

Registration Guide

Registration of official delegations of States Members of the United Nations, members of United Nations specialized agencies and regional economic integration organizations, is done through the **online registration system INDICO**.

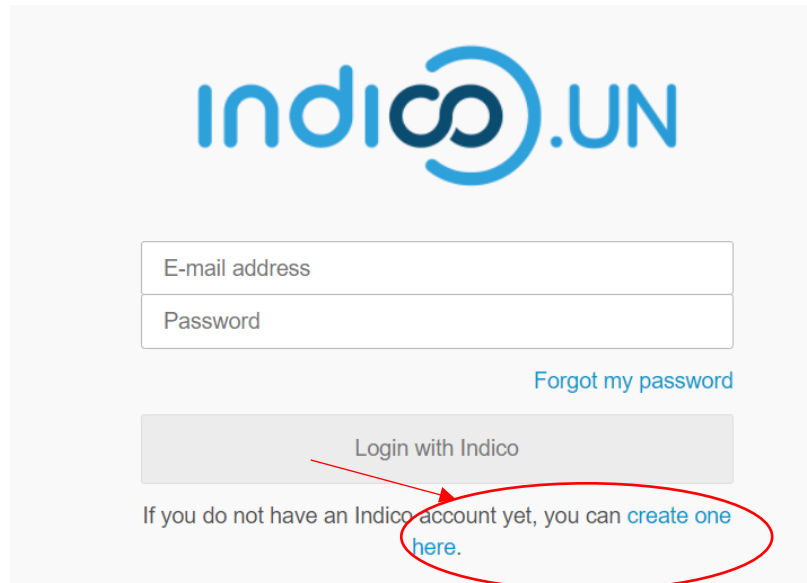
I. Creating and INDICO Account

To register for this meeting, **first-time users** need to first create an account as shown below. If you have an INDICO account, please move to page 4 of this Annex.

1. Use Mozilla Firefox or Google Chrome browsers.
2. Kindly use this link to create an account: <https://indico.un.org/>
3. Click login on the top right corner.

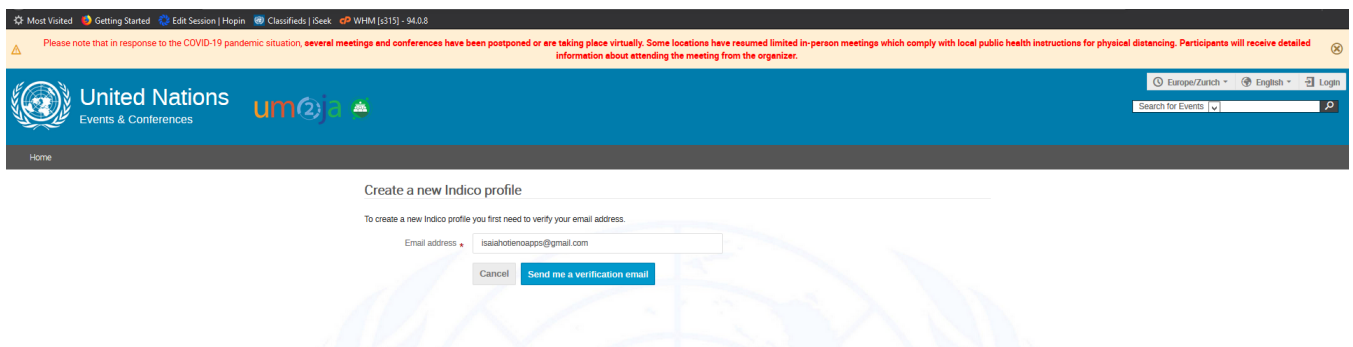


4. For first-time users, click on create an Indico account as shown below.



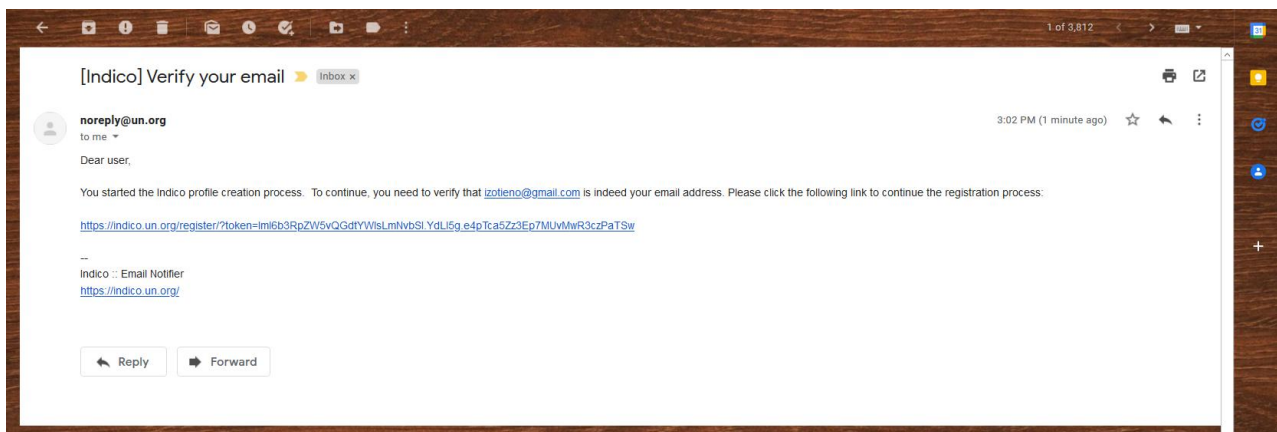
The image shows the Indico@UN login interface. At the top is the Indico@UN logo. Below it are two input fields: 'E-mail address' and 'Password'. To the right of the password field is a link that says 'Forgot my password'. Below these fields is a large grey button labeled 'Login with Indico'. Underneath the button, there is a line of text: 'If you do not have an Indico account yet, you can [create one here](#).' The words 'create one here' are circled in red, and a red arrow points from the 'Login with Indico' button to this link.

5. Enter your email address in the presented field to receive further details on the next steps.



The image shows a screenshot of the United Nations Events & Conferences website. The header includes the United Nations logo and the text 'United Nations Events & Conferences'. Below the header, there is a section titled 'Create a new Indico profile'. It states: 'To create a new Indico profile you first need to verify your email address.' Below this text is an input field for 'Email address' containing the text 'isaiahhotenoapps@gmail.com'. To the right of the input field are two buttons: 'Cancel' and 'Send me a verification email'.

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



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

Create a new Indico profile

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

User information

Email address	izotieno@gmail.com
First name *	Isaiah
Family name *	Otieno
Affiliation	UNEP

Login details

Username *	izotieno@gmail.com
Password *	
Confirm password *	

The password must:

- ✗ Be at least 12 characters long
- ✗ Contain uppercase and lowercase letters
- ✗ Contain numbers
- ✓ Not contain spaces
- ✓ Not contain common password words
- ✓ Match confirm password

Are you human?

6 + 15

Captcha * 21

Please solve the math problem to prove that you are human

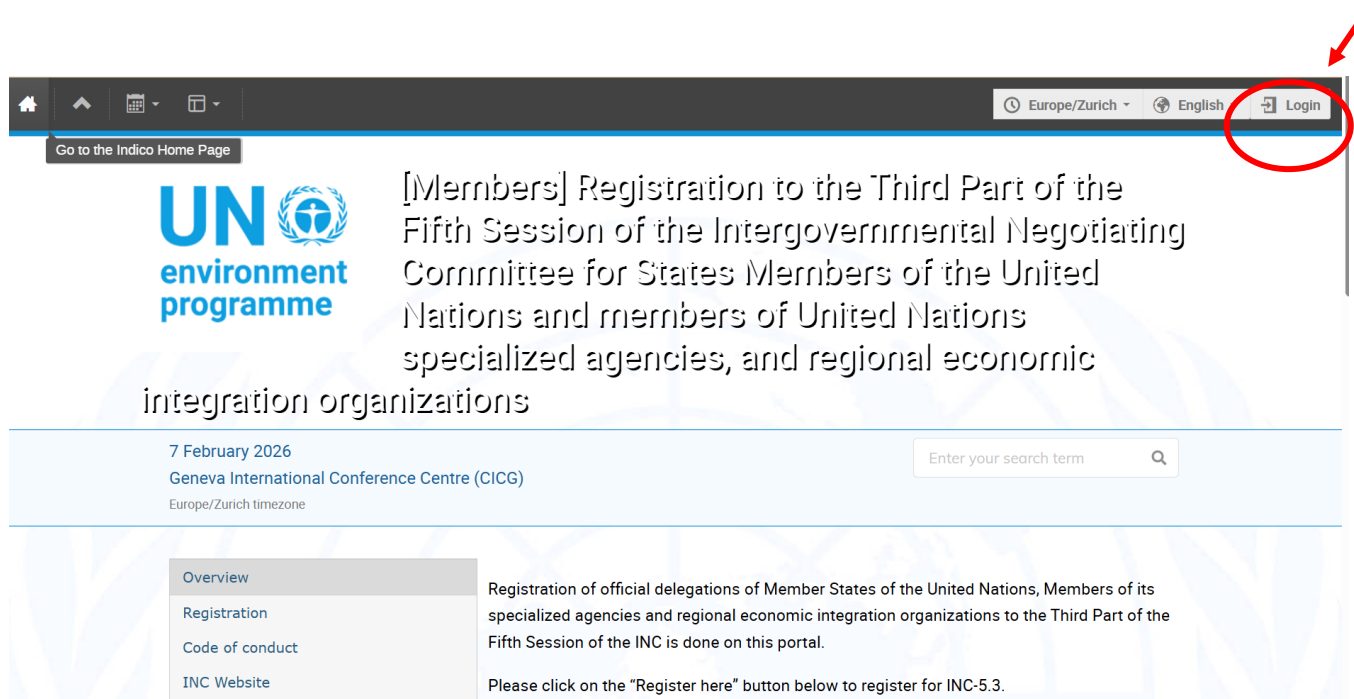
Cancel

Create my Indico profile

II. Registering for the third part of the fifth session of the INC on plastic pollution

To register for the third part of the fifth session of the Intergovernmental Negotiating Committee to develop an international legally binding instrument on plastic pollution, including in the marine environment, please follow the instructions as detailed below:

1. Use Mozilla Firefox or Google Chrome browsers.
2. Kindly use the link of your respective category to proceed to registration:
<https://www.unep.org/inc-plastic-pollution/registration>
3. Login into your INDICO account by clicking login on the top right corner.



4. On successful login to Indico, you will be presented with a registration form to fill out. All registrants are required to attach the necessary credentials, as per the guidance on the overview page of the registration portal, as indicated below.

Please note that all participants will be required to upload a **Note Verbale** with the composition of the national delegation with the names and functional titles of the nominated delegates.

The following documentation will need to be uploaded by delegates at the time of registration:

- a) Copy of the Note Verbale or official letter from the relevant Ministry, or from their Embassy or Permanent Mission. The Note Verbal or official letter must clearly indicate:
 - The name and date of the INC session.
 - The name of the head of delegation and names of any alternate representatives and advisers, as per Rule 6 of the draft rules of procedure provisionally applicable to the work of the INC.
 - Detail all the names and functional titles of the nominated members of the delegation.
- b) A passport-size colour photograph (with white, grey, or neutral colour background).
- c) The passport biographical page.

Please note that the review and verification process of the registrations for INC-5.3 is not automatic and may take up to a few days, which varies according to the volume of registrations received.

In addition, please be informed that the registration for INC-5.3 and the application for travel support are two separate processes and delegates must have their registration for INC-5.3 approved before submitting their request for travel support.

5. Please fill in all relevant fields. Mandatory fields are marked with “*”.

Kindly make sure that you upload the right picture as shown below. Use the below link for guidance: [English guide](#) | [French guide](#)

Overview

Registration

Event Details

Notification for the UN Environment Assembly

Support

✉ registration@unep.org

☎ +254 20 76 24786

Registration: New

Identification

Picture

Upload

Edit picture



This MUST be a clear, square passport size photograph, with a white background and should be not more than 2 Megabyte (MB) in size. For more guidance on the photo specifications [Click here](#)

Title *

Mrs.

Gender

Female

First Name *

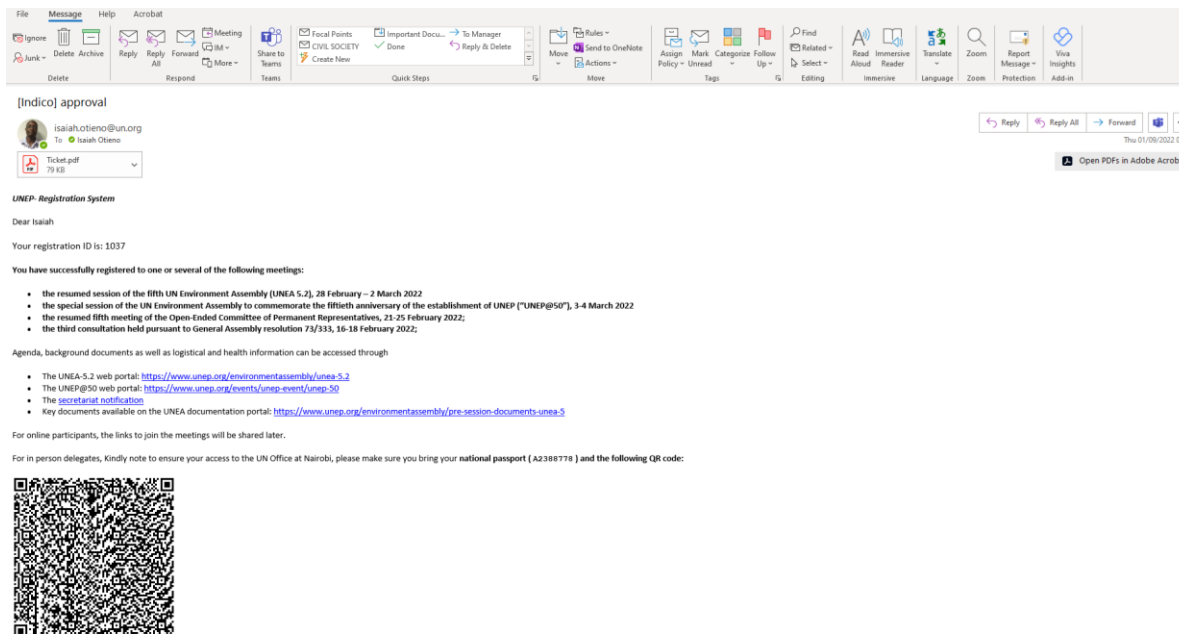
Test

Surname *

Indico

III. Downloading Your E-Ticket

On approval of your registration, you will get an email with a QR code similar to the one shown below:



16 February to 04 March 2022
Mässvägen 1, Älvsjö, Stockholm, Sweden
Telephone: +46 8 749 41 00

UN EVENT PASS



Mr. Isaiah Otieno

Secretariat of the Assembly

Division or Office

Please print this or have it on your mobile device when collecting your meeting badge at the venue.

You will need to present the UN EVENT PASS and a valid passport or identification card with a photograph at the meeting venue to receive with meeting badge.