



Step-by-step guide for UNPFII registration*



The United Nations uses the Indico platform for managing the registration of representatives of those indigenous peoples' organizations, NGOs and academics that have been approved to attend sessions of the Permanent Forum on Indigenous Issues in the CSO Net. Database.

Through the Indico platform representatives of approved organizations register themselves individually, to increase online security and privacy for each participant.

Once the representatives of an organization have registered for a conference in Indico, **the organization's Conference Focal Point will be able to see and approve their registrations**. Upon approval of their registration by the Conference Focal Point of their organization, representatives will receive an automated email notification containing the official confirmation letter.

Representatives will bring a print-out of the confirmation letter to pick up a UN grounds pass at the Permanent Forum meeting in New York.

This guide provides step-by-step instructions for participants on the following:

1. Creating your Indico account (page 2-3)
2. Activating your Indico account (page 4-5)
3. Registering for UNPFII (page 6-9)
4. Modifying a registration (page 10)
5. Additional information (page 11)

*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 organization or individual at any time.*

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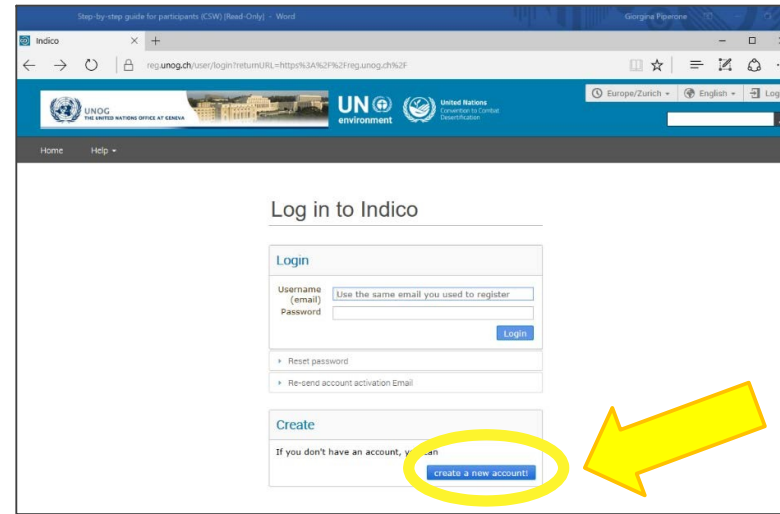
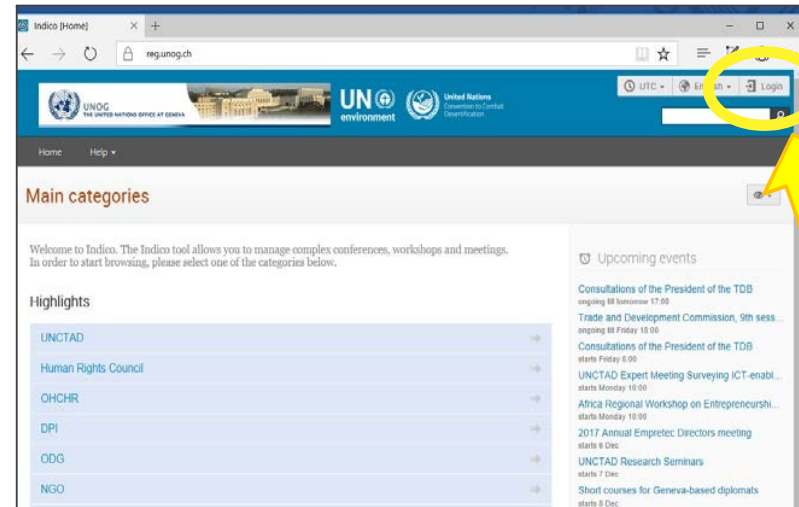
Creating an account in Indico



Creating an account in Indico – Step by step guidance

To register for conferences in Indico, you will first need to create your Indico account. You only need to do this once and will be able to use your account for registering to current and future meetings and conferences.

1. Go to Indico at <https://reg.unog.ch/>
2. Click on *Login* in the upper right corner
3. Click the *Create a New Account* button





Creating an account in Indico



4. Fill in your personal information on the sign-up form.

Please use your personal email to sign up, not an organizational email. All communications, including your confirmation letters for conference registrations, will be sent to your account email address.

Please note that your account email address needs to be unique. It cannot be the same email that is already used for another account in Indico.

5. Click on [Confirm](#) to submit your account information.

6. Indico will display a confirmation page and will send you an activation email.



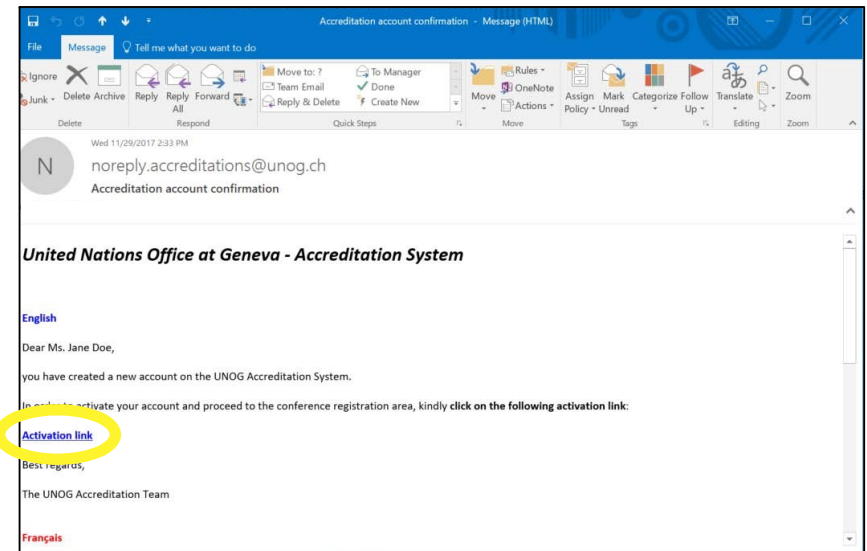
Activate your account – Step by step guidance

1. Once you have created your account, you will receive an automated email confirming your account and asking you to activate it.

The email will come from noreply.accreditation@unog.ch and will have the title “Accreditation account confirmation”.

2. Click on the [Activation Link](#) in the email and your account will be activated.

You will now be able to register for conferences and events open to representatives of your organization.





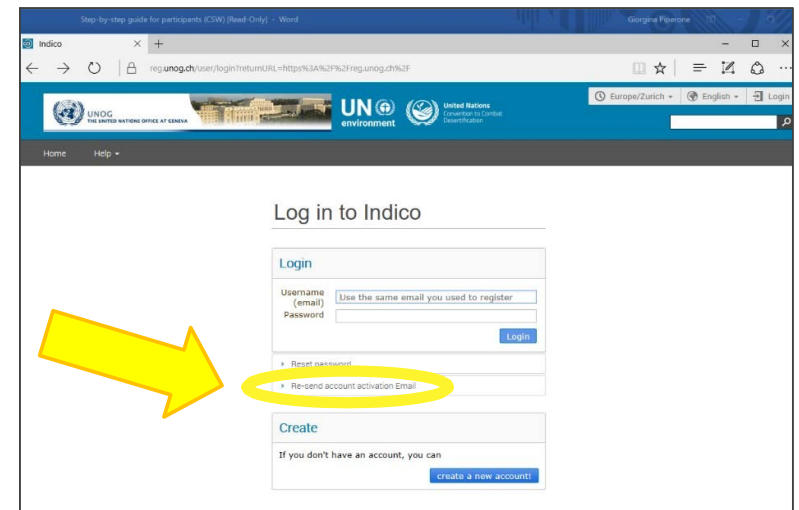
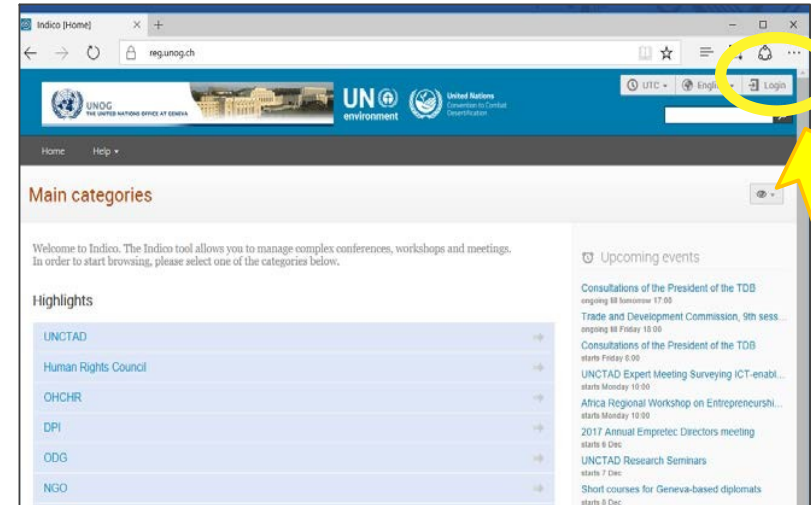
Activate your account



If the account confirmation email is not in your email inbox, **please check your SPAM or Junk mail folder** to see if it ended up there.

If you did not receive the account confirmation email, you can resend it to yourself:

- Go to Indico at <https://reg.unog.ch/>
- Click on Login in the upper right corner
- Click *“Re-send account activation email”*.
An email field will appear. Type your email address in the field and press *“Send account activation Email”*.

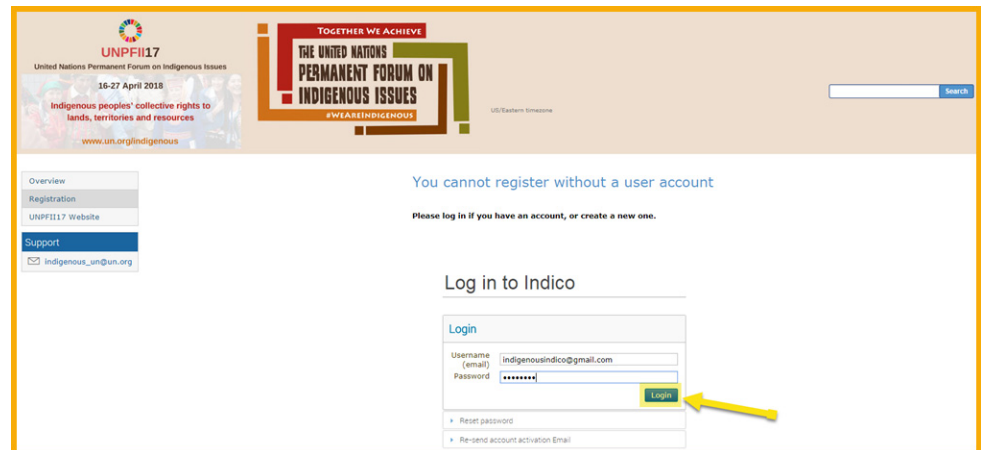
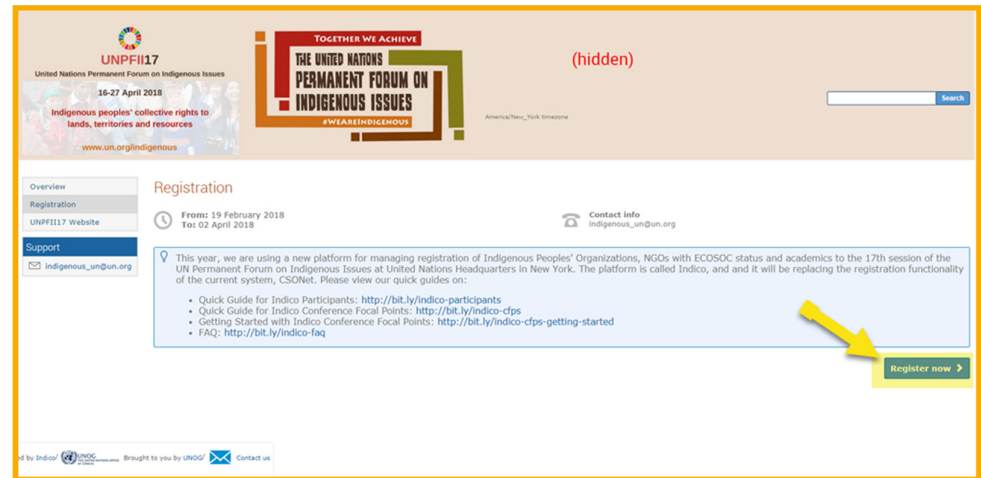




Register for UNPFII – Step by step guidance

Once you have created your account in Indico, you can use it to register for conferences and meetings, e.g. UNPFII19:

1. Go to the UNPFII19 registration page in Indico:
<https://indico.un.org/event/33694/registration/>
2. Scroll down and click the *Register Now* button
3. *Log in* to Indico using the email address and password of your Indico account (see “*Creating an Account in Indico*” on page 3 of this guide).





Register for UNPFII



You will now be placed on the UNPFII19 registration form. Fill out the required information (fields marked with *)

4. Under **Representation Type**, select **NGO (Non-Governmental Organizations)** or **Indigenous Peoples' Organization** or **Academia**

5. *Start typing* the **full name** of your organization, and select it from the list that appears†

If you are not sure about the exact name, please consult your organization or look up the exact name in the UN DESA NGO database at <http://esango.un.org/civilsociety/>

† If your organization has not participated in previous sessions of the Permanent Forum, the name of your organization may not appear automatically. Please review the modalities of participation on the UNPFII website at <http://bit.ly/unpfii19-en> contact indigenous_un@un.org with any questions.

The screenshot shows the UNPFII17 registration form. The 'Representation Type' dropdown menu is open, showing options: Academia, Government, IGO (Intergovernmental Organizations), International Organizations of Parliamentarians, NGO (Non Governmental Organizations), Private Sector, Press/Media, United Nations, and Other. A yellow arrow points to 'Academia'.

The screenshot shows the UNPFII17 registration form. The 'Organisation Name' field is filled with 'UNPFII Indigenous Indico'. A yellow arrow points to the text in the field.



Register for UNPFII



6. Verify your personal details, upload a picture (in .jpg format) and fill in any additional required information (marked with *)

Please note: Indico only recognizes whole numbers for the “Height” and “Weight” fields, please round up to the nearest whole number and do not add units such as “kg” or “cm”.

Personal Data
Personal information for your registration / Informations personnelles relatives à votre inscription / Información personal sobre su inscripción

Picture / Photo / Fotografía *

Please be advised that UN Security may take a different picture when issuing the UN grounds pass.

Title / Titre / Título:

Gender / Genre / Género:

First Name / Prénom / Nombre:

Surname / Nom de famille / Apellido:

Position / Position:

Institution / Institution / Institución:

Birth Date / Date de Naissance / Fecha de nacimiento: DD/MM/YYYY

Place of Birth / Lieu de Naissance / Lugar de nacimiento:

Address / Adresse / Dirección:

City / Ville / Ciudad:

Country / Pays / País:

Phone / Téléphone / Teléfono: (+41) 123 45 6789

© you by UNDP

7. Click the [Register](#) button to submit your request

Emergency Contact
Information of the person to contact in case of emergency / Informations concernant la personne à contacter en cas d'urgence / Información sobre la persona que contactar en caso de emergencia

First Name / Prénom / Nombre *

Last Name / Nom de Famille / Apellido *

Telephone no. / Téléphone / Teléfono * (+41) 123 45 6789

(All the fields marked with * are mandatory)



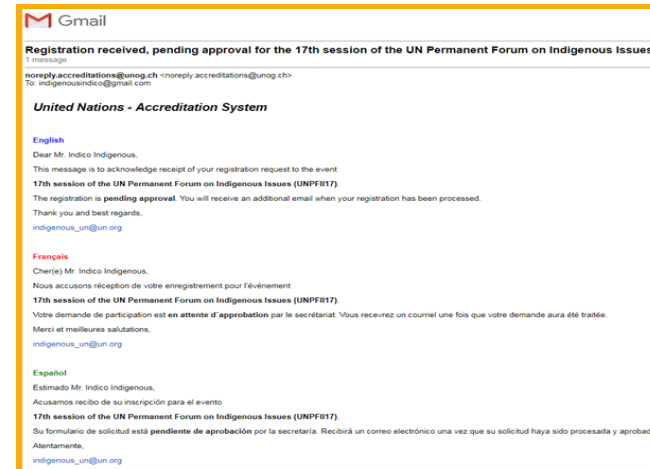
Register for UNPFII



8. You will receive an automated email notification that your registration has been received and is **pending approval**.
9. Please the Conference Focal Point in your organization know that you have registered. **Your organization's Conference Focal Point has to approve your registration in Indico.**
10. Once your organization approves your registration, you will receive an automated approval email containing your **official confirmation letter**.

In case you do not receive your approval email containing your confirmation letter, please follow up with your organization's Conference Focal Point or with UNPFII Secretariat Team so we can resend the email.

Please bring a print-out of the confirmation letter to pick-up your UN grounds pass at UNPFII in New York.





Modify your registration information – Step by step guidance

If you need to modify your registration data, e.g. for correcting a typo, please follow the steps below:

Please note that you can only modify your registration prior to approval by your Conference Focal Point or UNPFII Secretariat Team . If you need to modify your registration after your registration has been approved, please contact your Conference Focal Point.

1. Go to the UNPFII19 registration page at <https://indico.un.org/event/33694/registration/> and scroll down until you see your current registration information.
2. Click *Modify*.
3. When you are done modifying the registration form, click *Modify*.

The screenshot displays the Indico registration interface for UNPFII17. At the top, there is a navigation menu with 'Overview', 'Registration', 'UNPFII17 Website', and 'Support'. The main content area is titled 'Registration' and shows the event dates (19 Feb 2018 to 02 Apr 2018) and contact information (Indigenous_un@un.org). A blue box contains a message about the new Indico platform and provides links for quick guides and FAQs. Below this, a 'Summary' section shows the registration details: Representation Type: Academia, Rep. Sub-Type: UNPFII Indigenous Indico, and Personal Data: Picture / Photo: neo85632.jpg. At the bottom right of the summary, there are 'Cancel' and 'Modify' buttons, with a yellow arrow pointing to the 'Modify' button.



For more information on the UNPFII 19th session, please visit <http://bit.ly/unpfii19-en>

If you have questions, please contact indigenous_un@un.org

The banner is split into two main sections. The left section has a light beige background with a large, stylized graphic of the number '19' in red and green. Text within this section includes 'TOGETHER WE ACHIEVE' in a red box, 'THE UNITED NATIONS PERMANENT FORUM ON INDIGENOUS ISSUES' in bold black letters, and '#WEAREINDIGENOUS' in a white box at the bottom. The right section has a solid red background. It features the UNPFII logo (a globe with a sun and a hand) at the top, followed by the text '19th Session of UNPFII' in white, and the dates '13 - 24 April 2020' and location 'UN Headquarters, NY' below it.