

## MODIFY OR CANCEL YOUR REGISTRATION

You may only modify or cancel your registration when it is <u>PENDING</u> approval.

- Log in to Indico and go to the event page.
- On the event page a registration status bar "Your request for participation is pending" is visible with the options to either Cancel or Modify.

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Starts 1 Jan 2020 08:00
Ends 31 Dec 2025 18:00 Europe/Zurich
⊗ Cancel & Modify Summary >

## Modify Your Registration

• Click **Modify** in the status bar. The **Modify Registration** form opens. Make the changes and then click **Modify** again to save the changes.

SHP 2020-2025		
from 1 January 2020 to 3 Palais des Nations Europe/Zurich timezone	31 December 2025	
Overview Registration Contact	Modify Registration	
✓ shpbadge@un.org	Request for Security Ground Pass - SHP   Personal Data   Picture *   Upload   Edit   picture	

• The following message appears on screen to confirm the changes:

Your registration has been modified successfully.



## **To Cancel Your Registration**

· Click Cancel on the registration status bar.



## To Modify or Cancel Your <u>Approved</u> Registration

• Neither option (Cancel or Modify) is available on the registration status bar and you will have to contact the organizer in both these situations.



- For modifications, upon request the organizer can make the changes on your behalf **OR** reset the registration to **pending**. When it is back to pending you can make the changes as previously described and resubmit for approval.
- For cancellation, you should contact the organizer to cancel the registration on your behalf.

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