

## 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

$\leftrightarrow$ $\rightarrow$ O $\hat{\mathbf{m}}$   A https://reg.unog.ch/	
	NO UTC - @ English - 1 Login
Home Help +	
Main categories	۵.
Welcome to Indico. The Indico tool allows you to manage complex conferences, works In order to start browsing, please select one of the categories below.	thops and meetings.
Highlights	22nd Session - side events organing till today 16:00 Induction courses for Delegates
UNCTAD	ongoing fill 30 Sep 42nd Session
Human Rights Council	C ongoing till Friday 18:00 42nd Session
OHCHR	ongoing till Friday 18:00     82nd Session
Information Service - UN Geneva	ongoing till Friday 18:00     Meeting with Regulatory Systems Strengthenin
ODG	ongoing W Saturday 18:00 OHCHR - Exhibition - "30th Anniversary of the O oncome W Friday 18:00
NGO	Orgong till Friday 18:00     BIGRS workshop on improving road safety legi     Orgong till Friday 18:00
UN Library Geneva	WHO Consultation on the Composition of Influ O ongoing till Thursday 18:00
UNAIDS	Trade and Biodiversity ongoing til today 16:00
UN Environment	China - Exhibition- Discovering the Culture of T

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

$\leftarrow$ $\rightarrow$ $\circlearrowright$ $\bigcirc$ $\bigcirc$	A https://reg.unog.ch/category/800/?flatlist
	There are 242 events in the future. Show them.
	September 2019
	30 Sep - 11 Oct CED - 17th Session Open
	24 Sep OHCHR - Independent Investigative Mechanism for Myanmar meeting
	24 Sep CRPD Pre-Sessional WG - 12th Session - side-events
	23 Sep - 27 Sep CRPD Pre-Sessional WG - 12th Session Open
	23 Sep OHCHR - Public consultation on the mandate of the SR on the sale and sexual exploitation of children: achievements, challenges and the way forward cucsep
	17 Sep HRC/WG on People of African Descent - Regional Meeting of the International Decade for People of African Descent
	17 Sep OHCHR - Independent Investigative Mechanism for Myanmar meeting
	16 Sep - 20 Sep HRC/WG on Enforced and Involuntary Disappearances - 119th Session
	16 Sep - 20 Sep OHCHR - Independent International Fact-Finding Mission on Myanmar
	13 Sep OHCHR - SPB one day workshop SR on freedom of religion and belief
	13 Sep OHCHR - CRC Presentation on the Rights of the Child
	13 Sep OHCHR - Independent Investigative Mechanism for Myanmar meeting
	12 Sep OHCHR - Meeting with Australian DPOs
	10 Sep OHCHR - FOTCD meeting before presentation of the HC's report on Nicaragua
	09 Sep - 27 Sep CRC - 82nd Session OPEN
	09 Sep - 12 Sep OHCHR - Bilateral meetings of the Group of Eminent Experts on Yemen
	09 Sep - 27 Sep Human Rights Council - 42nd Session OPEN

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

$\leftarrow$ $ ightarrow$ $O$ $rightarrow$ $ $ $ riangle$ https://re	gunog.ch/event/19428/ 🕮 🛠   🗲 🖉	2 B
CED		
17th Session		
from September 30, 2019 to Palais des Nations Europe/Zurich timezone	o October 11, 2019	arch
Overview Timetable Registration Digital Recordings CED Secretariat CED Ced@ohchr.org	<ul> <li>Palais des Nations (MAP HERE) Geneva, Switzerland</li> <li>XVII, Palais des Nations Room XVII, Palais des Nations</li> <li>Starts Sep 30, 2019 10:00 Ends Oct 11, 2019 18:00 Europe/Zurich</li> </ul>	
	<ul> <li>It is recommended to avoid Internet Explorer as it may block activation or confirmation procedures. Please use Chrome or Firefax browsers.</li> <li>If you don't have an account: you first need to create a personal account to be able to register on Indico. Once you have created your perso account, you will receive an activation link by e-mail. Once your account is activated, we will be able to process your registration request and will receive a confirmation e-mail.</li> <li>How to collect your badge.</li> <li>In order to get your badge, please bring the confirmation of registration which includes the QR code, with a valid ID bearing a photograph, appear in person at the security of Pregny Gate, Plalais des Nations (Avenue de la Paix, 8-14, 1211 Geneva, Switzerland).</li> <li>Visas: All participants are responsible for making their own arrangements relating to travel and accommodations as well as visas to e Switzerland. OHCHR does not provide assistance in this regard and is not in a position to provide letters to the authorities of Switzerland purposes of obtaining visas for observers.</li> <li>Technical Issues: For any technical issues with INDICO, please contact support accreditation@unog.ch and not the Secretariat of the Committee.</li> <li>Press accreditation: For any questions regarding press accreditation, please contact accreditation-media@un.org and not the Secretariat of the Committee.</li> </ul>	you and nter
	Registration for this event is now open Deadline: Sep 27, 2019         Register now	>

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

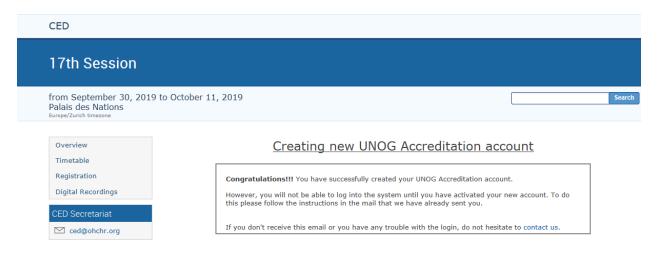
from September 30, 2019 to Octo Palais des Nations Europe/Zurich timezone	er 11, 2019	Sear
Overview	You cannot register without a user account	
Timetable Registration	Please log in if you have an account, or create a new one.	
Digital Recordings		
CED Secretariat		
Ced@ohchr.org	Log in to Indico	
	Login	
	Use the same email you used to register          Password	
	Reset password	
	Re-send account activation Email	
	Create	

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.

Overview Timetable Registration Digital Recordings	Y	Creating o create a new user please fill in the fo ou must enter a valid email address the ifter the submission of your personal da ou will able to use your account only af Bewarel This is not a conference	at is not already in use. ta, an email will be sent t ter you activate it by click	o you. ing on the link inside the email.
CED Secretariat		beware: This is not a conference	registration form but a	a marco account creation.
🗹 ced@ohchr.org	Personal data		Account data	
	- Email		* Login	
			* Password	
	Title -	please select a title 🗸		
	Gender	- please select a gender 🗸	Confirm Password	Your Password:
	• Family name			
		max 40 characters		<ul> <li>Must be at least 12 characters long</li> <li>Must contain uppercase and lowercase letters</li> </ul>
	* First name	max 40 characters		<ul> <li>Must contain numbers</li> </ul>
	* Institution	max no crandicitito		<ul> <li>Must not contain spaces</li> <li>Must not contain common password words</li> </ul>
	* BirthDate			Must match (type same Password in Confirm
	(dd/mm/yyyy)			Password field)
	* Language	English 🗸		
	Address			
				ARE YOU HUMAN?
	Telephone number [			
	Fax number		* Please, s	olve this math to prove you are human: 24 + 2 =
	Passport ID	-		
	Passport Origin - Passport Expire	Please select a country	~	confirm >

## 7. This message will appear:



8. You have created the account. You must activate it now by clicking the Activation Link. Check your e-mail for a message from <u>noreply.accreditations@unog.ch</u>. 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 you 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.

Home × Conferences × UN × OHCHR × CED × 17th Session	
CED	
17th Session	
from September 30, 2019 to October 11, 2019 Palais des Nations Benge/Zurch Immenne	Seers
Overview Timetable	Click HERE to REGISTER for this Conference
Registration Digital Recordings	Cliquez sur ce lien pour vous enregistrer à cette conférence
CED Secretariat	

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

from September 30, 2019 to Octob Palais des Nations Europe/Zurich timezone	er 11, 2019		Sear
Overview Timetable	You cannot register without a	a user account	
Registration	Please log in if you have an account, or create a	new one.	
Digital Recordings			
CED Secretariat			
Ced@ohchr.org	Log in to Indico		
	Login		
	Use the same email you used Password	I to register	
	Reset password		
	Re-send account activation Email		
	Create		
	If you don't have an account, you can	a new account!	

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.

← ( ) ▲ https://reg.unog.ch/event/194	428/registration/register#/register	C <sup>d</sup> Q United Nations DSA →	
	port More 🗸	S Europe,	
Home » Conferences » UN » OH	HCHR » CED » 17th Session		
CED			
17th Session			
from 30 September 2019 Palais des Nations <sub>Europe/Zurich timezone</sub>	to 11 October 2019		
Overview Timetable Registration Digital Recordings CED Secretariat	New Registration Personal Data	Cancel Register	Click on the camera to take a photo using your computer.
Ced@ohchr.org	Picture Upload Edit picture		

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.



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.

+	Add section 🔅 Recover sections	
A	Accessibility for Persons with Disabilities	
ac	INOG is committed to making its facilities and conferences inclusive. Persons with ccessibility requirements should complete this section so that we can provide upport.	
	upport persons (personal assistants; interpreters, or drivers) should fill ut 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 Dease 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	
1	Support to find the meeting room	
- in the second s	Accessible Seating	
	Sign Language Interpretation	
0	Real-time captioning	
0	Documents in Braille	
	Documents in accessible format	
0	Documents in Plain Language	
	Other support - I will describe it below	
	Other support	
	Char left : 300	

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

🖶 🖅 🖉 Convi 🗇 vic-gr 💩 India: 💩 Istac 🧮 UNDI 🗞 easily 🗇 UNHF 🔯 Istac 🔚 CUMI 🚰 Inicia 📑 Inicia 📑 Inicia 📑 Inicia	× + ~		-	6	×
← → O 🟠   A https://reg-demo.unog.ch/event/20470/manage/registration/modify#/modify		5⁄≡	h	Ŀ	
+ Add section 🗘 Recover sections 🕼					^
Other support – please contact me				_	
Do you prefer to be contacted by					
These services are not programmed for all meetings. The Secretariat will contact you about their availability.					
Will you need to enter UNOS in a private vehicle ?					
Private vehicles can only enter with UNOG Security Service's permission, to facilitate access for persons with reduced mobility. Please ask drivers to register on Indico.					
Will you enter UNOG with live assistance such as [ Choose a value √] a guide dog 7					
Will you be accompanied by □- Choose a value - ✓					
support person(s) <u>Collouse a value - v</u> 7 Support persons include personal assistants, sign language interpreters, communication support, peer support and drivers.					
Support person information					
Please write their names here FANLY NAME, given name e.g. JACKSON, Susan. Please make sure they register.					
Support Person 1					
Function support     Choose a value v       person 1     Please indicate the function of the support person					
Support Person 2					
Function support Choose a value >>					
Support Person 3					
Function supportChoose a value					
Contact us UNOG Devered by Indico Without Stronght to you by UNOG Contact us UN ISAY NO					~
📲 🔎 🗉 🤨 🚍 🧕 🥹	~ 🖘 📥	ф) PO	R 9:04 /		$\neg$

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

7	***	
Please fill out this sect	sons with Disabilities on if you are a driver, personal assistant person accompanying a person with disa	
Please indicate your role	Choose a value Sign language interpreter	
Please indicate the name of the participant you are accompanying	Personal assistant Support person	Char left : 100

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

ereply.accreditations@unog.ch	
carear development in all yalls as P	
	A
United Nations Office at Geneva	Accreditation System
Inglish	
Dear Mr. Omar Benyamina Vahoo.	
This message is to acknowledge receipt of your regist	
JNCTAD - Multi-year Expert Meeting on Trade, Se	
	e an additional email when your registration has been processed.
hank you and best regards.	
the Secretariat.	
français	
Cher(e) Mt. Omar Benyamina Vahoo,	
Yous accusons réception de votre enregistrement po	ur la conférence
JNCTAD - Multi-year Expert Meeting on Trade, Se	ervices and Development, fifth session.
	probation par le secrétariat. Vous recevrez un courriel une fois que votre demande aura été traitée.
verci et meilleures salutations.	
e Secrétariat.	
lanad	
stimado Mr. Omar Benyamina Yahoo.	
kousamos recibo de su inscripción para la conferencia	a de
JNCTAD - Multi-year Expert Meeting on Trade, Se	ervices and Development, fifth session.
	ción por la secretaria. Recibirá un correo electrónico una vez que su solicitud haya sido procesada y aprobad
utentamente:	
a Secretária.	
Address: Palais des Nations, Geneva, Switzerland.	

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.