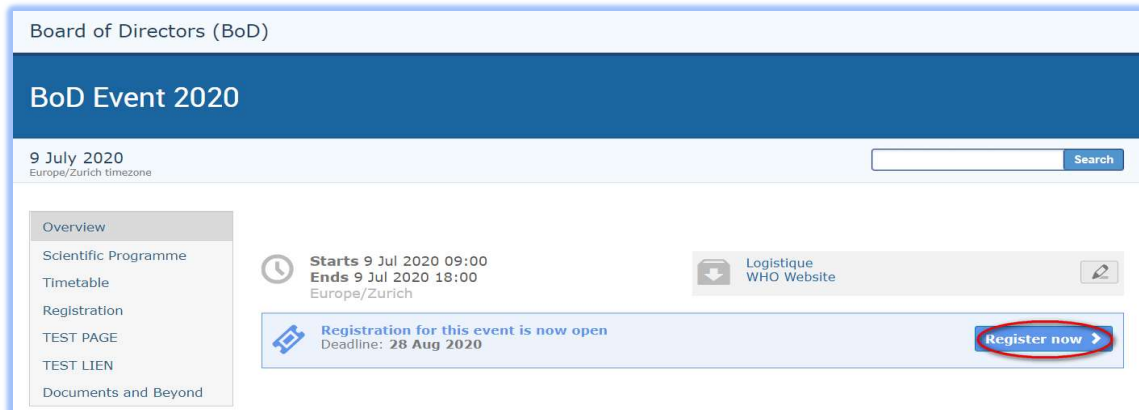


REGISTER FOR AN EVENT

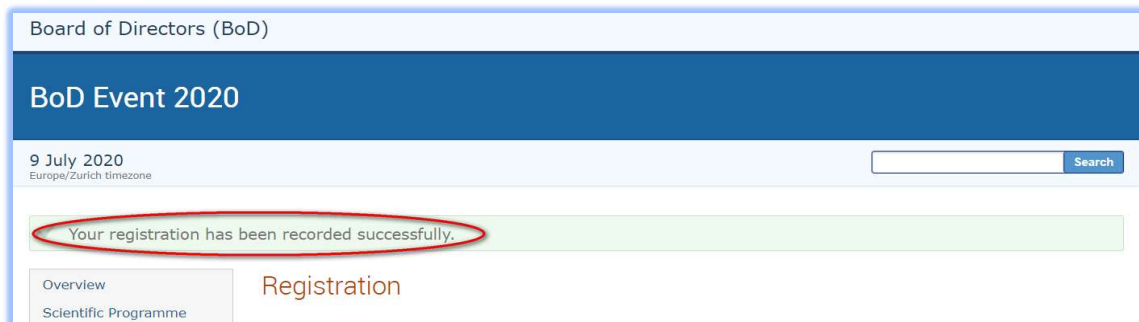
- Click **Register now** on the event page. If you are an Indico account holder¹ and not logged in, you will be prompted to log in. Otherwise the registration form will open.
- For existing account holders, the registration form will contain some of your personal data replicated from your profile.



The screenshot shows the event page for 'Board of Directors (BoD) BoD Event 2020'. The event is scheduled for 9 July 2020 in the Europe/Zurich timezone. A navigation menu on the left includes Overview, Scientific Programme, Timetable, Registration, TEST PAGE, TEST LIEN, and Documents and Beyond. The main content area displays the event start and end times (9 Jul 2020 09:00 to 18:00), a link to the 'Logistique WHO Website', and a prominent 'Register now' button with a right-pointing arrow. A message states 'Registration for this event is now open' with a deadline of 28 Aug 2020.

Registration Form

- Read the registration form carefully as it may contain instructions for you to follow.
- Complete **ALL** mandatory fields marked with “*” (this includes uploading any documents that are deemed mandatory). Failing to complete the mandatory requirements will result in the form being blocked from submission.
- Ensure that a picture is included that meets the picture criteria.² (If you have successfully registered for an event previously, the last picture used will be added to the registration form automatically).
- Once satisfied that all requirements have been completed/uploaded, click **Register**. A confirmation message appears on screen.



The screenshot shows the same event page as above, but with a green confirmation message at the top: 'Your registration has been recorded successfully.' The message is circled in red. The navigation menu now highlights 'Registration'.

- At this point your registration will be in a **pending approval status** with the organizer.

¹ If you are NOT an Indico account holder, you will be prompted to create one first before you may register to the event.

² Picture standards are here:

<https://indico.un.org/ihelp/pdf/unog/UNOG%20Indico%20picture%20standards.pdf>

Sample Registration Form

Personal Data

Picture *

Title

Gender

First Name *

Surname *

Position

Institution *

Birth Date *

Address

City *

Country *

Phone

Fax

Email *

Personal homepage

Passport ID *

Passport Origin *

Passport Expire *

Representation Type

Representative of governments, ngo ...

Representation Type *

Acknowledgement Email

- Within minutes of submitting the registration form, an email notification is sent acknowledging receipt of your registration and confirming its pending status. Remember to check spam or junk folders for this email.

Sample acknowledgement of receipt of a registration form



Notification of an Approved Registration (or Rejected)

- Once an organizer has processed your registration, an email notification is sent indicating whether your registration has been Approved or Rejected.
- If the registration request has been Approved, an approval email is sent to the registrant which includes, amongst other details, a **QR code**. This email should be printed and presented at the entrance to the event in order to gain access.
- If an event has been configured by the organizer to also issue UN Event Passes, then one will be attached to the email as a PDF. This too should be printed and presented upon entry to the event.



Sample confirmation of approval email

Registration approval for the Conferences - General Meeting of the Council Bodies for email template (To: Smyth-Jones, David)

1 message

noreply.accreditations@unog.ch <noreply.accreditations@unog.ch>
Reply-To: help@mailinator.com
To: david.smyth.jones@gmail.com

Wed, May 22, 2019 at 1:24 PM

United Nations Office at Geneva - Accreditation System

English

Dear Mr. David Smyth-Jones,

Your registration for the meeting

Conferences - General Meeting of the Council Bodies

has **been approved**. We are looking forward to welcoming you at the meeting.

If you wish to access your registration form, please click [HERE](#).

To make your access to the Palais des Nations easier, please make sure you bring your **national passport and the following QR code**:

If you're reading this email from your smartphone, you can also click the button below to initiate the download of your UNOG boarding pass which will be installed on your device (iOS and Android, with Pocket Wallet installed).

[DOWNLOAD PKPASS](#)

Thank you and best regards,

The Client Secretariat.

Sample UN Event Pass



Conferences

General Meeting of the Council Bodies

Thursday, 25 July 2019 - Friday, 26 July 2019
Palais des Nations - Room 1 - Geneva Switzerland

UN EVENT PASS



Mr. SMYTH-JONES, David
XXXX
Priority Communities
UN Staff member

