



INDICO

All Users

Register for an Event and Manage
your Registration

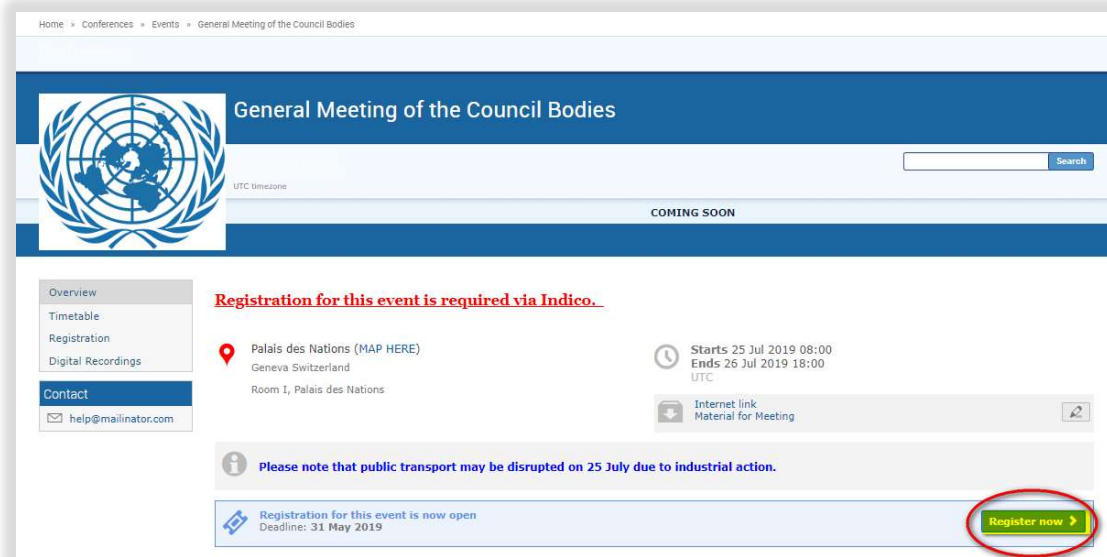


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REGISTER FOR AN EVENT

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

-- Choose a value -- ▼

Gender

-- Choose a value -- ▼

First Name *

Surname *

Position

Institution *

Birth Date *

DD/MM/YYYY

Address

City *

Country *

-- Select a country -- ▼

Phone

(+41) 123 45 6789

Fax

(+41) 123 45 6789

Email *

Personal homepage

Passport ID *

Passport Origin *

-- Select a country -- ▼

Passport Expire *

DD/MM/YYYY

Representation Type

Representative of governments, ngo ...

Representation Type *

--select a value-- ▼

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

Registration approval for the Conferences - General Meeting of the Council Bodies for email template (To: Smyth-Jones, David)

1 message

noreply.accreditations@unog.ch <noreply.accreditations@unog.ch>
Reply-To: help@mailinator.com
To: david.smyth.jones@gmail.com

Wed, May 22, 2019 at 1:24 PM

United Nations Office at Geneva - Accreditation System

English

Dear Mr. David Smyth-Jones,

Your registration for the meeting

Conferences - General Meeting of the Council Bodies

has been **approved**. We are looking forward to welcoming you at the meeting.

If you wish to access your registration form, please click [HERE](#).

To make your access to the Palais des Nations easier, please make sure you bring your **national passport and the following QR code**:

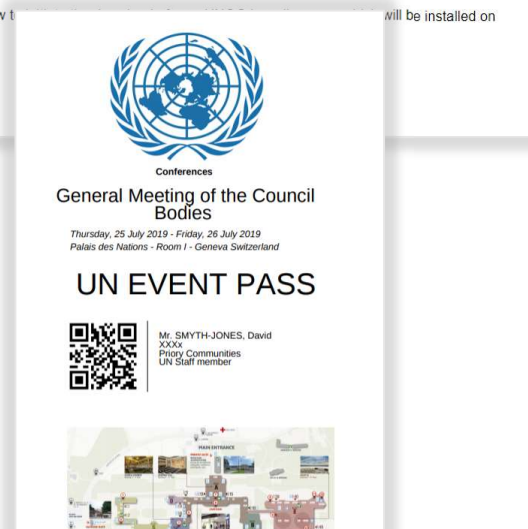
If you're reading this email from your smartphone, you can also click the button below to download the PKPASS to your device (iOS and Android, with Pocket Wallet installed).

[DOWNLOAD PKPASS](#)

Thank you and best regards,

The Client Secretariat.

Sample UN Event Pass



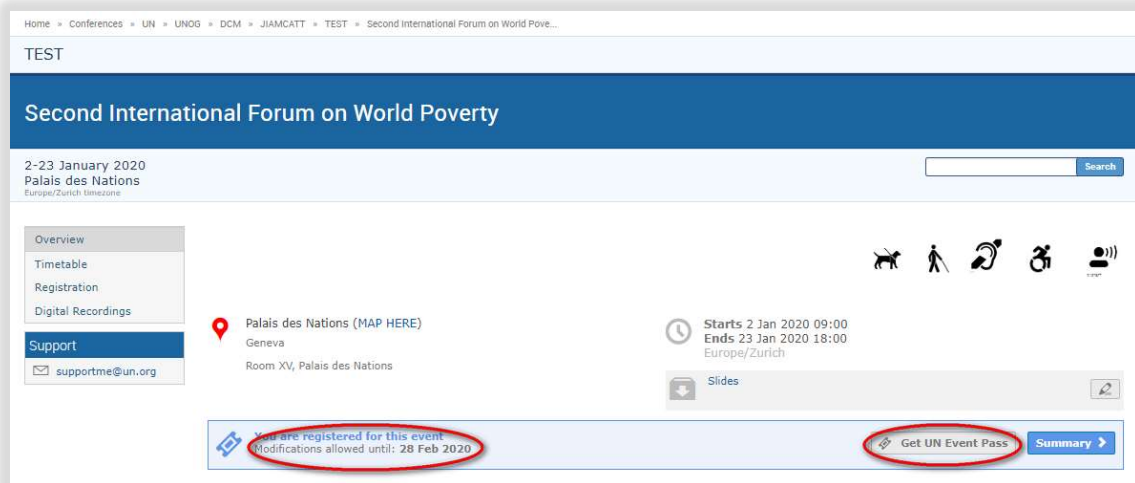
² For cases where registrations are Rejected, the registrant should contact the event organiser directly should he/she wish to query the decision.

DOWNLOAD UN EVENT PASS AND EMAILS FROM THE ORGANISER³

Log in to Indico.

UN Event Pass⁴

- The UN Event Pass may be downloaded from the [event page](#) 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.
 - 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.



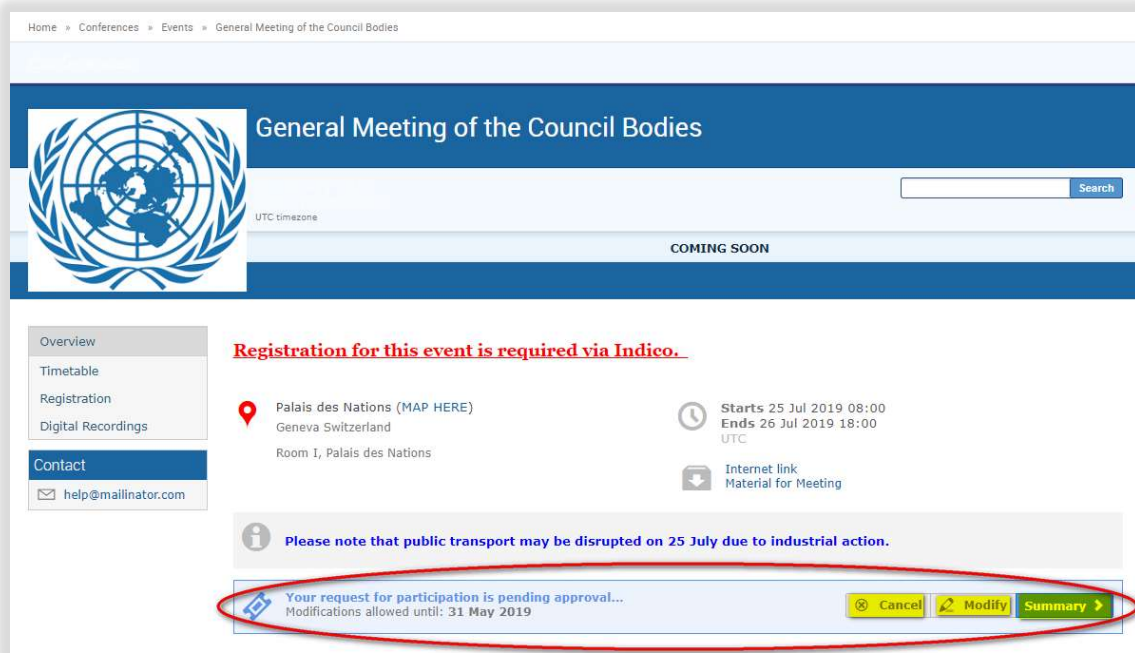
³ If the event has been configured to issue UN Event Passes.

⁴ Ditto.

MODIFY OR CANCEL YOUR REGISTRATION

Log in to Indico.

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@mailinator.com

Registration for this event is required via Indico.

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

If a registration is pending

To modify

- 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.

To cancel

- Click **Cancel**. A message will appear asking if you are sure you wish to cancel the registration.

Cancel registration?

⚠ Your registration to this conference will be permanently deleted and cannot be recovered. Are you sure?

Delete Cancel



If a registration is approved

To modify

- A registration that has been **approved** cannot be modified by a registrant. He/she will have to request the organizer to make the modifications on his/her behalf OR 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.

To cancel

- A registration that has been approved cannot be cancelled by a registrant. He/she will have to contact the organizer.

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