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.

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

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

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.

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**

2. Click on the **"Reset password"** bar

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"**

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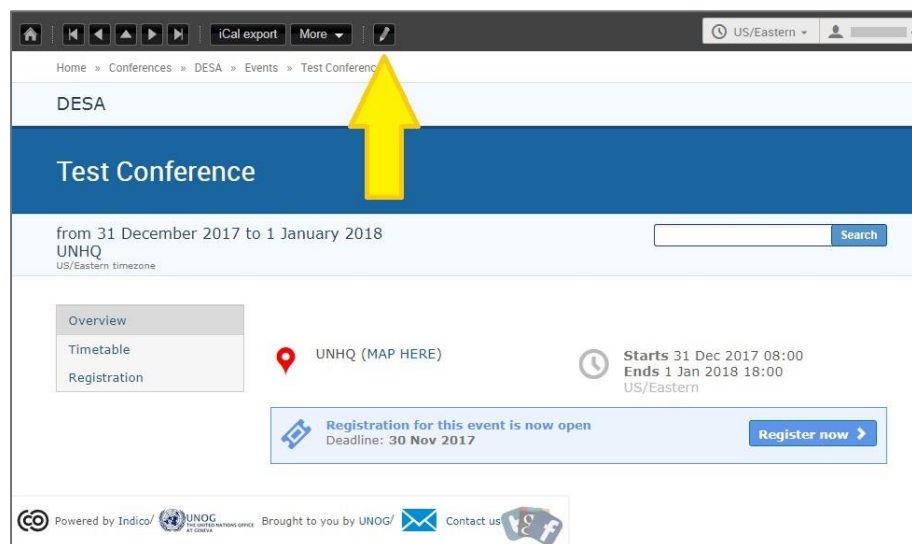
1. **Log in to Indico** from any page (e.g. the home page or your event page)

   https://reg.unog.ch/

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.
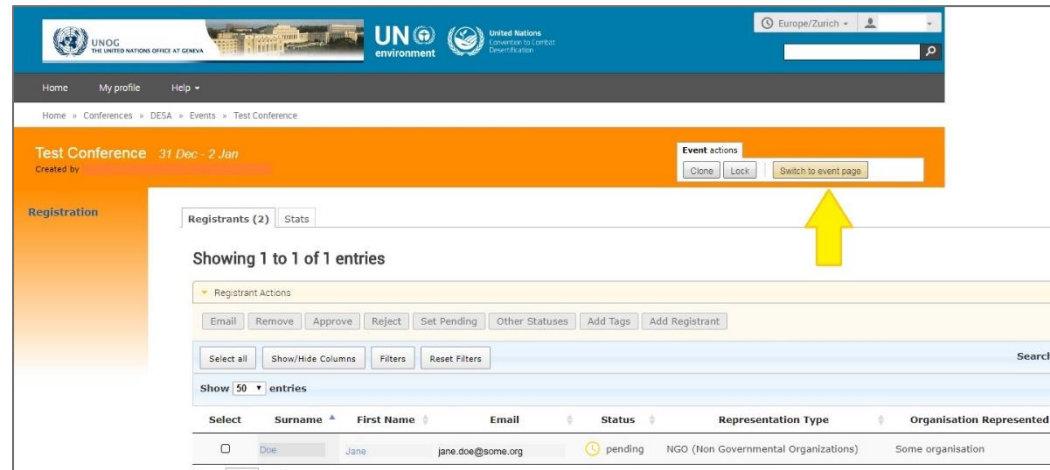
   Each registrant will **receive an email notification** when their registration has been approved or rejected.
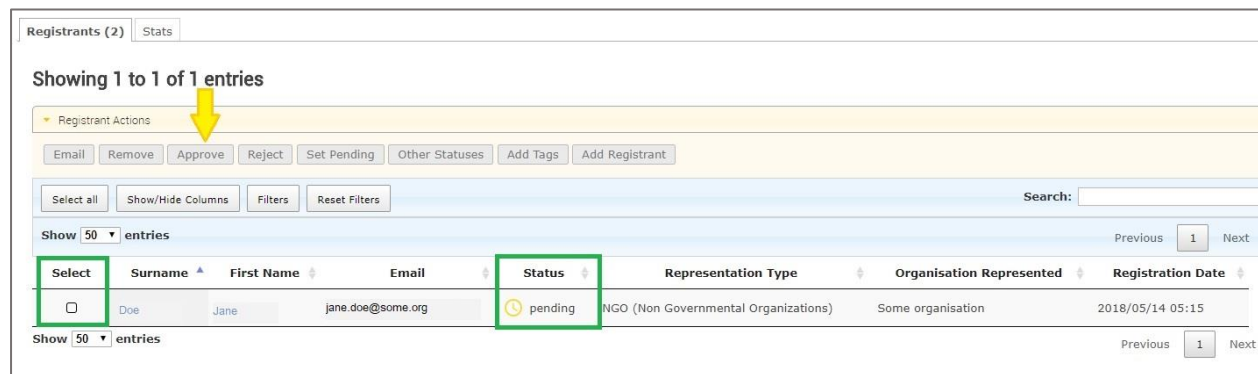
4. To switch back to the event page, click on the button **"Switch to event page"**

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"**
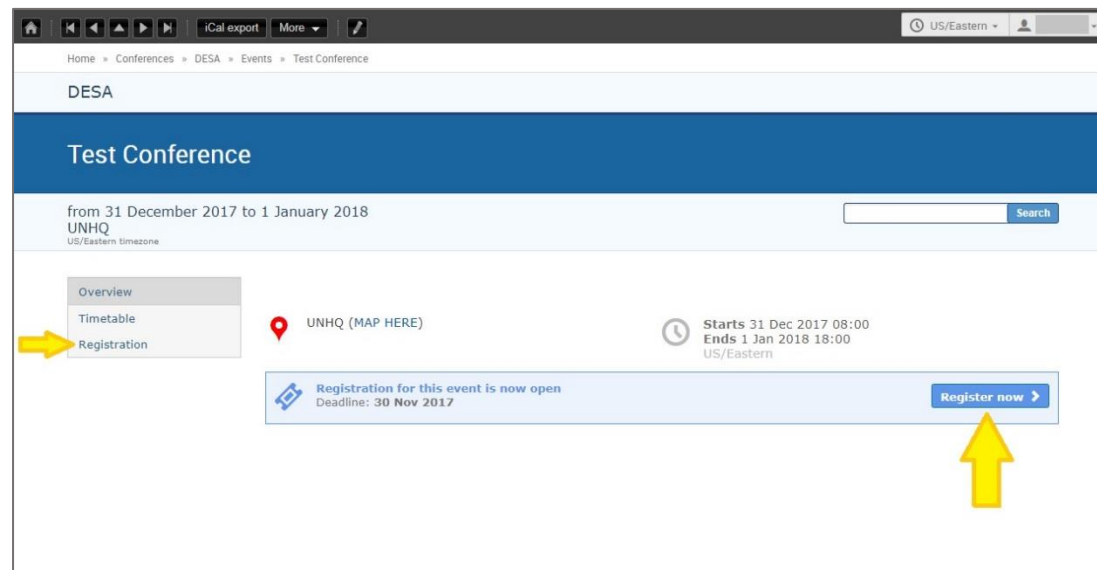
For participants:

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