THE THIRD AD HOC OPEN-ENDED EXPERT GROUP MEETING ON MARINE LITTER AND MICROPLASTICS REGISTRATION GUIDE
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1. Creating an Indico Account

The third ad hoc open-ended expert group meeting on marine litter and microplastics registration system runs on Indico platform. To register for meeting, 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/32151/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

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/32151
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
3. Funding Application Section

Only those nominated by the governments for the member states category and organizations for the Civil Society (NGOs) category can say YES. Else choose NO

a) If YES you must attach the nomination letter. If you said NO, attach a blank word document
b) If YES upload the the filled HR Mini Master form. You can download the form from here

c) All participants must attach their Curriculum vitae (CV)
4. Travel Details Sections

- You indicate if you would like to request for travel support.
- For participants that will be funded, you need to indicate that you understand that you will be responsible to cater for your own expenses as the funds may only be released towards the end of the meeting upon submission of boarding passes and passport.
- Please indicate if your participation is subject to whether you will receive financial support from UN Environment.
5. 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/32151/registration/ticket.pdf
The E-ticket will include the QR code and the map to the Meeting Venue in Bangkok