

THE SIXTH SESSION OF THE UNITED NATIONS ENVIRONMENT ASSEMBLY (UNEA 6) [26 FEBRUARY – 1 MARCH 2024]

SIXTH MEETING OF THE OPEN-ENDED COMMITTEE OF PERMANENT REPRESENTATIVES [19 - 23 FEBRURAY 2024]

INDICO REGISTRATION GUIDE

This guide is for Major Groups and Stakeholders

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1. Creating an Indico Account

For the sixth session of the United Nations Environment Assembly (UNEA 6) and the sixth meeting of the Open-ended Committee of Permanent Representatives, registration system runs on the Indico platform. To register for this meeting, participants need to create an account first as shown below.

Kindly:

- 1. Use Mozilla Firefox or Google chrome.
- 2. Kindly use this link below to create an account:

https://indico.un.org/event/1007429/

3. Click login on the top right corner.



4. Click on create one here if you don't have an Indico account as shown below.



5. Enter your email on the field presented to get an email for further details.



6. An email similar to one below will be sent to your email account. Click on the link to verify your email account.



 A page with fields to complete account creation as shown below will open up upon clicking the above-mentioned link. Please fill the data as per requirement on the page to proceed to registration.

User information			
Email address	izotieno@gmail.com		
First name \star	Isaiah		
Family name \star	Otieno		
Affiliation	UNEP		
Login details			
Username *	izotieno@gmail.com		
Password \star			
Confirm password *			
	The password must:		
	K Be at least 12 characters long Contain uppercase and lowercase letters		
	Contain numbers		
	 Not contain spaces 		
	 Not contain common password words Match confirm password 		
Are you human?			
	6 + 15		
	·		
Captcha \star	21		

2. Registering to a Meeting

1. Use Mozilla Firefox or Google chrome.

Visit the registration page by clicking the link below:

https://indico.un.org/event/1007429/



2. On login, Indico will send you a login verification link to your email as shown below.



3. Upon receiving the verification email, kindly click on the first link as shown below that will direct you back to indico:



Kind regards, The Indico.UN Team

4. On successful login to Indico, you will be presented with a form to fill. All registrants; will have to attach the necessary credential as per the guides requirement on the overview page of the registration portal-see below.

programme	29 May 2023 to 2 June 2023 IN-PERS UNESCO Headquarters Jackaneers means	ON Search for Users V Search.
	Overview Registration	Application Registration Form - In person attendance
	Contact unep-registration@un.org	Context Info Registration is open Context Info unsp-registration@un org Registration form for Specialized agencies and related organizations; UN funds and programmes, UN system organizations;
		Participation in this event is moderated Your registration will have to be approved.
		Representation Type
		Representation • Select the representation type
		Personal Data
		Picture* Upbod Totke Picture Edit Picture

All participants will be required to upload a nomination letter in the organization's letterhead with the composition of the delegation to UNEA-6 and/or the OECPR-6 containing the names, functional titles, and affiliation of the participants. The letter must be dated and have the handwritten signature of the person responsible for the organization.

 Please fill in all relevant fields. Kindly make sure that you upload the right picture as shown below. Use the below link for guidance: <u>http://wedocs.unep.org//handle/20.500.11822/21753</u>

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Overview	Registratio	on: New
Registration		
Event Details	Identification	n
Notification for the UN Environment Assembly	Picture	Upload
Support		
registration@unep.org		
a +254 20 76 24786		Edit
_		
		This MUST be a clear, square passport size photograph, with a white
		background and should be not more than 2 Megabyte (MB) in size. For more guidance on the photo specifications Click here
	Title #	
	Canadaa	Mrs.
	Gender	Female 🗘
	Gender	
	First Name *	Test

3. Downloading Your E-Ticket

1. On approval of your registration, you will get an email with a QR code similar to the one shown below:





UNEP

Sixth Session of the United Nations Environment Assembly -Member States

19 February 2024 to 1 March 2024 UNON Building





Sra. Carlota Estalella Alba Spain

Member States

Please print this or have it on your mobile device and come with it to the meeting venue. This will facilitate you in getting your badge much quicker.