

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 <u>link</u> 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

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		ⓒ UTC ▾ ⓒ English ▾ 뒨 Login 오
Home Help +		
Main categories		٠ -
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.		😈 Upcoming events
Highlights		22nd Session - side events ongoing till today 16:00
UNCTAD		Induction courses for Delegates ongoing till 30 Sep 42nd Session
Human Rights Council		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 ongoing till Salurday 18:00
ODG		OHCHR - Exhibition - "30th Anniversary of the O ongoing till Friday 18:00
NGO		BIGRS workshop on improving road safety legi o ongoing 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 till today 16:00
UN Environment		China - Exhibition- Discovering the Culture of T

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

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	here 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 GPER	
	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 crosso	
	17 Sep HRCWG on People of Atrican 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

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CED				
17th Session				
from September 30, 2019 to Oct Palais des Nations _{Europe/Zurich timezone}	ober 11, 2019			Search
Overview 17ti Timetable Registration Digital Recordings CED Secretariat CED Secretariat	h session of the Committee on Enfo Palais des Nations (MAP HERE) Geneva, Switzerland XVII, Palais des Nations Room XVII, Palais des Nations	rced Disappearances Starts Sep 30, 201 Ends Oct 11, 2019 Europe/Zurich	9 10:00 18:00	
6	It is recommended to avoid Internet Explorer as it may b If you don't have an account: you first need to create account, you will receive an activation link by e-mail. G will receive a confirmation e-mail. How to collect your badge . In order to get your badge, please bring the confirmati appear in person at the security of Pregny Gate, Palais d <i>Visas</i> : All participants are responsible for making th Switzerland. OHCHR does not provide assistance in the purposes of obtaining visas for observers. Technical Issues: For any technical issues with INDICO, please of Press accreditation: For any questions regarding press accreditation	lock activation or confirmation procedures. Ple a personal account to be able to register on In once your account is activated, we will be able on of registration which includes the QR code es Nations (Avenue de la Paix, 8-14, 1211 Gene ir own arrangements relating to travel and his regard and is not in a position to provide ontact support accreditation@unog.ch and not the Secre on, please contact accreditation.media@un.org and not	ase use Chrome or Firefox bundle. on one you have created to process your registration r with a valid ID bearing a prova, Switzerland). accommodations as well as letters to the authorities of statistic of the Committee. the Secretariat of the Committee.	owsers. your personal equest and you hotograph, and visas to enter Switzerland for
4	Registration for this event is now open Deadline: Sep 27, 2019		Regis	ter now

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

Ilais des Nations ope/Zurich timezone	11, 2019
erview	You cannot register without a user account
egistration	Please log in if you have an account, or create a new one.
igital Recordings	
D Secretariat	
☐ ced@ohchr.org	Log in to Indico
	Login
	Username (email) Use the same email you used to register
	Password Login
	Reset password
	Re-send account activation Email
	Create

If you have already been to UNOG. Please proceed to log-in

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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.

Dverview Timetable Registration Digital Recordings	To create a You must en After the su You will abl	Creating new user please fill in the foi ter a valid email address this bourssion of your personal da to use your account only af	a new Indico (llowing form. at is not already in use. ata, an emall will be sent to ther you activate it by click	o you. ing on the link inside the email.	
ED Secretariat	beware	This is not a conference	registration form but a	mate account creation.	
🗹 ced@ohchr.org	Personal data		Account data		
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7. This message will appear:

CED	
17th Session	
from September 30, 2019 to (Palais des Nations ^{Europe/Zurich timezone}	October 11, 2019 Sea
Overview	Creating new UNOG Accreditation account
Registration Digital Recordings	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
CED Secretariat	this please rollow 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 <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.

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CED			
17th Session			
from September 30, 2019 to October Palais des Nations Intervillant timetone	11, 2019	Serca	
Overview Timetable Registration	Your account is active Click HERE to REGISTER for this Con	erence	
Digital Recordings CED Secretariat	cinquez sur ce nen pour vous enregisirer a ce	ite connectave -	
LE3 ceedponchr.org			

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

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Overview	You cannot register without 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	
	Edg in to indico	
	Login	
	Use the same email you used to register Password Locit	
	Reset password	
	Re-send account activation Email	

 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 prefilled. Choose your representation type. Please note that a new type, Accessibility Support, is being implemented. It should be selected by Support Persons.

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Representation Type Representative of governments, ngo	*
Accessibility: Support persons should choose "Accessibility Support" and "Organisation name" is "Accessibility support"	
Representation Type *	

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 😰 😰		
Accessibility for Persons with Disabilities	+ 0 ~	
UNOG is committed to making its facilities and conferences inclusive. Persons with accessibility requirements should complete this section so that we can provide support.	1	
Support persons (personal assistants; interpreters, or drivers) should fil out the section below "Support for Persons with disabilities"	1	
Are you a person with disability? By checking the box, you will help us provide for your safety and accommodation nee	ds.	
Your contact	Char left : 20	
number Please provide a telephone number on which we can reach you w in the Palais des Nations. This number will be given to the UM Security Service who may use it to locate you in an emergency situ	ihen you are I Safety and Jation.	
Accommodation		
Please select the accommodation(s) you require to participate in this event.		
□ Support to find the meeting room		
C 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		

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

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	+ 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 UNOG 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 ?				
	Will you be accompanied by support person(s) ─Choose a value - ✓				
	Support persons include personal assistants, sign language interpreters, communication support, peer support and drivers.				
	Support person information				
	Please write their names here FAMILY HAME, given name e.g. JACKSON, Susan. Please make sure they register.				
	Support Person 1				
	Function support - Choose a value - ~ person 1 Please indicate the function of the support person				
	Support Person 2				
	Function support Choose a value V				
	Support Person 3				
	Function support				
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15. If you a support person, please fill out the relevant section, with your function and the name of the person you are accompanying.

Please fill out this sect nterpreter or support	ion if you are a driver, personal assistant or si person accompanying a person with disabiliti	gn language ies.
Please indicate your role	Choose a value Sign language interpreter	首のス
Please indicate the name of the	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":

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nited Nations Office at Geneva - Accreditation System	
Itah Ir Mr. Omar Benyamina Vahoo. I mesuga is to acknowledge receipt of your registration request to the event CTAD - Multi-yaar Kypert Meeting on Trade, Services and Development, fifth session. registration is gending approval. You will receive an additional email when your registration has been processed. ris you and best regards. Secretarian.	
nçale rivi) Mr. Omar Benyamina Yahoo. al accusons réception de votre enregistrement pour la conférence CTAD - Multi-year Expert Meeting on Trade, Services and Development, fifth session. re demande de participation est en attente d'approbation par le secrétariat. Vous recevres un courriel une fois que votre demande aura été traitée. roi et meilleures salutations, leorétariat.	
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ddress: 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.