



Event Focal Points are responsible for registering and verifying representatives of their organization/mission to register for United Nations events.

Indico is compatible with Chrome, Firefox, and latest version of Edge. Please use one of these browsers for best user experience.

1. Create and Activate your Indico.UN account: Registration procedure and further details are explained in this Note Verbale.

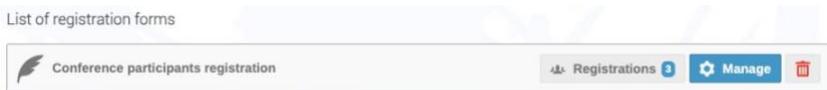
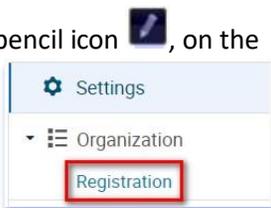
2. On-behalf registration:

Please note: Designated eRegistration focal points should NOT commence registration of Meeting participants until they have received an email from desa-ffd4.delegate@un.org, confirming their Focal Point status.

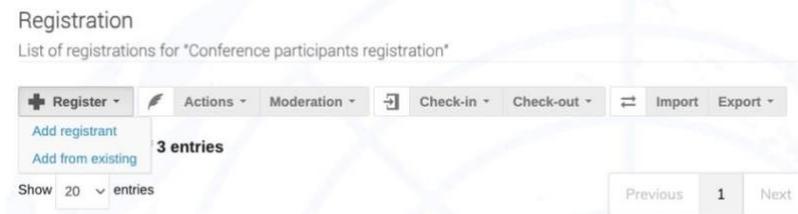
Before you start your participants' registration, make sure you have the following Delegate information: note verbale, passport information, and photo.

To do the on-behalf registration of your participants, kindly follow the steps below:

1. Log in with your Indico.UN account: <https://indico.un.org/user/login> (if you are not already logged in)
2. Go to the [event registration page](#) and click on the pencil icon , on the top menu.
3. Click on the [Registration](#) link in the left-hand panel.
4. In the list of registration forms, click on the [Registrations](#) button of the form "Conference participants registration".



5. On the list of registrations page, Click on the [Add Registrant](#) button



6. The registration form will be displayed. Please complete the registration form with the participant's details (fields marked with an asterisk * are mandatory).

Participant Data
Please provide the personal information of the Meeting participant

Picture *

Gender * -- Choose a value --

First Name *

Last Name *

Functional title *

Affiliation *

Birth date *

Participant Email Address *

Passport number *

Passport issuing country * -- Select a country --

Mandatory Documents

Please ensure to include the composition of your delegation for the Meeting in the Note Verbale

Note Verbale/ Letter of Credentials * No file chosen

Accessibility (if applicable)

Please indicate if the participant would require reasonable accessibility accommodation at the conference venue

Does the participant require reasonable accommodation associated with a disability at the conference venue?

no

If yes, please describe

7. A unique email address is a mandatory field and is required while registering a participant. Focal Points should input the participant's email address. Kindly note that you may not use the same email address for multiple participants.
8. Then click on [Register](#).
9. Upon approval of the registration by the event organizers, the participant will receive the approval email.
10. You may track the status of the registrations by accessing the log.