

**SPECIAL SESSION OF THE FORUM OF MINISTERS OF ENVIRONMENT OF
LATIN AMERICA AND THE CARIBBEAN REGISTRATION GUIDE**

Contents

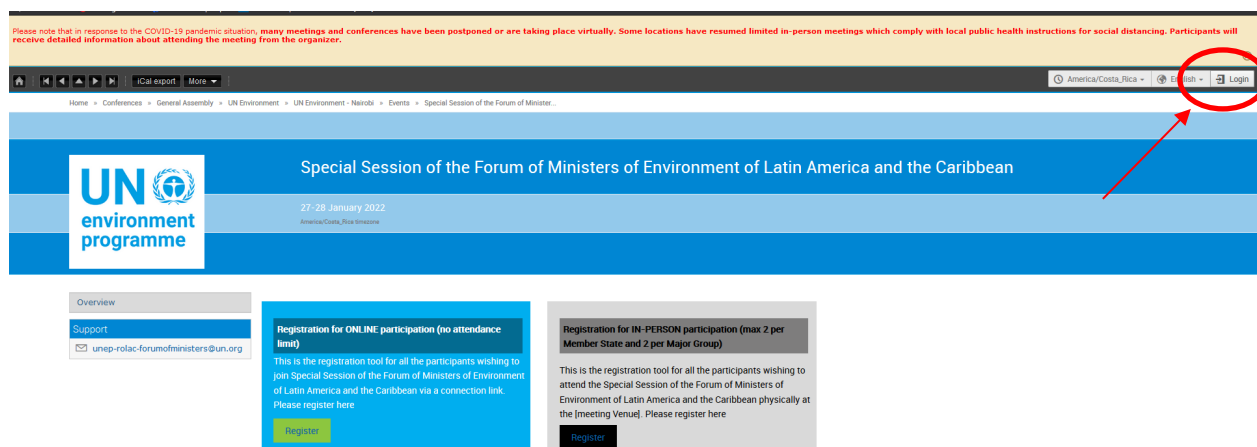
1. Creating an Indico Account	3
2. Registering to Special Session of the Forum of Ministers of Environment of Latin America And the Caribbean.....	6
3. Downloading Your E-Ticket (Not Applicable to Online Meetings)	8

1. Creating an Indico Account

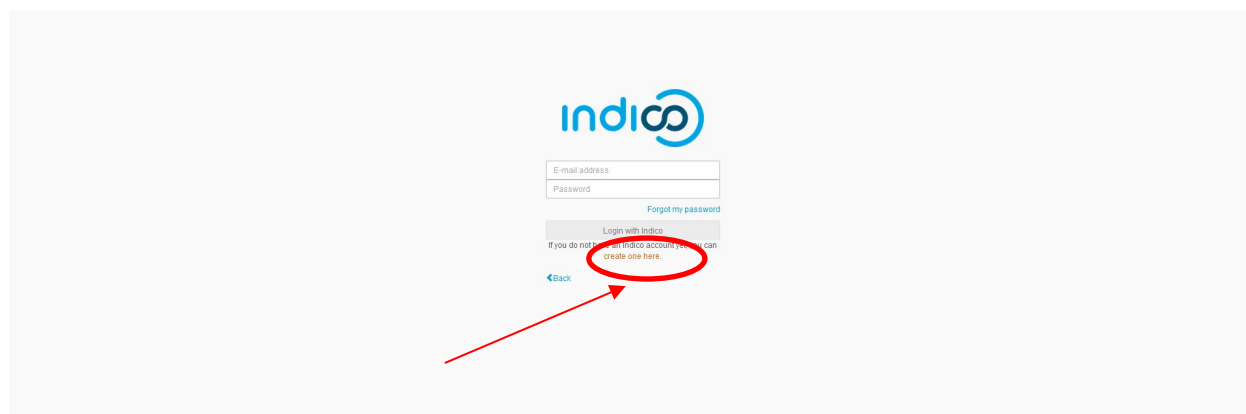
The Special Session of the Forum of Ministers of Environment of Latin America and the Caribbean registration system runs on Indico platform. To register for the Special Session of the Forum of Ministers of Environment of Latin America and the Caribbean, therefore a user needs to create an account first as shown below.

Kindly:

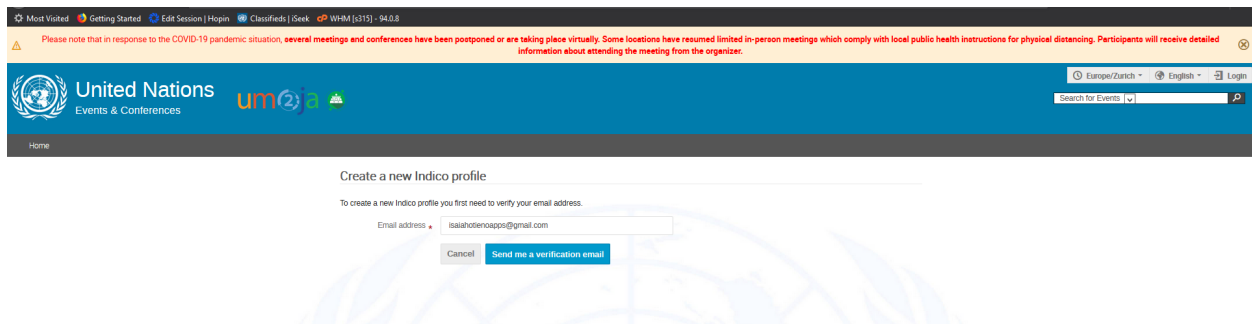
1. Use Mozilla Firefox or Google chrome
2. Kindly use this link to create an account: <https://indico.un.org/event/37278/>
3. Click login on the top right corner



4. Click on create one here if you don't have an Indico account as shown below

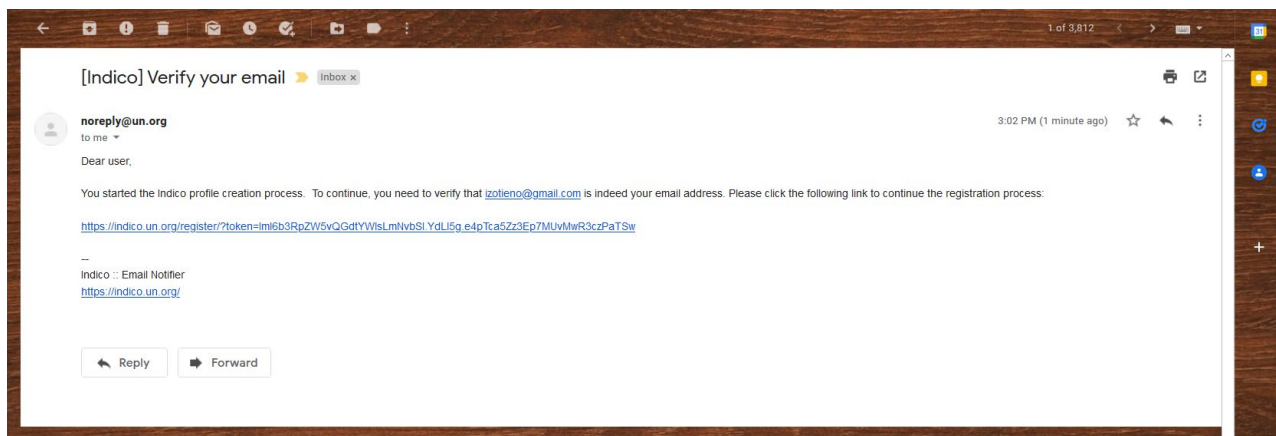


5. Enter your email on the field presented to get an email for further details



The screenshot shows the top navigation bar of the United Nations Events & Conferences website. Below the navigation bar, there is a banner with the United Nations logo and the text 'United Nations Events & Conferences'. A search bar is visible on the right. The main content area displays a form titled 'Create a new Indico profile'. The form includes a text input field for 'Email address' with the value 'isaiahstenoosapo@gmail.com' and two buttons: 'Cancel' and 'Send me a verification email'.

6. An email similar to one below will be sent to your email account. Click on the link to verify your email account



7. A page with fields to complete account creation will open up upon clicking the link above as below. Please fill the data as per requirement on the page to proceed to registration.

Create a new Indico profile

✓ You have successfully validated your email address and can now proceed with the registration.

User information

Email address

First name

Family name

Affiliation

Login details

Username

Password

Confirm password

The password must:

- ✗ Be at least 12 characters long
- ✗ Contain uppercase and lowercase letters
- ✗ Contain numbers
- ✓ Not contain spaces
- ✓ Not contain common password words
- ✓ Match confirm password

Are you human?

6 + 15

Captcha

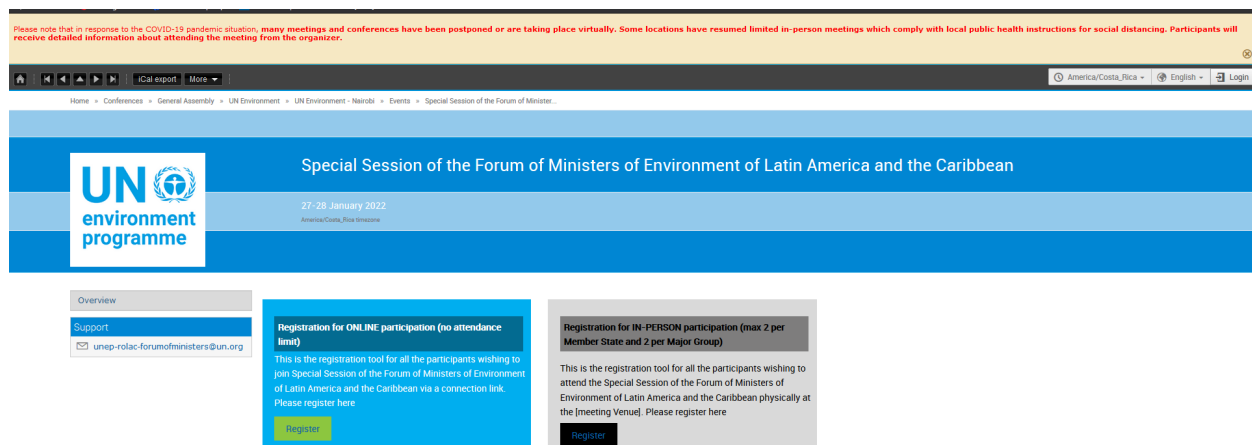
Please solve the math problem to prove that you are human

[Cancel](#) [Create my Indico profile](#)

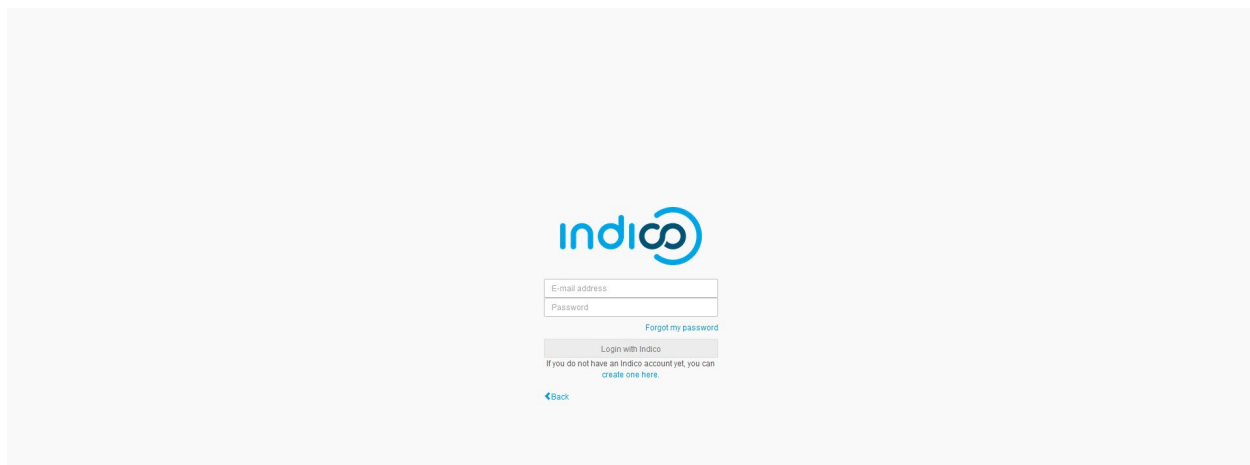
2. Registering to Special Session of the Forum of Ministers of Environment of Latin America And the Caribbean

1. Use Mozilla Firefox or Google chrome
2. Click on the link below to visit the registration page:

<https://indico.un.org/event/37278/>



3. The conference will be hybrid meeting with online and in-person presence. If you will be joining as an online participant, please click **Register** under "Registration for ONLINE participation (no attendance limit)" under blue band. If you will be joining the meeting person, please click **Register** under "Registration for IN-PERSON participation (max 2 per Member State and 2 per Major Group)" under the grey band.
4. If already logged-in then proceed to register. If not logged in, kindly insert the email address and the password you used to create the account as directed in the "Creating an Indico Account" section



5. 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

Event Details

Notification for the UN Environment Assembly

Support

✉ registration@unep.org


☎ +254 20 76 24786

Registration: New


Identification

Picture

Upload



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 *

Mrs.

Gender

Female

First Name *

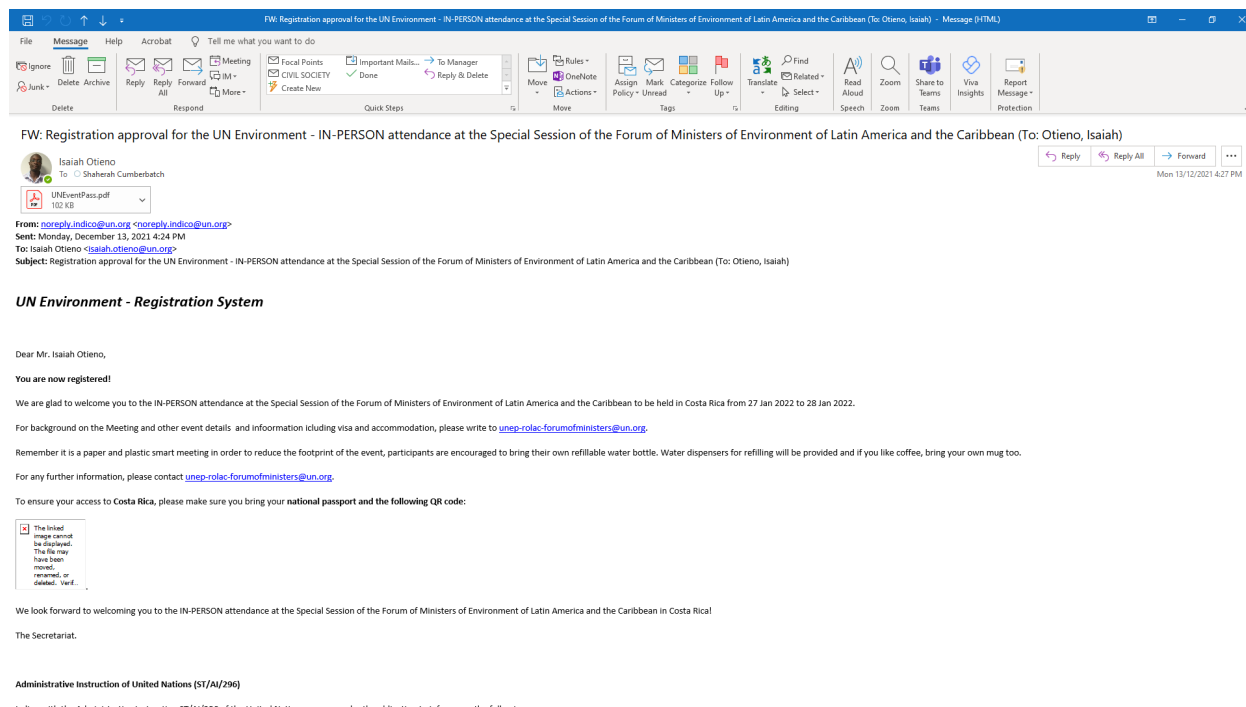
Test

Surname *

Indico

3. Downloading Your E-Ticket (Not Applicable to Online Meetings)

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



Please print this or have it on your mobile device and come with it to the meeting venue. This will facilitate you in getting your badge much quicker.