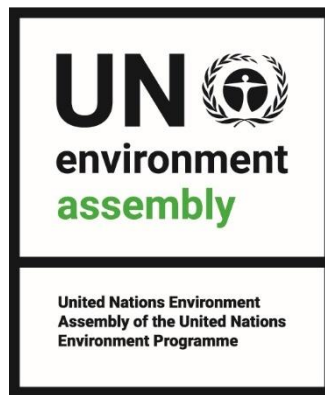




**The seventh session of the United Nations Environment Assembly (UNEA-7)
and its preparatory meetings**

Theme: Advancing sustainable solutions for a resilient planet

INDICO REGISTRATION GUIDE

**This guide is for UN system entities (including UNEP staff) who would like
to attend the meeting in Nairobi, Kenya**

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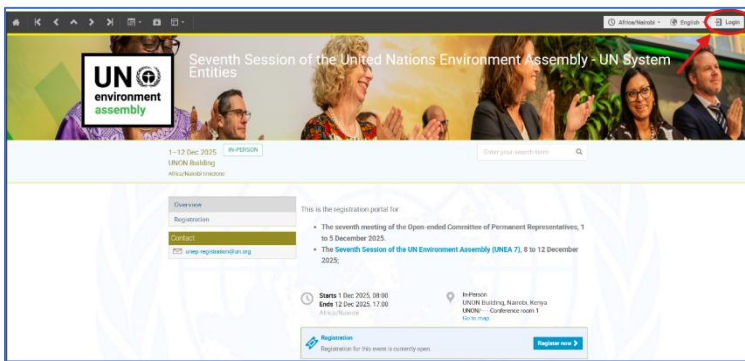
1. Creating an Indico Account

The registration system for the seventh session of the United Nations Environment Assembly (UNEA-7) runs on the **Indico platform**. To register for this meeting, representatives from UN system Organizations (including UNEP staff) need to create an account first as shown below.

1. Use Mozilla Firefox or Google chrome.
2. Kindly use this link to create an account:

<https://indico.un.org/e/UNEA-7UNstaff>

Picture 1



3. Click login on the top right corner.

Picture 2



4. Click on create one here if you don't have an Indico account as shown below.

Picture 3

Create a new Indico profile

To create a new Indico profile you first need to verify your email address.

Email address *

CAPTCHA *

Confirm that you are not a robot

Type the characters you see in the image. You can also listen to the audio instead.

5 840

Answer

Send me a verification email

Back

5. Enter your email in the field presented to get an email for further details.

Picture 4

Indico.UN <noreply@un.org>
to me 12:16 (1 minute ago) ☆

Dear user,

You started the Indico profile creation process. To continue, you need to verify that kk.essays@gmail.com is indeed your email address.

Please click the following link to continue the registration process:

https://indico.un.org/register/?token=lmtrLmVzc2F5c0BnbWFpbC5jb20LaCMN5Q3bF_7JCZo-oCwXj4oe_c_HAe11Y

6. An email similar to the one below will be sent to your email account. Click on the link to verify your email account.

Picture 5

Create a new Indico profile

✓ You have successfully validated your email address and can now proceed with the registration.

User information

Email address
kk.essays@gmail.com

First name *
Kennedy

Last name *
Karanja

Affiliation
UNEP

Login details

Password *

Confirm password *

The password must:

- ✓ Be at least 12 characters long
- ✓ Contain uppercase and lowercase characters
- ✓ Contain numbers
- ✓ Not contain whitespace
- ✓ Not contain the word "indico" or variations
- ✓ Match confirm password

Create my Indico profile

Cancel

[Page of Contact](#) | [About](#) | [Privacy](#) | [Help](#) | [Contact](#)

7. A page with fields to complete account creation as shown below will open upon clicking the above-mentioned link. Please fill in the data as per requirement on the page to proceed to registration.

For more information on topics such as Forgot Password, Change Password, and more, please visit the link:
<https://indicohelp.unog.ch/video-tutorials/>

2. Registering for a Meeting

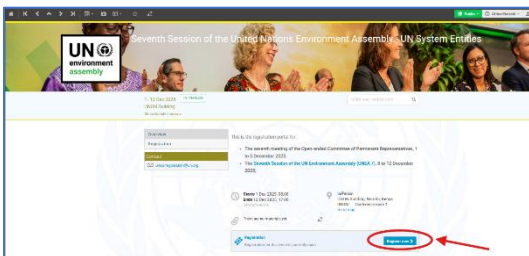
1. Use Mozilla Firefox or Google chrome.
2. Visit the registration page by clicking link below:

<https://indico.un.org/e/UNEA-7UNstaff>

All participants will be required to upload a **letter with the composition of the delegation** which contains their name or a letter from the head of the organization.

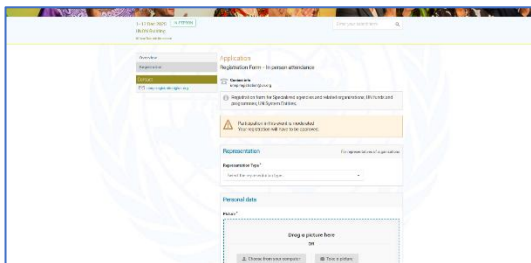
UNEP Staff and personnel to upload the **letter** on registrations shared from the Chef Cabinet account

Picture 6



3. On successful login to Indico, you will be presented with a form to fill in. All registrants will have to attach the necessary credentials as per the guide's requirement on the overview page of the registration portal-see picture 6.

Picture 7

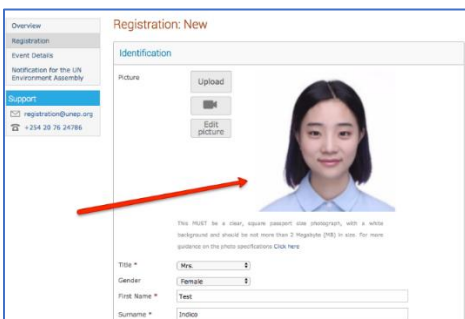


4. Please fill in all relevant fields. Kindly make sure that you upload the right picture in accordance with the requirements outlined below.

The picture must fulfill the following requirements:

- The background must be plain and uniform.
- The face must be properly positioned within the guiding ellipses.
- The face must be directly facing the camera with a neutral expression.
- The image must be of high resolution and free from any manual edits or alterations.

Picture 8

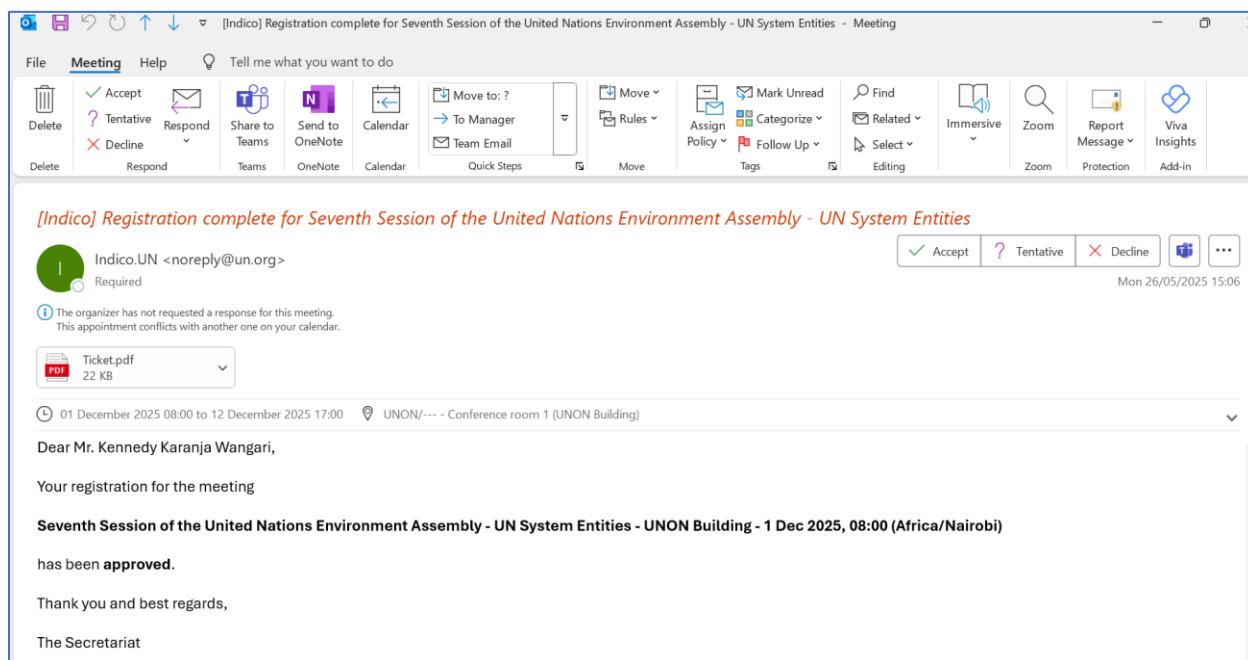


Use the below link for guidance: <https://indicohelp.unog.ch/wp-content/uploads/2020/11/UNOG-Indico-picture-standards.pdf>

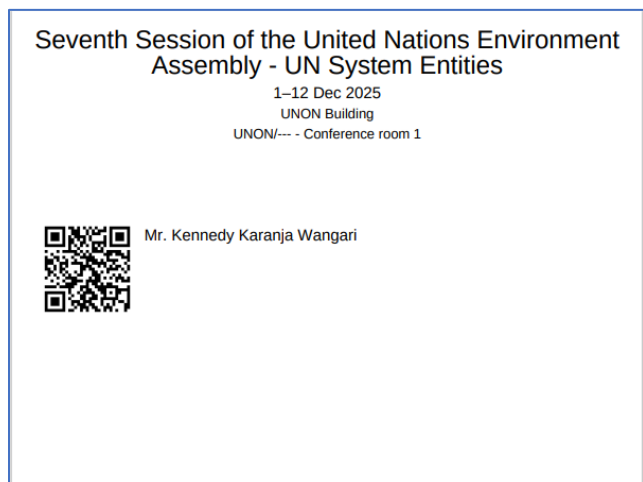
3. Downloading Your E-Ticket

On approval of your registration, you will get an email with a QR code similar to the one shown below. The ticket is also attached to the email.

Picture 9



Picture 10 Your event ticket



Please print the e-ticket or have it on your mobile device and bring your passport or government issued ID as well as the printed or digital e-ticket to the meeting venue. This is mandatory and will facilitate you getting your badge much quicker.