Printing Your Confirmation Email

In order to obtain your UN Grounds Pass for CSW, you have to print your confirmation email and bring it with you during onsite check-in along with a UN Member State Government Issued ID (passport/driver’s license). You will only receive a confirmation email if you have been approved by your organization’s designated Conference Focal Point.

Electronic versions of the email are not accepted at onsite check in.

You should have received your confirmation email to your email inbox when you were approved by your organization’s Conference Focal Point, however if you cannot find it, please follow the steps below to retrieve it.

First go to https://reg.unog.ch/user/login and log in to your Indico account:

Next look for your name in the upper right-hand corner of the page and select it:
Then select “My Profile” from the drop-down menu:

You should now see “Your events at hand”, select the icon that looks like a letter:

A list of all the emails you have received about CSW will pop up. Make sure to select the one on the top as it will be the most recent message you have received:
Your confirmation email should now pop up. Select print on the bottom and then follow the normal printing procedure for your web browser:

Please make sure to bring your printed confirmation email with you to onsite check in along with a valid UN Member State government issued identification (passport/driver’s license) to collect your UN Grounds Pass.