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

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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

Place note that in response to the COUD-19 perclamic shackion, many meetings and conferences have been postponed or are taking place virtually. Some locations have resumed limited in-person meetings which comply with local public health instructions for social distancing. Participants will receive detailed information about attending the meeting from the organizer.								
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	Special Session of the Forum of	Ministers of Environment of Latin America and the Caribbean						
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programme								
Overview Support	Registration for ONLINE participation (no attendance	Registration for IN-PERSON participation (max 2 per						
🖾 unep-rolac-forumofministers@un.org	Imit) This is the registration tool for all the participants wishing to pon Special Session of the Forum of Ministers of Environment of Lam America and the Cambbean via a connection link. Please register here Register	Member State and 2per Major Group) This is the registration tool for all the participants wishing to attend the Special Bession of the Forum of Ministers of Environment of Latin America and the Caribbean physically at the [meeting Venue], Please register here Vergetor						

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

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A Please note that in response to the COVID-19 pandemic situation, several meetings and conferences have been postponed or are taking place virtually. Some locations have resumed limited in-person meetings which comply with local public health instructions for physical distancing. Participants will receive detailed information about attending the meeting from the organizer.										
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Home										
Create a new Indico profile										
To create a new Indico profile you first need to verify your email address.										
Ernal address , isalahotienoappo@gmail.com										
Cancel 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

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	[Indico] Verify your email 🗩 Inhox 🛪			•	Ø	
	noreply@un.org to me +	3:02 PM (1 minute ago)	☆	*	:	0
	Dear user,					8
	You started the Indico profile creation process. To continue, you need to verify that <u>izotieno@gmail.com</u> is indeed your email address. Please click the following link to continue the registra	tion process:				
	https://indico.un.org/register/?token=Imi6b3RpZW5vQGdtYWIsLmtVvbSI.YdLI5g.e4pTca6Zz3Ep7MUvMwR3czPaTSw					+
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 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.

User information		
Email address	izotieno@gmail.com	
First name \star	Isaiah	
Family name 🛧	Otieno	
Affiliation	UNEP	
Login details		
Usemame \star	izotieno@gmail.com	
Password *		
Confirm password *		
	The password must	
	Re at least 12 characters inno	
	× Contain uppercase and lowercase letters	
	× Contain numbers	
	✓ Not contain spaces	
	 Not contain common password words 	
	 Match confirm password 	
Are you human?		
	6 + 15	
	·	
Cantoba	21	
Capicita +	4	

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/

Pesse note that in response to the COVID-19 pandemic situation, many meetings and conferences have been postponed or are taking place virtually. Some locations have resumed limited in-person meetings which comply with local public health instructions for social distancing. Participants will receive detailed information about attending the meeting from the organizer.							
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	Special Session of the Forum of	f Ministers of Environment of Latin Ar	nerica and the Caribbean				
environment	27-28 January 2022 America/Costa_Rics timezone						
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togput ⊠ unep-rolac-forumofministers\$un.org	Hegoslandor for Orcher participation (no arteriolance limit) This is the registration tool for all the participants wishing to join special Section of the Forum of Ministers of Gronoment of Letin America and the Caribbean via a connection link. Please register here Register	Registration to the resistove participation (max 2 per Member Statas and 2 per Mugro foroup) This is the registration tool for all the participants wishing to attend the special Session of the Forum of Ministers of Environment to Latta America and the Cambbean physically at the (meeting Venue). Please register here Register					

- 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



 Please fill in all relevant fields. Kindly make sure that you upload the right picture as shown below. Use the below link for guidance: <u>http://wedocs.unep.org//handle/20.500.11822/21753</u>

Overview	Registratio	on: New	
Registration			
Event Details	Identification		
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	
		packground 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:

⊟ 90↑↓•	FW: Registration approval for the UN Environment - IN-PERSON attendance at th	ne Special Session of the Forum of Ministers of Environment of L	atin America and the Caribbean (To: Otieno, Isaiah) - Message (HTML) 🔟 — 🗗 🗙		
File Message Help Acrobat 🛇 Tell me what y	you want to do					
Image: Second system Image: Se	[™] Focal Points [™] Important Mails [™] To Manager [™] CYUL SOCIETY [™] Dane [™] Reply & Delete [™] [™] Create New [™] [™] Quick Steps [™]	Image: Balance of the second	♀ Find ∧ ♀ ↓ ♀ ↓ <td>Potetion A</td>	Potetion A		
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Saiah Otieno To Shaheah (umberbatch Uto Ka From: proregly indico@hunorg? Sett: Monday, December 13, 2021 424 PM To: Isalah Otieno Ggalah.Otieno@hunorg? Sabject: Registration approval for Hub Kervironment - IN-PEF	SON attendance at the Special Session of the Forum of Ministers of Env	ironment of Latin America and the Caribbean [To: Otien	D, Isalah)	← Reply ≪ Reply All → Forward Mon 13/12/2021 4/27 PM		
UN Environment - Registration System	1					
Dear Mr. Isaiah Otieno,						
You are now registered!						
We are glad to welcome you to the IN-PERSON attendance at the	he Special Session of the Forum of Ministers of Environment of Latin Am	erica and the Caribbean to be held in Costa Rica from 27	7 Jan 2022 to 28 Jan 2022.			
For background on the Meeting and other event details and in	foormation icluding visa and accommodation, please write to unep-rolate	o-forumofministers@un.org.				
Remember it is a paper and plastic smart meeting in order to re	educe the footprint of the event, participants are encouraged to bring th	eir own refillable water bottle. Water dispensers for ref	illing will be provided and if you like coffee, bring your ow	/n mug too.		
For any further information, please contact unep-rolac-forumo	fministers@un.org.					
To ensure your access to Costa Rica, please make sure you brin	g your national passport and the following QR code:					
The local maps cannot be a series of the ser						
We look forward to welcoming you to the IN-PERSON attendance at the Special Session of the Forum of Ministers of Environment of Latin America and the Caribbean in Costa Rical						
The Secretariat.						
Administrative Instruction of United Nations (ST/AI/296)						
In line with the Administrative Instruction ST/AI/296 of the Uni	ted Nations we are under the obligation to inform you the following			v		

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.