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

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

Dear Ms. Brennan VanDyke,

vous avez créé un nouveau compte sur le système d’accreditation 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

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

Identification

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:

![QR Code Image]

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