Guide for Registration on Indico

It is recommended to follow this guide step-by-step as you go through the Indico registration system. Please print the document so that you can follow it while you navigate Indico.

Introduction

Indico is a conference registration system used by a number of United Nations organizations. Participants are asked to create an account in the Indico system and to register for the event at the provided link:

https://indico.un.org/event/33037/

The State of Qatar will use this information to process visas, travels and accommodation (where applicable). In Indico, participants will also be able to view information about the meeting and receive updates from the meeting administrators.

Data Confidentiality

Registration in Indico requires you to create a personal account with a password. The password will remain confidential, and not accessible by any other person. In a later step, registration for the meeting requires you to fill a form with your personal information. This personal information is accessible only to you, the Secretariat of the Network, and designated booking agents of the State of Qatar who will use the data to process your visas, travels and/or accommodation.

Account Creation and Registration Procedure

1) Visit the link to the event (shown above and provided in the introductory e-mail).

2) The Indico home page of the High-Level Meeting will load. Click on the button "Register now" at the bottom of the page.
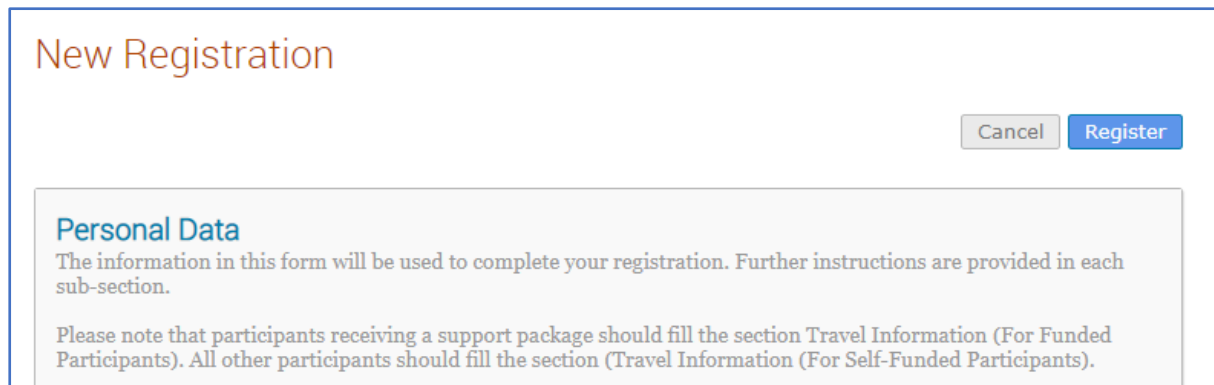

Registration for this event is now open
Deadline: **14 Feb 2020**

Register now >

3) You will be prompted to log in to your Indico account, or to create a new one. If needed, create an account using the e-mail address which you have designated for communications regarding the event. Note that a single e-mail address cannot be used to register multiple participants; thus we advise against using a shared or general account of your institution. Please contact the Secretariat if you encounter any difficulties.

4) Once you are logged in, you should be re-directed to the registration form. If not, simply return to the main page of the event and proceed with the registration by clicking on the "Register now" button.

5) The registration form shows two buttons on the top, "Cancel" or "Register." First fill the form according to the instructions in each section, then return to the top of the page to click "Register" to submit your information. You may be prompted to fill any mandatory fields which are missing.

New Registration

Cancel   Register

Personal Data
The information in this form will be used to complete your registration. Further instructions are provided in each sub-section.

Please note that participants receiving a support package should fill the section Travel Information (For Funded Participants). All other participants should fill the section (Travel Information (For Self-Funded Participants).

6) After submitting the information, you should see a page confirming that your registration was successful. You may also receive confirmation e-mails from the Indico system.

✓ Your registration has been recorded successfully.
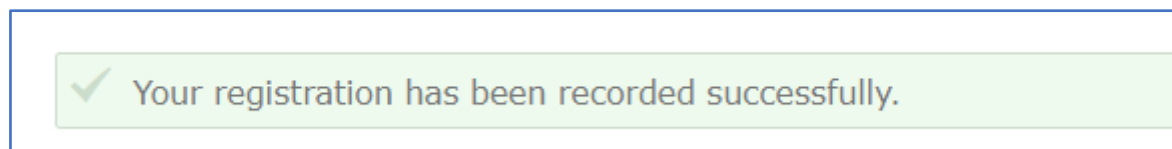
7) If necessary, you may return to the Indico system at a later time to edit your information.

If your support package includes tickets or visas, the State of Qatar will contact you directly with your booking information through a booking agent. Please note that any modifications to these bookings must be requested through the booking agent.

At a later stage, Indico may generate a confirmation e-mail containing a ticket with a scannable code. Please note that this ticket and code will not be used for registration or check-in purposes, as it only applies to meetings held at certain United Nations facilities.

If you are have questions which cannot be resolved through use of this guide, please contact unodc-judicialintegrity@un.org.