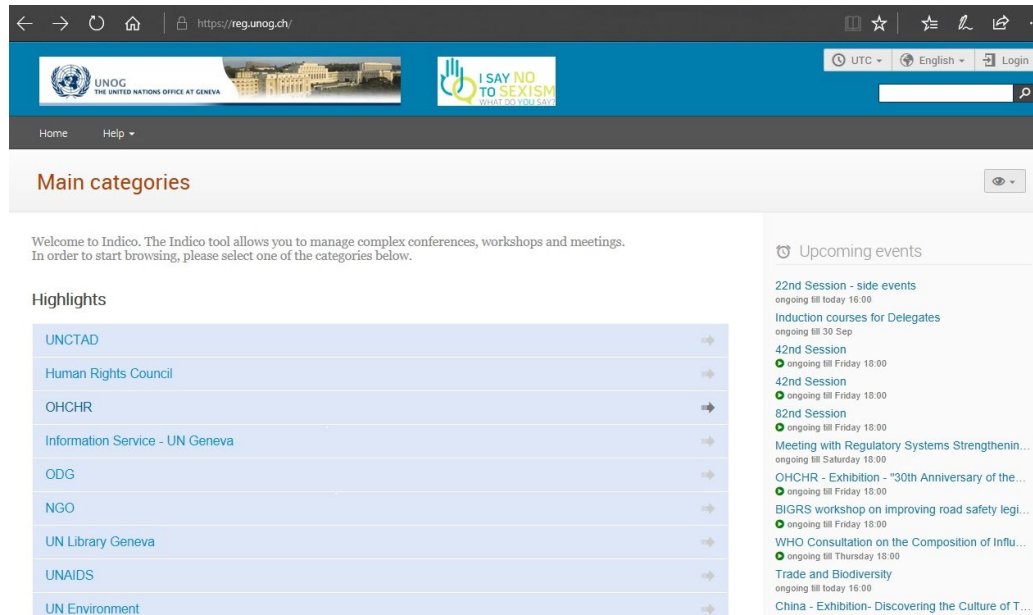


HOW TO REGISTER FOR A MEETING AT UNOG: A STEP-BY-STEP GUIDE

Before you begin, please note that you will need to provide the following information in order to register for an event at UNOG:

- e-mail address
- home address
- passport number
- passport date of expiry
- country of passport

1. Open this [link](#) using Chrome, Firefox or Edge. Do not use Internet Explorer.
2. Find your meeting by clicking on the Organiser, e.g. OHCHR organizes meetings of the Human Rights Treaty Bodies



The screenshot shows the UNOG registration website interface. The browser address bar displays <https://reg.unog.ch/>. The page features a blue header with the UNOG logo, a search bar, and navigation links for Home and Help. Below the header, the main content area is titled "Main categories" and includes a welcome message: "Welcome to Indico. The Indico tool allows you to manage complex conferences, workshops and meetings. In order to start browsing, please select one of the categories below." A "Highlights" section lists various organizations with right-pointing arrows: UNCTAD, Human Rights Council, OHCHR, Information Service - UN Geneva, ODG, NGO, UN Library Geneva, UNAIDS, and UN Environment. On the right side, there is a section for "Upcoming events" listing several sessions and meetings, such as "22nd Session - side events", "Induction courses for Delegates", "42nd Session", "82nd Session", and "Meeting with Regulatory Systems Strengthening".

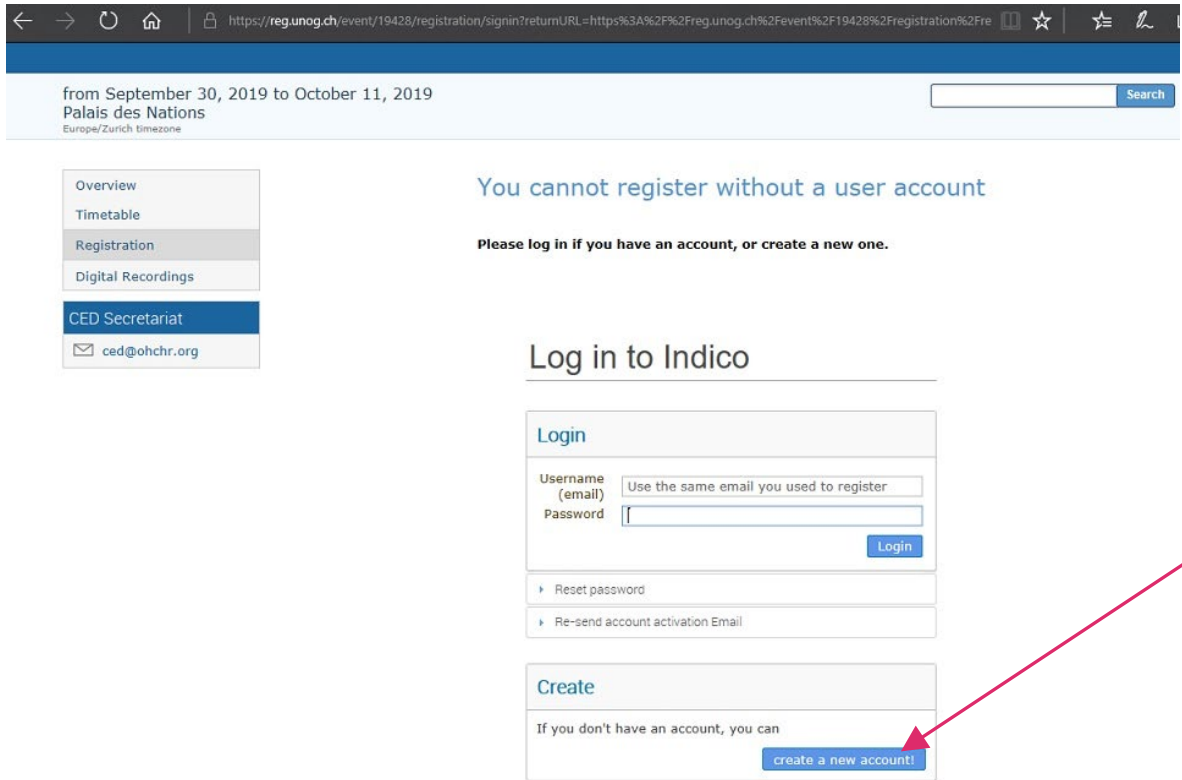
3. You will arrive at this page. Click on your meeting.

The screenshot shows a web browser with the URL <https://reg.unog.ch/category/800/?flatlist>. A notification bar at the top states "There are 242 events in the future. Show them." Below this, the month "September 2019" is highlighted. A list of events follows, each with a calendar icon, date, title, and status (OPEN or CLOSED). The events include sessions of the CED, OHCHR, CRPD, and HRC, as well as various meetings and consultations.

4. You will arrive at the page of your meeting. Click on Register now

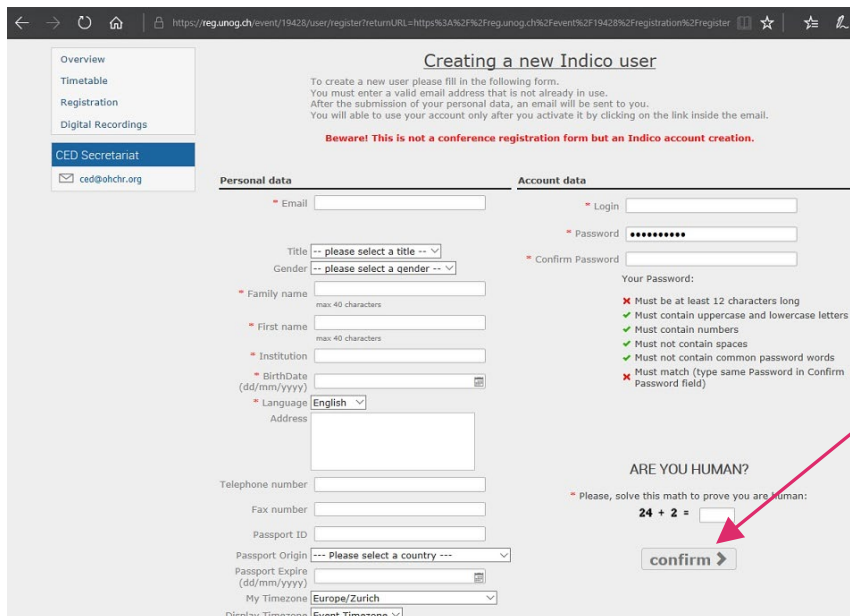
The screenshot shows the event registration page for the "17th Session" of the CED. The page header includes the event title and dates: "from September 30, 2019 to October 11, 2019" at the "Palais des Nations, Europe/Zurich timezone". A search bar is present. On the left, there is a navigation menu with options: Overview, Timetable, Registration, Digital Recordings, CED Secretariat, and an email contact ced@ohchr.org. The main content area is titled "17th session of the Committee on Enforced Disappearances" and provides details about the location (Palais des Nations, Geneva, Switzerland) and the start/end times (Sep 30, 2019 10:00 to Oct 11, 2019 18:00). A red arrow points to the "Register now" button. Below the event details, there is an information box with instructions for registration, including a note about browser compatibility and a "How to collect your badge" section. At the bottom, a blue banner states "Registration for this event is now open" with a deadline of "Sep 27, 2019" and a "Register now" button.

5. You will arrive at this page. If you have not been to UNOG before, you must create an account.



If you have already been to UNOG. Please proceed to [log-in](#)

6. **Creating an Indico user account.** You will arrive at this page. The boxes with a red asterisk must be filled out at this stage. If you give your address and passport details now, it will save you time later. Then answer the question. The [confirm](#) button will turn blue when you have completed these steps and your password meets the conditions. Click confirm.



7. This message will appear:

The screenshot shows a web page for the CED 17th Session. At the top, it says "CED" and "17th Session" in a blue header. Below that, it states "from September 30, 2019 to October 11, 2019" and "Palais des Nations Europe/Zurich timezone". There is a search bar on the right. On the left, there is a navigation menu with options: Overview, Timetable, Registration, Digital Recordings, CED Secretariat, and an email icon with "ced@ohchr.org". The main content area is titled "Creating new UNOG Accreditation account" and contains a message box with the following text: "Congratulations!!! You have successfully created your UNOG Accreditation account. However, you will not be able to log into the system until you have activated your new account. To do this please follow the instructions in the mail that we have already sent you. If you don't receive this email or you have any trouble with the login, do not hesitate to [contact us](#)."

8. You have created the account. You must activate it now by clicking the Activation Link. Check your e-mail for a message from noreply.accreditations@unog.ch. If you cannot find it, check your spam box. It looks like this:

you have created a new account on the UN Accreditation System.

In order to activate your account and proceed to the conference registration area, kindly **click on the following activation link**:

[Activation link](#)

Best regards,

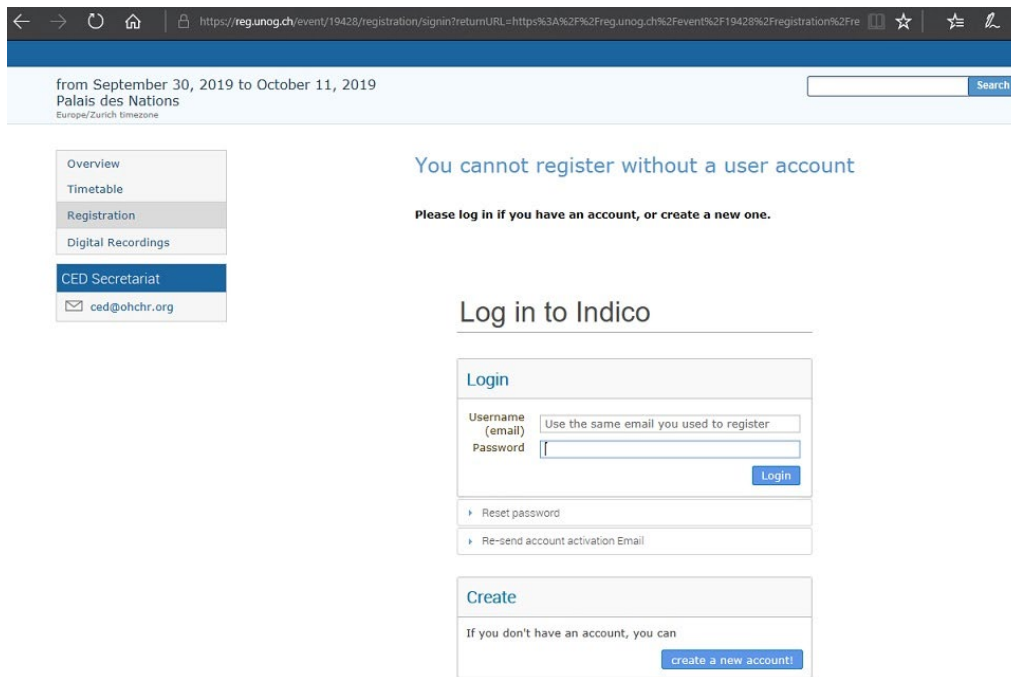
The UN Accreditation Team

Now that your account is active, next time you come to an event at UNOG or other UN agencies, you will not need to create an account and your information will be pre-filled on your registration form.

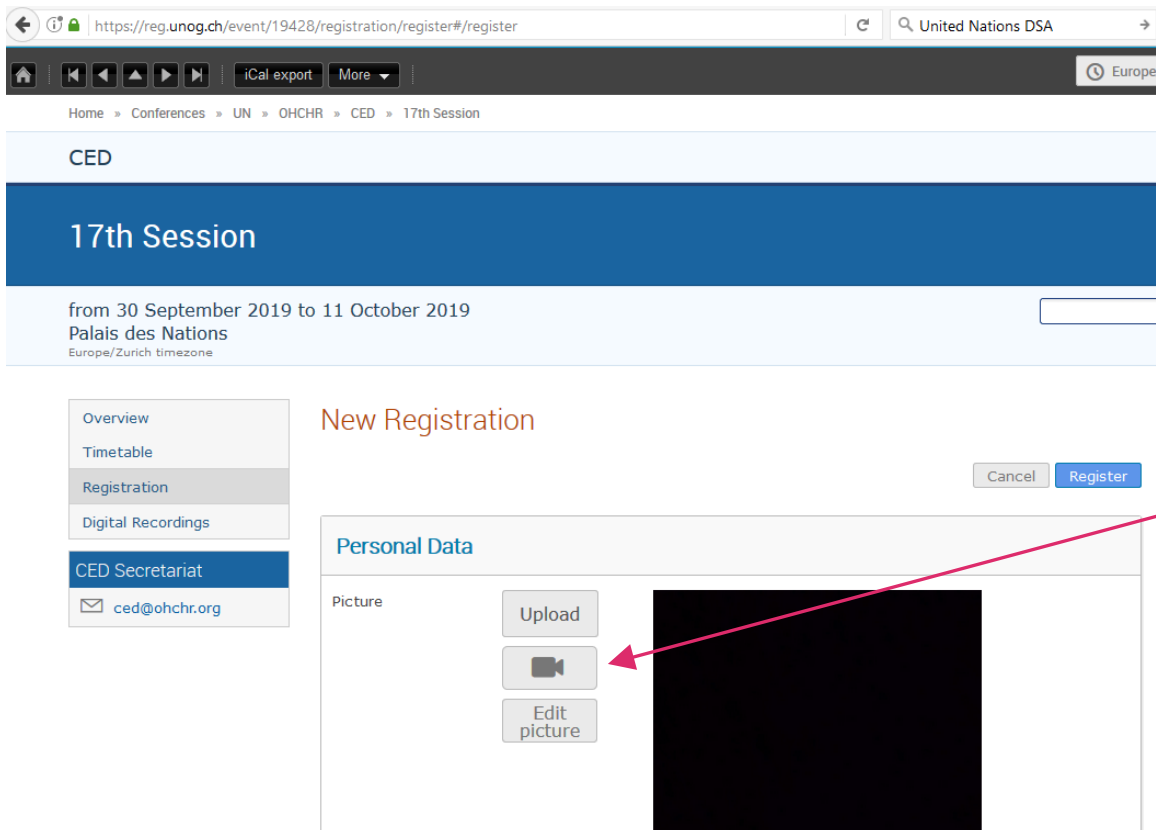
9. Click on the Activation Link in your e-mail. It will bring you to the Registration Page for your event.

The screenshot shows a web browser window displaying the UNOG Accreditation registration page. The browser's address bar shows the URL: "https://reg.unog.ch/event/79426/login/register?eventId=3095272&key=246c65d096470b14UCD&re". The page content is identical to the previous screenshot, but with a red arrow pointing to a new message: "Your account is activated." Below this message, there is a link that says "Click HERE to REGISTER for this Conference" and its French equivalent "Cliquez sur ce lien pour vous enregistrer à cette conférence". The footer of the page includes logos for UNOG and other partners, and the text "Powered by Indico" and "Brought to you by UNOG".

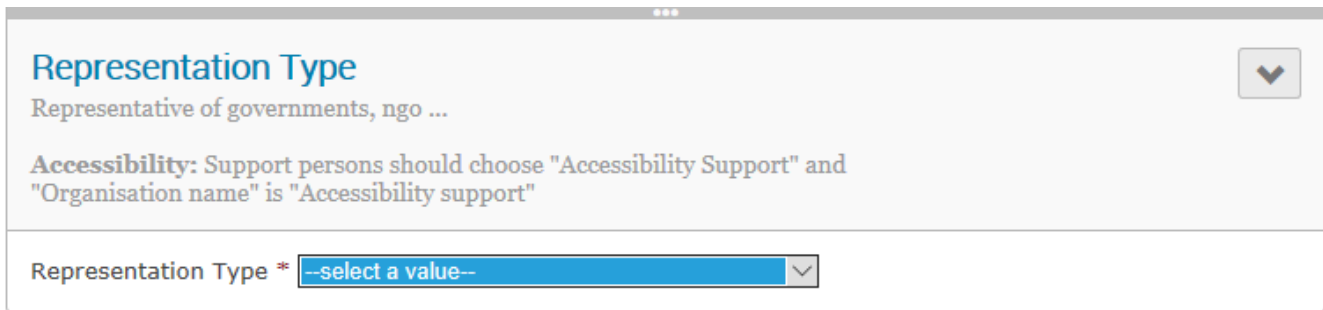
10. By clicking on the link, you will arrive back at the log-in page:



11. You can now log-in with the e-mail and password that you have used to create your account. You will arrive at this page. You can upload your photo from your computer or take one by clicking on the camera.

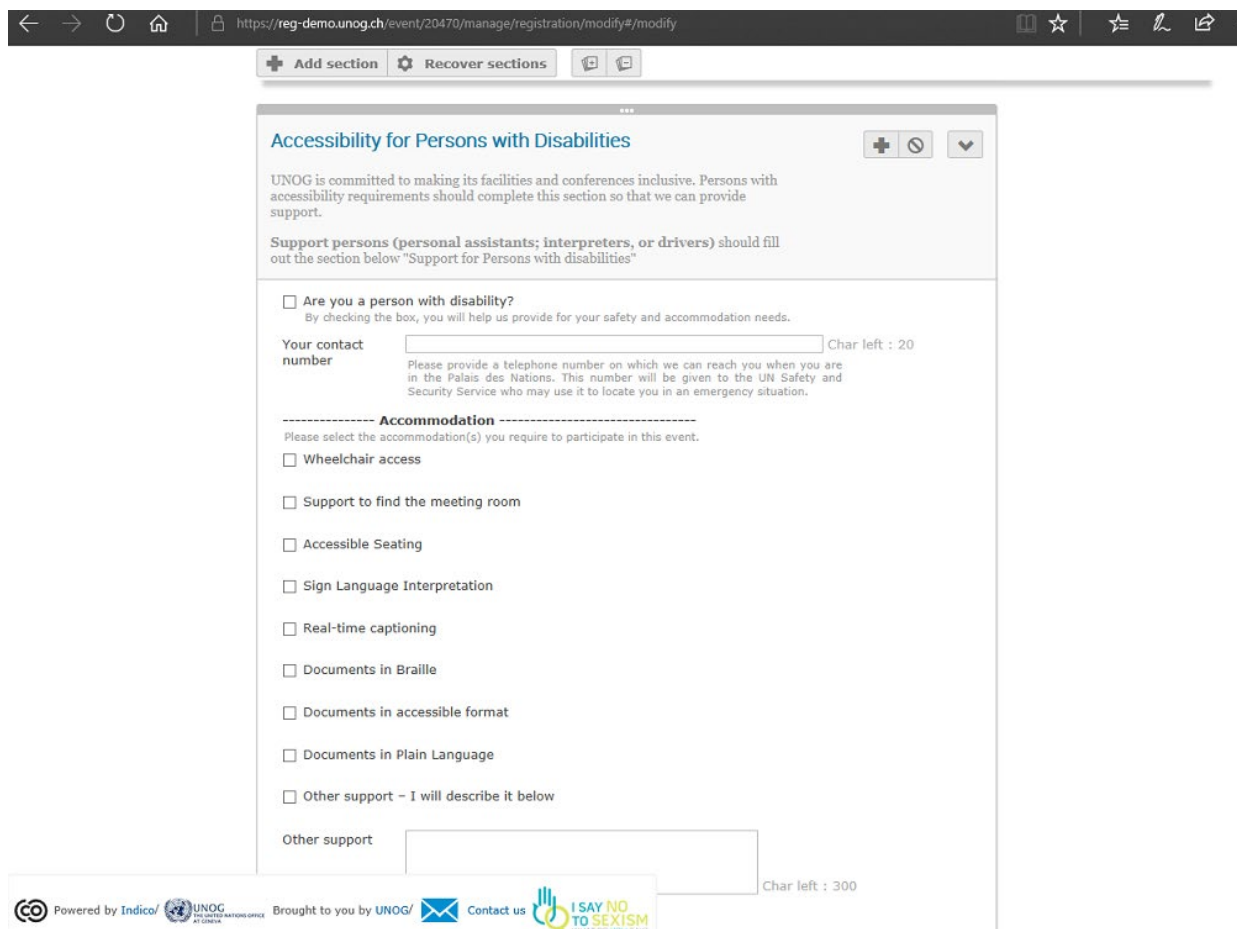


12. If you have included personal and passport details on your account, these boxes will be pre-filled. Choose your representation type. Please note that a new type, Accessibility Support, is being implemented. It should be selected by Support Persons.



The screenshot shows a form titled "Representation Type" with a dropdown menu. The current selection is "--select a value--". Above the dropdown, there is a note: "Accessibility: Support persons should choose 'Accessibility Support' and 'Organisation name' is 'Accessibility support'".

13. Please fill out the accessibility section if you have a disability. This will help us provide you with support, including in an emergency. This is why we ask for a telephone number we can contact you on when you are in the Palais des Nations.



The screenshot shows a web browser window with the URL <https://reg-demo.unog.ch/event/20470/manage/registration/modify#/modify>. The form section is titled "Accessibility for Persons with Disabilities".

UNOG is committed to making its facilities and conferences inclusive. Persons with accessibility requirements should complete this section so that we can provide support.

Support persons (personal assistants; interpreters, or drivers) should fill out the section below "Support for Persons with disabilities"

Are you a person with disability?
By checking the box, you will help us provide for your safety and accommodation needs.

Your contact number Char left : 20
Please provide a telephone number on which we can reach you when you are in the Palais des Nations. This number will be given to the UN Safety and Security Service who may use it to locate you in an emergency situation.

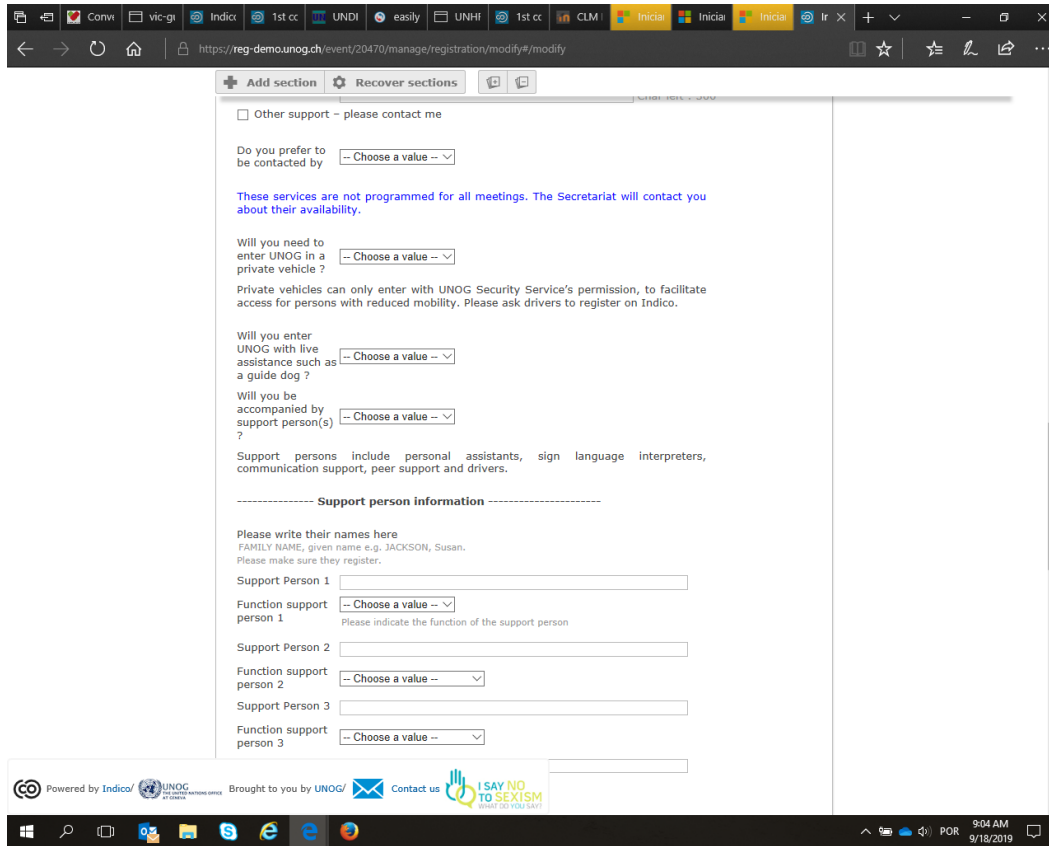
----- Accommodation -----
Please select the accommodation(s) you require to participate in this event.

- Wheelchair access
- Support to find the meeting room
- Accessible Seating
- Sign Language Interpretation
- Real-time captioning
- Documents in Braille
- Documents in accessible format
- Documents in Plain Language
- Other support - I will describe it below

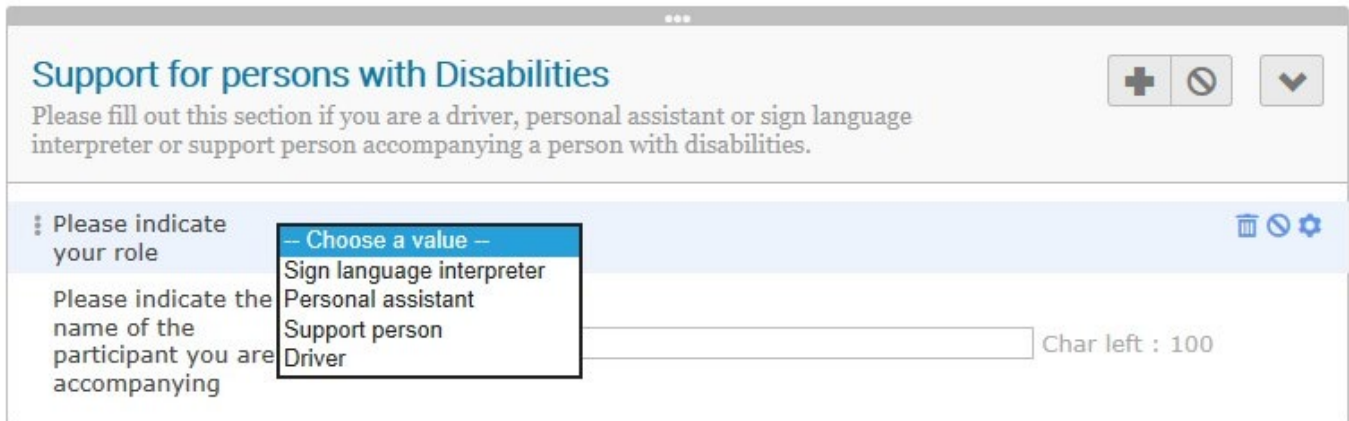
Other support Char left : 300

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14. Please fill out the details of your support persons, so we can ensure you will be able to enter the building together.



15. If you a support person, please fill out the relevant section, with your function and the name of the person you are accompanying.



16. Once you have completed your registration, you will receive an e-mail informing you that your registration is “pending approval”:



17. Once your registration has been processed, you will receive another e-mail with your **UN Pass**. You must print this document and bring it and your **passport** with you to UNOG, in order to get your badge.