Verifying and approving your organization’s registrations for CSW – Step by step guidance

As a Conference Focal Point of your organization, you are responsible for verifying and approving the representatives of your organization after they register in Indico through their own individual accounts.

(If you plan to attend an event yourself as a representative of your organization, you must also register and approve yourself!)

1. Go to the CSW64 registration page in Indico and click Login:

   https://reg.unog.ch/event/32333/registration/
2. Click the pencil icon  on the top menu bar to switch to the registration management area.

3. Click on the checkbox next to your representative’s name, then click “Approve” at the top of the list. Each participant will receive an automated email notification containing the official confirmation letter when their registration has been approved.

If someone who is not a representative of your organization has attempted to register, please click the checkbox next to the individual’s name, then click the Reject button.
4. To switch back to the event page, click on the button *Switch to event page*.

5. **Please be reminded that each participant** will need to register themselves for CSW so that Conference Focal Points can see and approve her or his registration: [https://reg.unog.ch/event/32333/registration/](https://reg.unog.ch/event/32333/registration/)

We encourage Conference Focal Points to check back in Indico regularly to approve new representatives.

Representatives need to be approved before the registration deadline of 27 January 2020 to be able to participate in the CSW64 session.
For more information on the CSW64 session, please visit https://www.unwomen.org/en/csw/csw64-2020

For more information on NGO participation, please visit http://www.unwomen.org/en/csw/ngo-participation

If you have questions, please contact csw@unwomen.org