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DEPARTMENT OF ECONOMIC
AND SOCIAL AFFAIRS



Webinar on INDICO

December 15, 2017

United Nations Headquarters, New York





Agenda

- Overview of INDICO
- What is a Conference Focal Point?
- Demo: Designating Conference Focal Points in iCSO and activating their accounts in INDICO
- Demo: Participant registration in INDICO
- Demo: Conference Focal Points approving/rejecting participants in INDICO
- Q&A





What is INDICO

- INDICO (**I**ntegrated **D**igital **C**onference) is a web application to manage conferences, meetings and events.
- As of early 2017, INDICO is used for all meeting registration at the UN Office at Geneva.
- INDICO is replacing CSO Net for registration of NGOs to attend meetings in New York as of October 2017.





Differences between INDICO and CSO Net

- CSO Net was tied to the NGO profile in iCSO. The same generic login was used for both iCSO and CSO Net. Registration of multiple participants from the same NGO was handled through this login.
- In INDICO, each participant creates their own individual account, uniquely identified by their email address.
- The association of participant profiles and NGOs is handled through NGO Conference Focal Points, designated in iCSO.





What is a Conference Focal Point?

Conference Focal Points are individuals designated by their organization **to review and approve event participants in INDICO**





Conference Focal Point role and responsibilities

- Head of ECOSOC-accredited NGO **must** designate Conference Focal Points in iCSO (**maximum of 2**)
- Conference Focal Point reviews and approves participants
- Must be done for each conference or event
- All individuals must be **approved** in order to attend
- Conference Focal Points serve in this capacity for all New York-based events open to ECOSOC NGOs in INDICO





Registration Process in INDICO





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How to designate Conference Focal Points in iCSO and Activate your account in INDICO





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How to register as a participant to an event in INDICO





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How to approve/reject participants as a Conference Focal Point in INDICO





INDICO Guides

- Quick Guide for Participants : <http://bit.ly/indico-participants>
- Quick Guide for Conference Focal Points : <http://bit.ly/indico-cfps>
- Getting Started with Conference Focal Points : <http://bit.ly/indico-cfps-getting-started>
- FAQ : <http://bit.ly/indico-faq>





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Questions and Answers





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THANK YOU!

