

INDICO

INSTRUCTIONS FOR REGISTRATION

Step 1: You must create an account if you do not have one yet.

Account creation

Recommended browsers are **Firefox, Chrome and Microsoft Edge**.

- 1- Click on the Login button on the top-right of the screen or use this direct link: <https://reg.unog.ch/user/register>.
- 2- Fill out the **account creation form** then click on **Confirm**
- 3- You should receive an email with an activation link. Click on that activation link.
- 4- Your account is now activated

Youtube video tutorial of this process: <https://youtu.be/AUSGE6bNKQQ>

Step 2: Register for your conference

Registration

- 1- At this stage, you have already created and activated your account on the new UNOG online registration and accreditation system (One time exercise)
- 2- Go to the meeting registration page.
- 3- Click on the button "Register now"
 - If you are not already logged in, you will be redirected to the login page where you can log in using your user name (email) and password.
- 4- Fill out the registration form and click on Submit.
- 5- Once you are registered, you will receive an email informing you that your registration has been received and is pending approval
- 6- As soon as the Secretariat processes your registration, you will receive a confirmation email with a QR code.
- 7- Please bring your QR code along with you, on your mobile phone or printed on a paper, when you come to the Palais des Nations in Geneva.

Help resources

Youtube video tutorial for step 1 and

2: <https://youtu.be/MK2yizBgZVs?list=PLy384ftLFI3LIX2piOvtUGItG-Wgj5hUI>

User guide for

participants: https://reg.unog.ch/ihelp/pdf/unog/UNOGIndico_Participants_UserGuide.pdf