

HOW TO REGISTER IN INDICO FOR United Nations

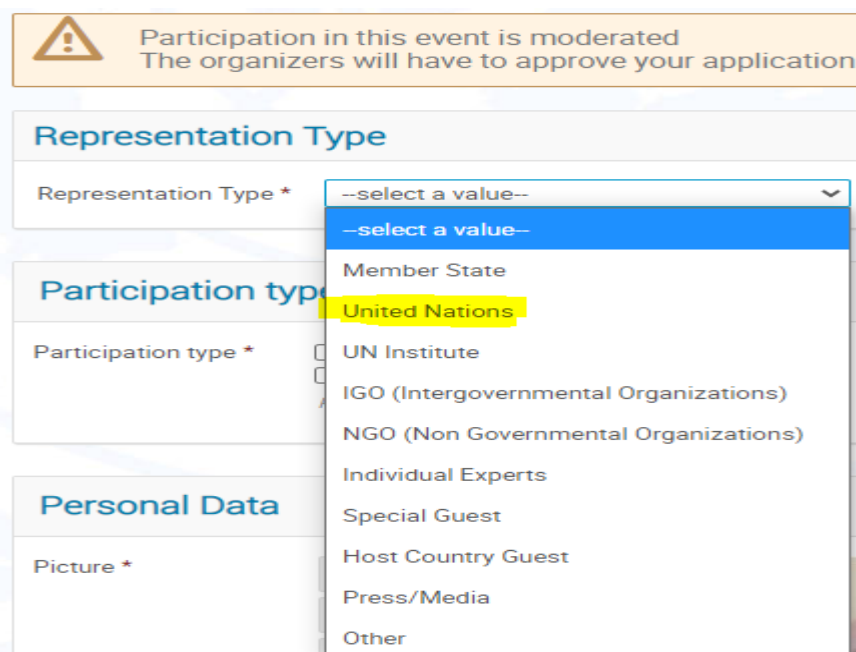
Registration for participation in the Congress has to be done via the United Nations registration platform INDICO. INDICO is based on the principle of self-registration by the individual participants. Each participant attending in-person or online **must register in INDICO with his/her personalized INDICO profile** (pls. see below under “steps to register”).

Event registration: <https://indico.un.org/event/1000070/>

Registration for the Congress will be open as of 20 January and close on 18 February 2021

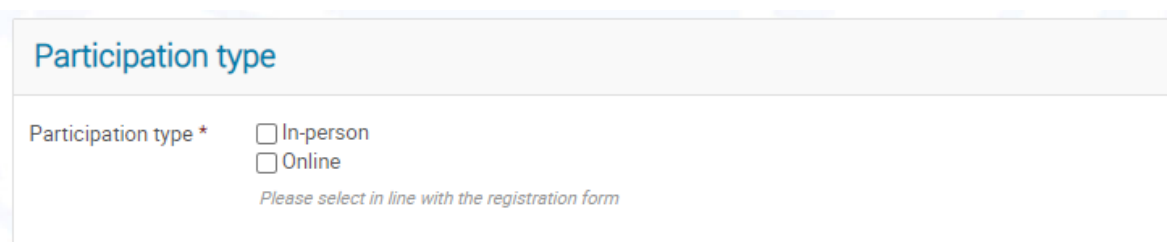
STEPS TO REGISTER

1. Every participant has to have a personalized INDICO profile.
2. If the participant does not have an INDICO profile yet, click on “[create one here](#)” to start the account creation process, fill out the INDICO profile basic information form and finalize by clicking on “[create my Indico profile](#)”.
3. To register for the event, go to the event form in Indico (pls see link above) and click on “apply”. In the form, all fields marked with * are mandatory.
4. **For United Nations:** please select on Representation Type “**United Nations**”
5. **Participation Type: In-person or Online**
6. **Required Documentation: Official Letter signed by the Head of the Organization and Registration Form**



The screenshot shows a registration form with a warning banner at the top: "Participation in this event is moderated. The organizers will have to approve your application." Below the banner, the "Representation Type" dropdown menu is open, displaying the following options: "--select a value--", "--select a value--", "Member State", "United Nations" (highlighted in yellow), "UN Institute", "IGO (Intergovernmental Organizations)", "NGO (Non Governmental Organizations)", "Individual Experts", "Special Guest", "Host Country Guest", "Press/Media", and "Other". The "Participation type" field is visible below, with radio buttons for "In-person" and "Online".

Please select the participation type



The screenshot shows the "Participation type" section of the registration form. It contains the following text: "Participation type *", two radio buttons labeled "In-person" and "Online", and a note at the bottom: "Please select in line with the registration form".

Please select all the fields in line with the Official Letter

Online attendance

All registered online participants can join all events of the congress on the events platform
Those registered as online speakers for plenary or committees can in addition also take the floor in the respective meetings.
All online participants can take the floor in the ancillary meetings and special events without prior designation, by raising their hand.

General Admission / Observer

Speaker Plenary * Yes
 No
"Please select if you are designated as 'speaker' in the registration form (word)"

Speaker Committee * Yes
 No
"Please select if you are designated as 'speaker' in the registration form (word)"

I have been invited to speak as panelist in Committee I or II * Yes
 No

I have been invited to speak as panelist in Ancillary meetings and/or Special Events * Yes
 No

Under Required Documentation, please upload the Official Letter and Registration Form from the Head of Office.

Required Documentation

Government representatives: Please upload the Note Verbale (together with the registration form) issued by the Permanent Mission to the United Nations.
Organizations' officials: Please upload the official communication letter (together with the registration form) signed by the Head of Office.
Participants will only be approved for registration, if their name corresponds to the name on the uploaded documents (Note Verbale + registration form).

Note Verbale / Official Letter * No file chosen
If your accreditation is being requested by a permanent mission, please download the note verbale provided by the permanent mission / Si votre accréditation est demandée par une mission permanente, veuillez télécharger la note verbale fournie par cette mission permanente.

Registration form No file chosen
Uploading the registration form is mandatory except for Individual experts

NOTE: Late registration and switching of roles will not be possible. The numbers of both in-person as well as online participants per delegation will be limited.