



An important feature of Indico is that it allows each ECOSOC-accredited NGO to designate up to two (2) **Conference Focal Points**, who will review the individual registrations of members of their organization for all events that use the platform. While each representative will register through their own individual Indico account, the Conference Focal Points can review and approve/reject their own organization's participants. This allows for improved coordination and validation of registrations.

In order for your organization's registrations to be processed in Indico, you **MUST** designate at least one Conference Focal Point (and preferably another one for backup). This is done through your organization's profile in the [Integrated Civil Society Organisations System](#) (iCSO).

Once the Conference Focal Points are designated in iCSO, they will be made available in Indico in about a week. **Please designate your Conference Focal Points as soon as possible to avoid delays which may prevent your organization from participating in events.**

This guide contains the following sections:

1. Detailed instructions for designating Conference Focal Points in Indico
2. Detailed instructions for activating your Indico account
3. Detailed instructions for approving participants in Indico
4. Additional help

\* Please note that these instructions only apply to NGOs in consultative status with ECOSOC. If your NGO does not have ECOSOC consultative status, you do **NOT** need to designate Conference Focal Points.

### **How to designate your organization's Conference Focal Points**

*\*\*\* Detailed screenshot instructions on the next page \*\*\**

- As head of your organization, use the main organization account to log in to <http://esango.un.org/civilsociety/login.do>
- Navigate to [Profile > Contacts & Participation](#) from the menu bar
- Add a new contact with the [Conference Focal Point](#) type, or add this contact type to an existing contact

### **Requirements for Conference Focal Points**

- A **unique**, personal email address must be specified. Do not use a generic email.
- No more than two (2) Conference Focal Points will be permitted for each organization. Similarly, if the same person appears multiple times in the contact list, they should only be designated once, with their most current contact information.
- Conference Focal Points must be unique for each organization; different organizations cannot share the same Conference Focal Points.

*Please note that participation by civil society representatives in United Nations meetings and conferences is governed by the modalities of each event. **Registration in Indico does not guarantee participation in any specific event.** The United Nations reserves the right to deny participation to any organisation or individual at any time.*



1. Once logged into ICSO (<http://esango.un.org/civilsociety/login.do>), Navigate to *Profile > Contacts & Participation* from the menu bar

The screenshot shows the 'NGOBranch Test Profile' page. At the top, there are tabs for 'Profile', 'Consultative Status', 'Documents', 'Correspondence', and 'Meeting Participation'. The 'Profile' tab is active. Below the tabs, there is a 'View General' dropdown menu with options: 'General', 'Contacts & Participation', 'Activities', 'Additional Information', and 'Main Objective'. The 'Contacts & Participation' option is highlighted in blue, and a mouse cursor is pointing at it. Below the menu, the profile details are visible, including 'Organization: NGOBranch Test Profile', 'Address: 1 UN Plaza, New York, NY, United States of America', 'Email: nobody@un.org', 'Organization type: Open-ended Working Group on Ageing', and 'Languages: English'.

2. Click on *New contact* to add a new contact, or assign this contact type to an existing contact

The screenshot shows the 'NGOBranch Test Profile' page with the 'Contacts and Participation' section. The 'Profile' tab is active. Below the tabs, there is a 'Contacts and Participation' section. At the top right of this section, there is a '+ New contact' button. Below the button, there is a table with the following columns: 'Title', 'First Name', 'Last Name', 'Contact type', 'Update', 'Delete', and 'Print'. The 'Update', 'Delete', and 'Print' columns contain icons for their respective actions.



3. Designate the contact with the *Conference Focal Point* type

4. Ensure that the person's *unique, personal* email address is specified. This email address will become the person's Indico user name, or must match their Indico user name if they already have an account.

*Do not use the same email address for multiple contacts.*

### NGOBranch Test Profile

- Profile
- Consultative Status
- Documents
- Correspondence
- Meeting Participation

#### Contacts & Participation

If you like to add another contact, click the **Save** button at the bottom of the page. You will be directed to clicking on "New contact". If you like to continue to the "Activities" page, click the **Continue** button.

\* Contact Type:

Select one or more contact types that best describe the area of expertise of the person. For the types "A person will be responsible for submitting and updating information related to Consultative Status with the

Title:

\* First Name:

\* Last Name:

#### Mailing address (if different from headquarters)

Address:

Country -- OR --  Other geographical designations

Phone:

Fax:

Email:



## Account activation for Conference Focal Points



If you are a designated Conference Focal Point and have **never used Indico** before, you will need to activate your account according to the instructions below. Your account has already been created using the email address provided in iCSO, but you will need to set a password.

*Note:* Conference Focal Points who already have an account in Indico and are properly designated in iCSO (i.e. with their Indico login as email address) will automatically be granted review and approval privileges, and do not need to complete this step.

1. Go to Indico at <https://reg.unog.ch> and click on **Login**

The screenshot shows the Indico website interface. At the top right, there are utility links for 'UTC', 'English', and 'Login'. The 'Login' link is highlighted with a yellow arrow. Below the header, the page content includes a 'Main categories' section with a welcome message and a 'Highlights' section. On the right side, there is an 'Upcoming events' section listing 'TEST Accreditations', 'Consultations of the President of the TDB', and 'Advisory Group Meeting'.



2. Click on the “Reset password” bar

Europe/Zurich English Login

UNOG THE UNITED NATIONS OFFICE AT GENEVA UN environment United Nations Convention to Combat Desertification

Home Help

## Log in to Indico

**Login**

Username (email)

Password

[Login](#)

[Reset password](#)

[Re-send account activation Email](#)

**Create**

If you don't have an account, you can [create a new account!](#)



3. Enter your email address (the same one used for your Conference Focal Point designation in iCSO). *This is your Indico user name.*

Then click on **“Reset my password”**

The screenshot shows the Indico login interface. At the top, there are navigation links for 'Europe/Zurich', 'English', and 'Login'. Below this is a header with logos for UNOG (The United Nations Office at Geneva), UN environment, and the United Nations Convention to Combat Desertification. The main content area is titled 'Log in to Indico'. It contains a 'Login' form with fields for 'Username (email)' and 'Password', and a 'Login' button. Below the login form is a 'Reset password' section with a dropdown arrow and a text input field containing 'enter your email address'. A 'Reset my password' button is located to the right of the input field. A 'Re-send account activation Email' link is also present. At the bottom, there is a 'Create' button. Two yellow arrows point to the 'Reset my password' button: one from the left labeled '1. Enter your email' and one from the right labeled '2. Click reset button'.

4. You will receive an email at the address you entered with instructions for setting a password. Once set, you will use this email address and password to log in to Indico.



As a Conference Focal Point of your organization, you are responsible for **verifying and approving** the representatives of your organization after they register in Indico.  
(If you plan to attend an event yourself as a representative of your organization, you must also register and approve yourself!)

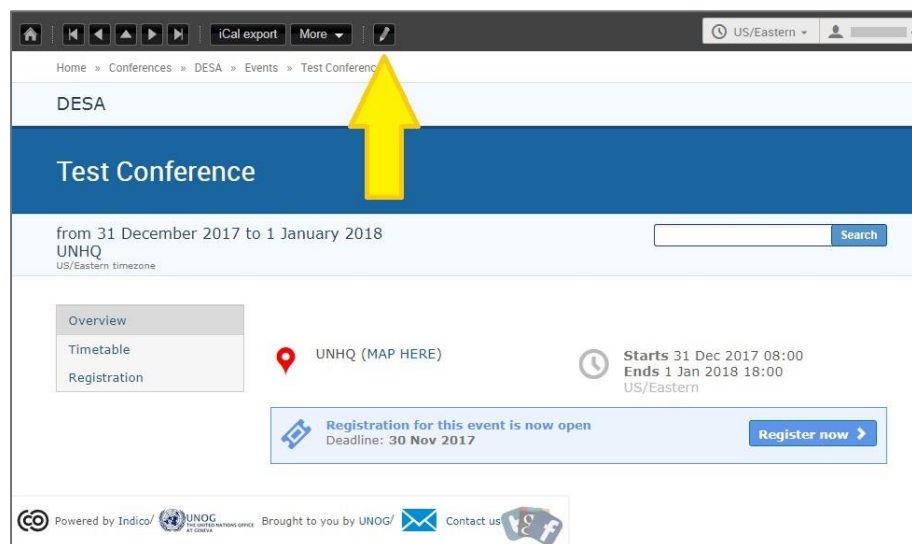
1. **Log in to Indico** from any page (e.g. the home page or your event page)

<https://reg.unog.ch/>

The screenshot shows the Indico event page for 'Test Conference'. At the top right, there is a navigation bar with 'US/Eastern', 'English', and 'Login' options. A yellow arrow points to the 'Login' button. Below the navigation bar, the breadcrumb trail reads 'Home » Conferences » DESA » Events » Test Conference'. The main heading is 'DESA' followed by 'Test Conference' in a large blue banner. Below the banner, the event dates are 'from 31 December 2017 to 1 January 2018' at 'UNHQ' in the 'US/Eastern timezone'. A search bar is present. On the left, there is a sidebar with 'Overview', 'Timetable', and 'Registration' tabs. The main content area shows a location pin for 'UNHQ (MAP HERE)', a clock icon for 'Starts 31 Dec 2017 08:00' and 'Ends 1 Jan 2018 18:00' in 'US/Eastern' time. A blue banner at the bottom of the main content area states 'Registration for this event is now open' with a 'Deadline: 30 Nov 2017' and a 'Register now' button. The footer contains logos for Indico, UNOG (The United Nations Office), and a 'Contact us' link.



2. Click the pencil icon on the top menu bar to switch to the event management area

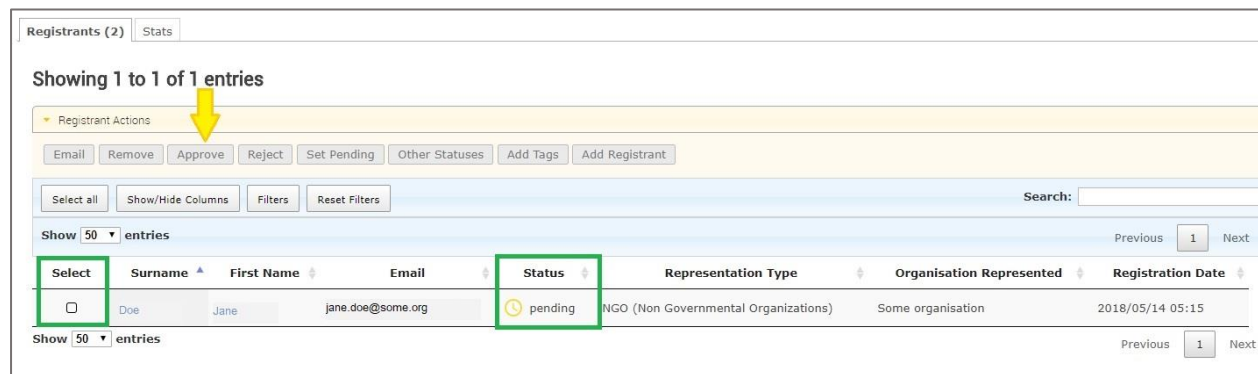


3. The registrant list will show all registrations from your organization. Check the Status column to see which are pending.

Click on the checkbox for each registration you wish to approve, then click the **Approve** button.

If someone who is not a representative of your organisation has attempted to register, please select their registration using the checkbox and click the **Reject** button.

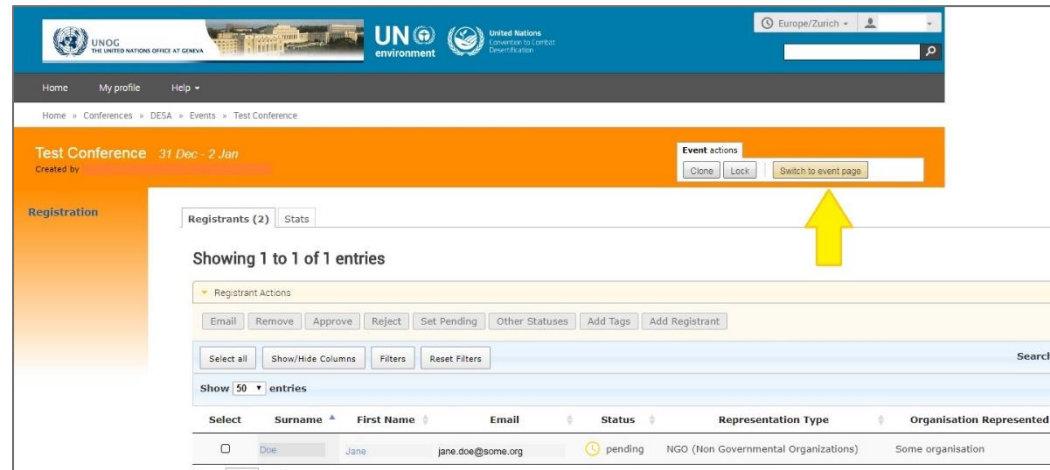
Each registrant will receive an email notification when their registration has been approved or rejected.



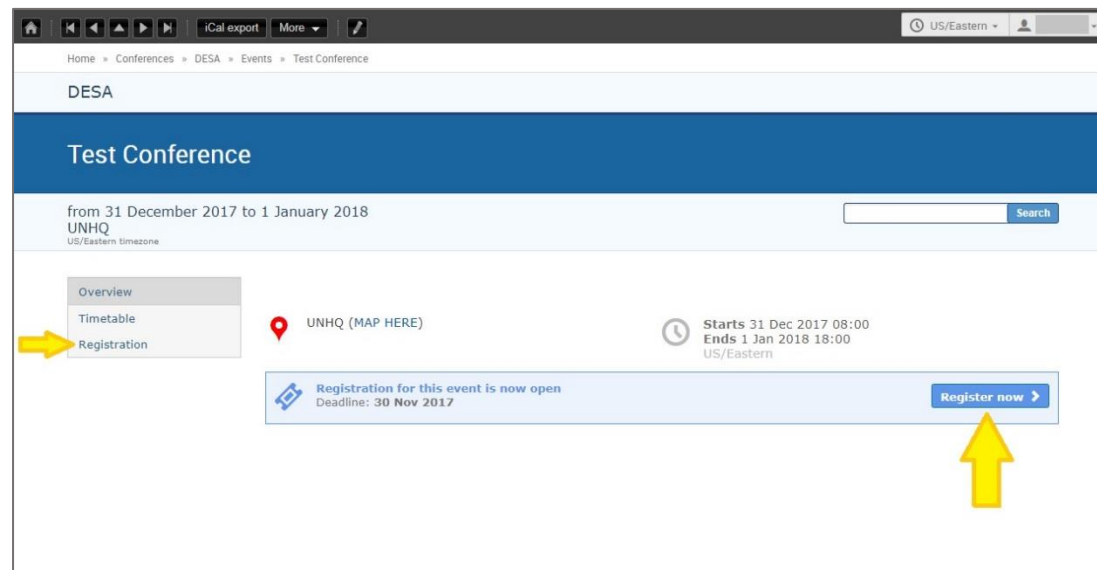




- 4. To switch back to the event page, click on the button **“Switch to event page”**



- 5. **Each participant** will need to register themselves for the event by clicking on the **“Register Now”** button either on the main event page, or by selecting **“Registration”** from the left menu and then by clicking on **“Register Now”**





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### For participants:

An [Introduction to Indico](#) with links to information about the platform and guides is available on CSONet.

See also our Quick Guide for NGO Participants at <http://bit.ly/indico-guide>

### For Conference Focal Points:

See also the Quick Guide for Conference Focal Points at <http://bit.ly/indico-cfps>