Passes.

⁴ Ditto.