GENERAL INFORMATION CONCERNING ACCESSIBILITY ON INDICO

The following mandatory updates are available on Indico:

A. Meeting Accessibility and Accessibility Support to be announced on Events pages.
B. Registration forms to recognize participants with disabilities and their support persons so that:

- They have fast access through accreditation and can remain together at all times.
- Security has a contact number for them, in case of an emergency.
- They can request support and reasonable accommodation, in line with UNDIS.

A Master Template has been created, incorporating these changes. This is a step-by-step guide to adapting it to your event.

CLONING THE ACCESSIBILITY MASTER TEMPLATE

Once your event has been synchronised through gMeets, clone the Accessibility elements to your event. The event number of the Accessibility Master Template is 32376.
Go to the event management area\(^2\) of the new event, the modules listed on the menu to the left of the screen are used to configure an event.

For your main event page, click Tools and the tools work area opens. Click on the Clone Customization tab.

The elements that can be cloned to the new event from a previous event through this tab are:

- Its logo
- The left-hand menu
- The event description
- Additional info
- The support information
- Announcement
- Contact info

Select the elements required.

For accessibility, select all the items except the first and the last. In the Event Id field, enter the event number 32376 (i.e. the event number) of the past event. Click Clone.

\(^2\) The event management area is always an orange environment.
A message will appear requesting confirmation that you wish to copy these elements Click Yes.

The event page of the new event opens. Depending on the elements cloned, verify to ensure that all is as it should be.

ACCESSIBILITY ON THE EVENTS PAGE

Here are the details of the accessibility features on the Events page:

A. DESCRIPTION

Five icons should appear corresponding to the broad accessibility standards met by all events at the Palais des Nations, with the exception of the following rooms: III, V, XIV, XV. Unless your meeting is in one of these rooms, your Events page must display these icons.

If your meeting provides additional accessibility services, such as sign language interpreting, then you must add the corresponding icons.

Here is how to do it:

1. Select Layout from the left menu:
2. Then select Images:
3. Right click on the image you need and Copy.
4. Go back to General Settings (using the left menu) and edit the Description field:
5. Paste your image – it will be much larger than the others. Right click on it and select Image Properties:

6. In the “width” box, write “50”:
7. The height will appear automatically. Add AltText in the appropriate box. Click here for suggested text. Click OK. Repeat this process for each icon required. Please note that the 5 pre-selected icons already have AltText. When ready, SAVE, before exiting.

B. ADDITIONAL INFO

Select General Settings from the left menu. Edit the Additional Info field:

Please add the e-mail address and/or telephone number of the Meeting Accessibility Focal Point, as well as any other relevant information.

C. SUPPORT

Please complete the Support field with an e-mail address and/or telephone number. The same contacts can be used as above.
D. MATERIAL

The Material section contains the UNOG Accessibility Guide, which should appear by default on all Events pages. Please do not delete it.

ACCESSIBILITY ON THE REGISTRATION FORM

CLONING THE REGISTRATION FORM

If you have not already done so, you can clone the registration form now.

Clone a registration form from a past event to a new event

In the new event, click Tools and the tools work area opens. Click on the Clone Registration Form tab.

In the Event Id field, enter the ID 32376 (i.e. event number) of the past event. Click Clone.

A message will appear requesting confirmation that the registration form in the new event will be replaced by that of the past event. Click Yes.
The Registration module work area opens in the management area of the new event. Verify to ensure that all is as it should be.

A. ACCESSIBILITY FIELDS

The following new mandatory features have been created on Indico to enable participants with disabilities and their support persons to register and be able to access security together without having to queue.

Support persons will now choose Other – Support Person as their Representation/Representation subtype. The Accessibility field contains questions to identify Persons with Disabilities and Support Persons, so that they receive an approval e-mail which will allow them to enter Pregny Gate for accreditation without queueing.
Both persons with disabilities and their support persons will identify each other, allowing Meeting Secretariats to cross-check their names before approving registration.

The Accessibility Requirements field enables the following information to be collected:

- Contact number (to be forwarded to Security for emergency purposes)
- If accompanied by live assistance (e.g. guide-dog)
- The exact needs of persons with disabilities (by scrolling right along the screen) and accommodation required (some measures will be available automatically through the broad accessibility standards met by UNOG, other measures may be personalized and fall within the scope of reasonable accommodation under the United Nations Disability Inclusion Strategy, which the Meeting Secretariat will then have to decide upon).
The additional information will be captured in the Registration Management section of Indico in the Registrants tab:

**B. PROVIDING PERSONS WITH DISABILITIES AND THEIR SUPPORT PERSONS WITH DIRECT ACCESS AT PREGNY GATE**

This is an essential and mandatory feature of Disability Inclusion. Persons with disabilities and their support persons are provided with direct access by being sent a different Registration Approval e-mail.

Please follow these instructions:

1. Meeting Secretariats should apply a filter on the question: “Are you a person with disability?” Filter “yes” or “y” will call up all participants having registered as persons with disabilities.
2. Registration is approved by clicking on the “Approve” tab. See above.

3. Then send the Approval e-mail by clicking on the “E-mail” tab. (see above) The following screen appears. Go to template and open the drop-down box. Choose **Approved for Accessibility** and click on Use Template:

4. The text of the e-mail will open. Click on send.
5. Repeat steps 1 to 4, but in step 1 apply the filter to “Are you a support person? This will enable the same approval e-mail to be sent to Support Persons and thereby enable them to enter Palais des Nations together with the person they are supporting.

INFORMING SECURITY ABOUT THE PARTICIPATION OF PERSONS WITH DISABILITIES

For imperative safety reasons, Meeting Secretariats should inform UNOG Security about:
1. In order to send this information to Security, **on the last working day before the session begins and whenever additional registrations occur after the session has begun**, Meeting Secretariats should apply the above filter on the question “Are you a person with disability?” and then click on Excel:

2. A worksheet will open with the information which is most pertinent for Security in the first columns (this is the result of the columns on the registrants tab having been arranged in a specific order on this template).

3. Meeting Secretariats should save this worksheet with the following title: **Short name of conference_PwD** and send it as an attachment to the [UNOG Security Control Centre](#), adding the **Room Number** of the meeting room in the subject line.

4. In order to ensure access of Support Persons at the same time as the persons they are supporting, as a matter of good practice, Meeting Secretariats should repeat this process with the filter “yes” or “y” applied to the question “Are you a support person?” (at the same time cancelling the filter on the question).
C. CLONING AN ENTIRE PAST EVENT

(NOTE: only use this option if your new event isn’t synchronised from gMeets as it creates a whole new event and number. Events synced from gMeets will already have an event number, so you should follow (a) and (b) above instead.)

In the past event, click **Tools** and the tools work area opens. Click on the **Clone Event** tab.

Under **Step 1: what to clone**, select the elements to clone.

Under **Step 2: when to clone**, enter the current date. Then click **clone once**.
A message will appear requesting confirmation that a new event will be created. Click Yes.

The event management area of the new event opens and will have (CLONE) listed beside its title indicating it’s a clone. Then you manage the event as normal.
INFORMATION LETTER AND SUMMARY TABLE FOR SIDE-EVENT ORGANISERS

Dear Madam, dear Sir,

We are contacting you regarding your request to organize a side event on Insert date at Insert time.

Please find hereafter some information from the Secretariat:

- **Dissemination of Information**

Please note that the Secretariat can only disseminate information about side events to Committee Members. Any other communication or dissemination of invitations should be done by the organizer.

- **Participants**

All participants in the side event should create an account and register through the online registration system [INDICO](https://indico.cern.ch). Please provide them with the link for registration for your event.

- **Conference Services**

Side events do not have an entitlement to conference services (documentation, translation, interpretation, meeting-room support and technicians).

Public side-events: events with over 20 participants or spoken language interpretation require the presence of a UN Sound Technician. The cost of hiring one is approximately US$415 per day. Organizers must have a budget line on the UN SAP system for this payment to be processed, (as is the case with Permanent Missions).

Unless a sound technician is hired (which is nevertheless mandatory in certain rooms), please note that only automatic sound amplification will be provided.

Organisers of side-events may arrange captioning services through the provider of their choice. For information purposes only, [CaptionFirst](https://captionfirst.org) is the captioning company used by the UN during official meeting time for captioning in English. Organisers must ensure that someone is present to manage the captioner’s connection to the event.

If captioning is going to be used, organisers of side-events must ask their captioning provider for the name and contact details of the captioner and the weblink, which is used to display the captions on the screen in the room. **This information (captioning company; name and contacts of captioner, and weblink) must be forwarded to the Secretariat at least two weeks before the event.**

Organisers of side-events may also hire their own interpreters (spoken and sign languages), subject to prior authorization. Access to the interpreting booths will be provided, and pending availability, a technician will show the interpreters how the system works before the meeting starts. Interpreters must register on INDICO if they do not already have a UN badge.

**Please complete the Summary Table below and return it to the Secretariat not less than one month before the start of the session.**

We thank you in advance for your kind cooperation.
SUMMARY TABLE OF SIDE-EVENT DETAILS

**To be returned to the Secretariat** Insert your e-mail here at least one month before the start of the session.

<table>
<thead>
<tr>
<th>Title of Event (max. 60 characters)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date, Starting and Finishing Times</td>
<td></td>
</tr>
<tr>
<td>Name of Organising Entity</td>
<td></td>
</tr>
<tr>
<td>Name of Contact Person</td>
<td></td>
</tr>
<tr>
<td>E-mail address</td>
<td></td>
</tr>
<tr>
<td>Mobile telephone no.</td>
<td></td>
</tr>
</tbody>
</table>

**General Characteristics of Meeting**

| Public/Private |  |
| Announcement of Event on Screens at Doors 6 & 40 (Y/N) |  |
| Expected no. of speakers (incl. interventions from the floor) |  |

**Specific Requirements**

| Screening of Videos or Projection of Presentations (Y/N) |  |
| Nameplates (of Member-states/Organisations) (Y/N) |  |
| Spoken-language Interpretation provided by organisers (Y/N) Please specify languages. |  |
| Sign-language Interpretation provided by organisers (Y/N). Please specify languages. |  |
| Captioning provided by organisers (Y/N) |  |
| Name of Captioning Provider (if already known) |  |
| Weblink for captioning (please ask the captioning provider for this information) |  |
| Name and contact details of captioner |  |
| Estimated number of wheelchair users |  |
| Other (please specify) |  |
GUIDANCE ON THE USE OF ACCESSIBILITY ICONS ON INDICO

UNOG is seeking to provide information about accessibility at its meetings and conferences to all potential participants and to publicise its efforts to create a more inclusive environment. The Events page on Indico is an important interface for communicating with the public. Well-known icons are a good means of effectively sharing this information. Each icon is accompanied by AltText, making them accessible to blind persons and persons with low vision, and to explain their meaning in this context. Meeting Secretariats may use the standard AltText supplied or adapt it to their meeting.

All events at UNOG should comply with broad meeting accessibility standards and the United Nations Disability Inclusion Strategy (UNDIS). Hence, all Events pages should henceforth include the following icons:

Access for persons with reduced mobility. This implies:

- Fast-track accreditation (this is henceforth in-built into Indico);
- Accessible route from Pregny Gate to the Meeting Room (this should be double-checked by the Meeting Secretariat) See paragraphs 54 and 55 of the SOP;
- Accessible seating in the meeting room and circulating space for wheelchair users;
- Availability nearby of accessible bathrooms.

Access for persons with low vision. This implies:

- Fast-track accreditation (this is henceforth in-built into Indico);
- Accessible route from Pregny Gate to the Meeting Room, free from overhead and tripping hazards (this should be double-checked by the Meeting Secretariat) See paragraphs 54 and 55 of the SOP;
- Support available from the Secretariat to accompany participants to the Meeting Room (when requested on Indico registration).
Assistance dog. This implies:

- Live assistance, such as guide dogs, is permitted in the Meeting Room (N.B. There are no Security restrictions on admittance of live assistance to the Palais des Nations).

Screen Reader. This implies:

- Basic conference documentation is in an accessible format that can be read by a screen reader.
- Alternative text (AltText) is provided for images; graphs and tables in conference documents.

Hearing Loops. This implies:

- Ensuring that hearing loops are available for loan in the meeting room and serviceable.

Many public meetings are also webcast:

Webcast: This implies:

- Public meetings will be webcast
- Accessibility services such as captioning and sign-language interpreting will be made available on the webcast.
- Information about the webcast shall be published on the conference website.

Progressively, the following standard(s) should be met by all UNOG events:
Accessible information. This implies:

- There is a Plain Language version of the Conference Announcement.
- The records of the meeting; outcome documents; resolutions and decisions will be uploaded onto the Conference Website.

Audio Description. This implies:

- Video footage screened by UN officials or mandate-holders will include an Audio Description for persons with low vision or blind persons.

The following accessibility services may be advertised when there is an entitlement to them or the Meeting Organiser has decided to provide them (see Section D, II of the Sop, Provision of Accessibility Services).

Captioning. This implies:

- Real-time captioning available in one or more languages to participants in the room and remote participants. The AltText (visible to the public) can be used to specify which languages.

Sign Language Interpreting. This implies:

- Sign Language Interpreting will be provided in the room and to remote participants. The AltText should specify which languages.

Braille. This implies:
• The Meeting has an entitlement to documentation in Braille (pre, in and/or post-session documents).
• Embossing of statements is possible, (in accordance with DMS timelines and formatting conditions)
• The AltText should ask participants to specify which language version they require in their Registration

**In the future**, meetings may be given entitlements to the following:

- Easy Read. Documentation available in Easy Read versions.
- Large Print. Documentation available in Large Print.