

# Information Session on INDICO focal points on behalf of UNODC – DTA Branch

# INDICO QUICK GENERAL GUIDELINE

Focal point attending a meeting using the INDICO platform must register in INDICO with his/her personalized INDICO profile.

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- 1- Access to the Indico Account for a focal point
- 2- Register for an event as a focal point
- 3- Act as a Focal Point on behalf of

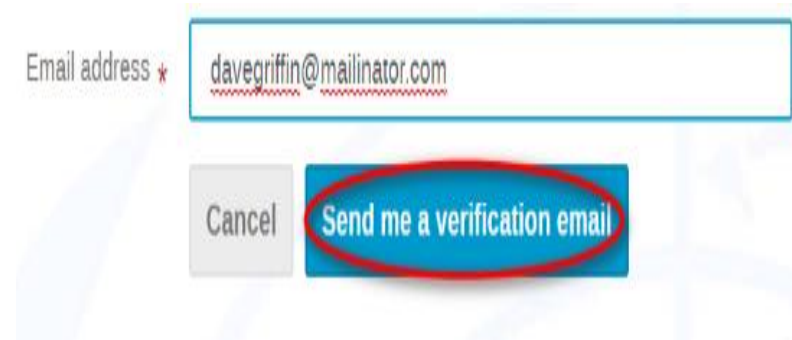
## Access an Indico.UN Account (if you do not have already one)

- Go to <https://indico.un.org/login>.
- On the Create a new Indico profile page enter your email address in the Email address field.




The screenshot shows the Indico login interface. At the top is the Indico logo in blue. Below it are two input fields: "E-mail address" and "Password". To the right of the password field is a link that says "Forgot my password". Below these fields is a grey button labeled "Login with Indico". Underneath the button, there is a line of text: "If you do not have an Indico account yet, you can create one here.", where "create one here." is highlighted in yellow. At the bottom left, there is a blue arrow pointing left with the text "Back".

- Click **Send me a verification email**



- A message will appear on-screen:

 We have sent you a verification email. Please check your mailbox within the next hour and open the link in that email.



- You have **1 hour to check your email account for a verification message from Indico. A link is contained in that message. When the link is clicked a message is displayed:**

✓ You have successfully validated your email address and can now proceed with the registration.

# Register for an Event as a focal point

- To register for the event, go to the event page/event link in Indico and click on “**Register now**”.

The screenshot shows the event page for 'DTA Information session INDICO'. The event is scheduled for 29-30 September 2022 at the Vienna International Centre (VIC) in Europe/Zurich timezone. The event is hybrid and currently has no materials. A 'Registration' section indicates that registration is currently open, and a red circle highlights the 'Register now' button.

**DTA Information session INDICO**

29-30 September 2022  
Vienna International Centre (VIC)  
Europe/Zurich timezone

Search for Events ▾ Search...

Overview  
Registration  
Info support Team  
unodc-sgb@un.org

Starts 29 Sep 2022, 08:00  
Ends 30 Sep 2022, 18:00  
Europe/Zurich

Hybrid  
Vienna International Centre (VIC), Vienna, Austria

There are no materials yet.

**Registration**  
Registration for this event is currently open.

**Register now** ▶


- If you are not already logged in, you will be prompted to do so.

The screenshot shows a prompt for users who are not logged in. It states that an account is required to apply and that the user must be logged in. A red box highlights the 'Log in to proceed' button.

**Account required to apply**  
In order to apply for this event you have to be logged in.

**Log in to proceed** ▶

Proceed to complete the form in full and when finished, click **“apply”**. In the form, all fields marked with \* are mandatory.

 **Participation in this event is moderated**  
Your registration will have to be approved.

**Representation Type** Representative of governments, NGOs, etc.

Representation \* Type

Country \* representative

**Participation Type**

Participation type \*  In-person  Online

**Personal Data**

First Name \*

Last Name \*

Email Address \*

The registration will be associated with your Indico account.

Functional Title \*

Please enter your functional title in line with the note verbale / official letter. This title will be represented in the list of participants.

**Online Participant's role**

Participation in the Plenary as  Speaker  Observer

Participation in the COW as  Speaker  Observer

**Required Documents**

Government representatives: please upload the note verbale and registration form issued by the Permanent Mission to the United Nations.  
UN entities / IGOs / NGOs: please upload the official letter signed by the head of office.

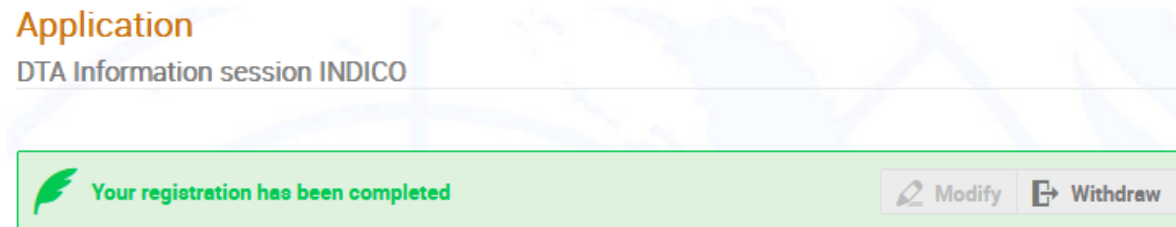
Note Verbale / Official Letter \*  No file selected.

(All the fields marked with \* are mandatory)

- A message appears on-screen in an orange status bar acknowledging that the registration is **awaiting approval**. You may modify or withdraw your registration whilst it is still pending approval (if permitted by the organizer).



- Once your registration is approved by the event organizers, you will receive an additional **approval e-mail** with all the relevant information





# ACT AS A FOCAL POINT OF A PERMANENT MISSION

- A focal point **may register a participant on his/her behalf for an event**. It is recommended that the participant has previously created an account in Indico.
- Depending on the rights the event manager will have given to the focal point, he will be able to have an overview of the status of his own delegation (e.g.: pending approval, approved, rejected,...)
- **Process for focal points to register participants to an event:**
  - 1. Login to the system.
  - 2. Go to the management area by **clicking on the pencil icon** (top screen)
  - 3. Click on the registration link.
  - 4. Click on the Registration button.



- Under the Registrant Actions, click on Add Registrant.

The screenshot shows the INDICO system interface for a DTA Information session. The left sidebar menu has 'Registration' highlighted with a red circle. The main content area shows 'Showing 1 to 1 of 1 entries' under 'Registrant Actions'. There are buttons for 'Add Registrant', 'Email', 'Check-out', and 'Reset Check-out'. Below this is a table with columns: Select, Last Name, First Name, Email Address, Status, Representation Type, Rep Sub Type, and Registration Date. The table contains one entry for 'Bee Bastien' with email 'beebastien40@gmail.com', status 'Approved', and registration date '2022/09/05 16:03'.

Select	Last Name	First Name	Email Address	Status	Representation Type	Rep Sub Type	Registration Date
<input type="checkbox"/>	Bee	Bastien	beebastien40@gmail.com	Approved	Government	Angola	2022/09/05 16:03

- Enter the e-mail address in the Email Address field. The system will display if the e-mail address is associated with an account in the system.
- If the delegate does not have already an INDICO account, the focal point can register him/her filling all the mandatory fields
- The focal point has also the possibility to send emails to his own delegates (information, updates, etc...), add tags

- Enter all the mandatory fields in the registration form and then click on Apply

- Do not forget to upload the Note verbale as a required document

- The Delegate is successfully registered and pre-approved.


- Final approval may be done by the focal point depending on his/her rights

**Summary**

Representation Type	Government
Representation type	<input type="text"/>
Country representative	<input type="text"/>
Badge Type	Delegate
VIP	No

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**Personal Data**

Picture	
Title	Ms.
Gender	Female
First Name	<input type="text"/>
Last Name	<input type="text"/>
Function	Attaché, Permanent Mission to the United Nations (Vienna)
If other, please specify	
Head of Delegation	No
City	<input type="text"/>
Country	<input type="text"/>
Email Address	<input type="text"/>
Passport number	<input type="text"/>
Passport nationality	<input type="text"/>
Passport expiration	2020/11/30
Birth date	1980/06/02

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**Required documents for registration**

Note Verbale	Note Verbale.pdf
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Other tools  
for focal  
points

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Emails : A focal point may send email to a specific delegate if needed

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Add Tags : “Tag” can be created by the focal point as a reminder (e.g.: pre-approved)

# Contacts

- For information related to specific DTA meetings:
  - Secretariat to the Governing Bodies: [unodc-sgb@un.org](mailto:unodc-sgb@un.org)
  - Ad-hoc Committee: [cybercrimeahc@un.org](mailto:cybercrimeahc@un.org)
  - Organized Crime Branch: [untoc.cop@un.org](mailto:untoc.cop@un.org)
  - Corruption Economic Branch: [uncac@un.org](mailto:uncac@un.org)
- For general support:
  - Help Desk INDICO: [support.accreditation@un.org](mailto:support.accreditation@un.org)