

**AD HOC OPEN-ENDED EXPERT GROUP MEETING REGISTRATION  
GUIDE**

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# 1. Creating an Indico Account

The UN Environment Assembly registration system runs on Indico platform. To register for the UN Environment Assembly, therefore a user needs to create an account first as shown below.

Kindly

1. Use Mozilla Firefox or Google chrome
2. Kindly use this link to create an account: <https://reg.unog.ch/event/24456/user/register>
3. Make sure all the **Xs** under your password are green and ticked

Secure | <https://reg.unog.ch/event/21349/user/register>

Magento: Add a custom... magento 1.9 - How to... magento - how to char... Embed Google Map // Adding upload field in c... Advanced Contact Form... Google Analytics Enhanc... Best Seller Products Ev...

**Beware! This is not a conference registration form but an Indico account creation.**

registration@unep.org  
+254 20 76 24786

**Personal data**

\* Email

Title

Gender

\* Family name

\* First name

\* Institution

\* BirthDate

\* Language

Address

Telephone number

Fax number

Passport ID

Passport Origin

Passport Expire

**Account data**

\* Login

\* Password

\* Confirm Password

Your Password:

- ✗ Must be at least 8 characters long
- ✗ Must contain uppercase and lowercase letters
- ✗ Must contain numbers
- ✓ Must not contain spaces
- ✓ Must not contain common password words
- ✓ Must match (type same Password in Confirm Password field)

ARE YOU HUMAN?

\* Please, solve this math to prove you are human:  
3 + 43 =

**confirm** >

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4. An email will be sent to your email account. Go to your email and click on activate



**F-W: Accreditation account confirmation**  
**Yolanda Adiedo** to: Isaiah Otieno

11-09-2017 12:37 PM

[Show Details](#)

History: This message has been forwarded.

**United Nations Office at Geneva - Accreditation System**

**English**

Dear Ms. Brennan VanDyke,

you have created a new account on the UNOG 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 UNOG Accreditation Team

**Français**

Cher(e) Ms. Brennan VanDyke,

vous avez créé un nouveau compte sur le système d'accréditation de l' ONUG.

Pour activer votre compte et procéder à la page d'enregistrement de la conférence, veuillez **cliquer sur le lien d'activation suivant**:




[Activation link](#)

Merci et meilleures salutations.

## 2. Registering to Ad Hoc Open-Ended Expert Group Meeting

1. Use Mozilla Firefox or Google chrome
2. Click on the link below to visit the registration page: <https://reg.unog.ch/event/24456>

Home » Conferences » General Assembly » UN Environment » Events » Ad Hoc Open Ended Expert Group Meeting



### Ad Hoc Open Ended Expert Group Meeting (hidden)

from 16 April 2018 to 31 May 2018  
United Nations Office at Nairobi  
Africa/Nairobi (timezone)

Overview

Registration

Support

✉ registration@unep.org  
☎ +254 20 76 24786  
☎ +254 20 76 25407

This is the registration tool for all the participants wishing to attend the Ad Hoc: Open Ended Expert Group meeting

Kindly note that the system is best viewed on Mozilla Firefox or Google Chrome browsers

Kindly consult the registration tutorial video: [click here to view the Registration Video](#)




📍 United Nations Office at Nairobi (MAP HERE)  
Room 1  
UNEP  
UNITED NATIONS OFFICE AT NAIROBI  
P. O. Box 67578  
Nairobi, Kenya 00200  
Telephone: +254 20 7624791

🕒 Starts 16 Apr 2018 08:00  
Ends 31 May 2018 18:00  
Africa/Nairobi

📄 No material yet

📄 Registration for this event is now open  
Deadline: 31 May 2018

[Register now](#)

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3. Kindly insert the email address and the password you used to create the account as directed in the “**Creating an Indico Account**” section

Home » Conferences » General Assembly » UN Environment » Events » Ad Hoc Open Ended Expert Group Meeting

Africa/Nairobi » English » Login

# Ad Hoc Open Ended Expert Group Meeting

from April 16, 2018 to May 31, 2018  
United Nations Office at Nairobi

United Nations Environment Programme  
Global Partnership on Marine Litter  
GPA

Overview  
Registration  
Support  
✉ registration@unep.org  
☎ +254 20 76 24786  
☎ +254 20 76 25407

You cannot register without a user account

Please log in if you have an account, or create a new one.

### Log in to Indico

Username (email)   
Password

✦ Reset password  
✦ Re-send account activation Email

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UNEP  
Brought to you by UNODG  
Contact us

4. Please fill in all relevant fields. Kindly make sure that you upload the right picture as shown below. Use the below link for guidance:

<http://wedocs.unep.org/handle/20.500.11822/21753>

Overview

Registration

Event Details

Notification for the UN  
Environment Assembly

Support

✉ registration@unep.org

☎ +254 20 76 24786

## Registration: New

### Identification

Picture

Upload



Edit  
picture



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 \*

Mrs.

Gender

Female

First Name \*

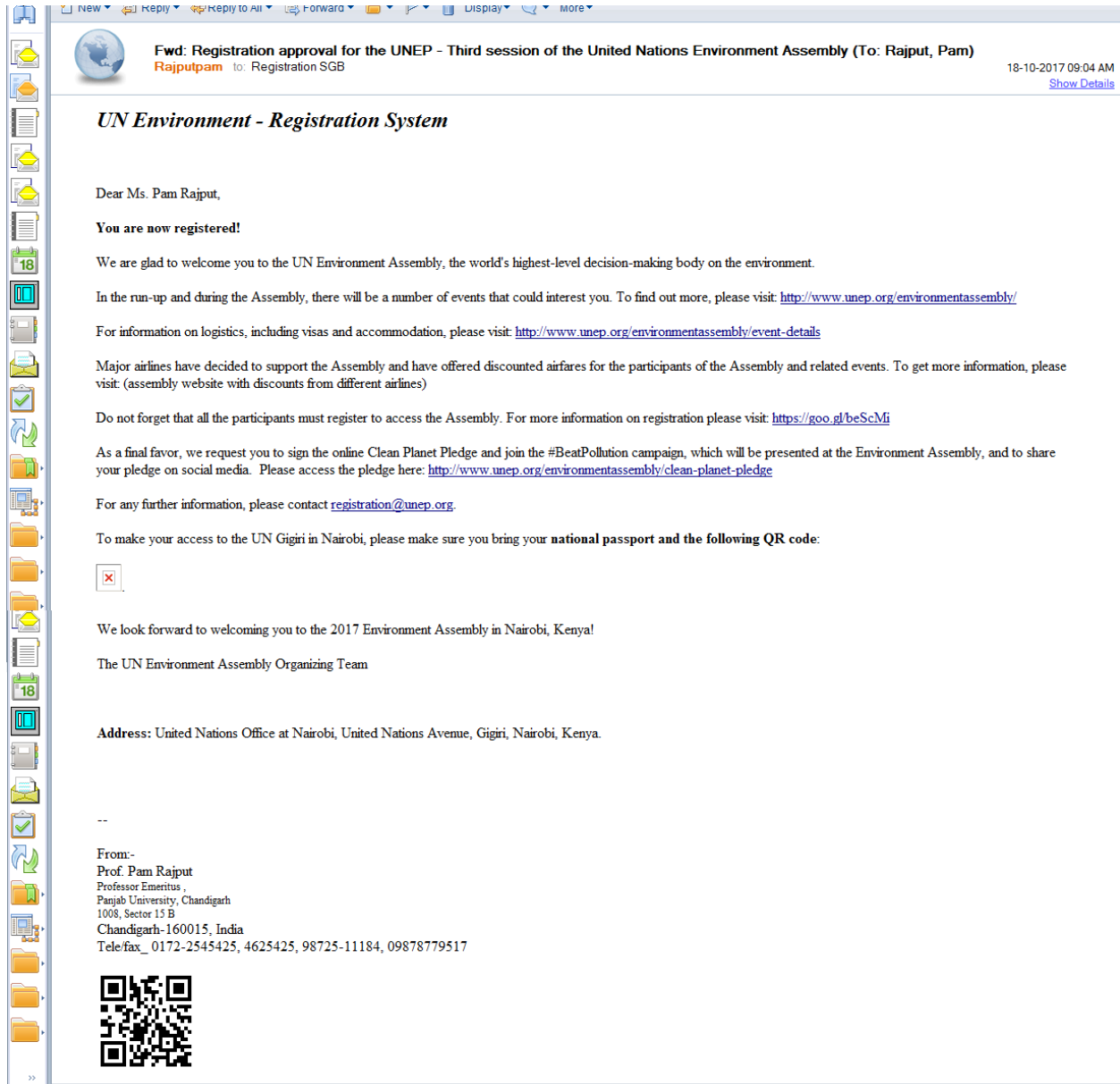
Test

Surname \*

Indico

### 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:



Please print this or have it on your mobile device and come with to UN office at Nairobi Gate. This will facilitate you in getting your badge much quicker.

2. You can also download the E-ticket from your profile by logging in and clicking on the below link: [reg.unog.ch/event/24456/registration/ticket.pdf](http://reg.unog.ch/event/24456/registration/ticket.pdf)



The E-ticket will include the QR code and the map to the UN Office in Nairobi