An important feature of Indico is that it allows each ECOSOC-accredited NGO to designate up to two (2) Conference Focal Points, who will review the individual registrations of members of their organization for all events that use the platform. While each representative will register through their own individual Indico account, the Conference Focal Points will review and approve/reject their own organization’s participants. The registration of a participant will only be complete and valid once it has been approved by the organization’s Conference Focal Point.

In order for your organization’s registrations to be processed in Indico, each organization MUST designate at least one Conference Focal Point (and preferably another one for backup). This is done through your organization’s profile in the Integrated Civil Society Organisations System (iCSO).

Once the Conference Focal Points are designated in iCSO, they will be made available in Indico in about a week. Please designate your Conference Focal Points as soon as possible to avoid delays which may prevent your organization from participating in events.

This guide contains the following sections:

1. Detailed instructions for designating Conference Focal Points in iCSO
2. Detailed instructions for activating your Indico account
3. Detailed instructions for approving participants in Indico
4. Further information
5. How to change/remove Conference Focal Points in iCSO

* Please note that these instructions only apply to NGOs in consultative status with ECOSOC. If your NGO does not have ECOSOC consultative status, you do NOT need to designate Conference Focal Points.

How to designate your organization’s Conference Focal Points

*** Detailed step-by-step instructions on the next page ***

1. As head of your organization, use the main organization account to log in to http://esango.un.org/civilsociety/login.do
2. Navigate to Profile > Contacts & Participation from the menu bar
3. Add a new contact with the Conference Focal Point type, or add this contact type to an existing contact

Requirements for Conference Focal Points

- A unique, personal email address must be specified. Do not use a generic email.
- No more than two (2) Conference Focal Points will be permitted for each organization. Similarly, if the same person appears multiple times in the contact list, they should only be designated once, with their most current contact information.
- Conference Focal Points must be unique for each organization; different organizations cannot share the same Conference Focal Points.
Designating a Conference Focal Point – Step by step guidance

1. Once logged into iCSO (http://esango.un.org/civilsociety/login.do), navigate to Profile > Contacts & Participation from the menu bar.

2. Click on New contact to add a new contact, or assign this contact type to an existing contact.

To assign an existing contact as Conference Focal Point, click the contact’s last name to open her or his profile page and then click ‘Update’.
3. Designate the contact with the Conference Focal Point role: Select “Conference Focal Point” in the box on the left side, and click the top arrow button to add this role to the box on the right.

4. Ensure that the person’s unique, personal email address is specified. This email address will become the person’s Indico user name, or must match their Indico user name if they already have an account. **Do not use the same email address for multiple contacts.**

Scroll down to the bottom of the page and click “Save”
Account activation for Conference Focal Points – Step by step guidance

Once the Conference Focal Points are designated in iCSO, they will be made available in Indico in about a week.

If you are a designated Conference Focal Point and have never used Indico before, you will need to activate your account according to the instructions below. Your account has already been created using the email address that you provided in iCSO for the Conference Focal Point, but you will need to set a password.

Note: Conference Focal Points who already have an account in Indico and are properly designated in iCSO (i.e. with their Indico login as email address) will automatically be granted review and approval privileges, and do not need to complete this step.

1. Go to Indico at https://reg.unog.ch and click on Login.
2. Click on the *Reset password* bar.
3. Enter your email address (the same one used for your Conference Focal Point designation in iCSO). **This is your Indico user name.**

Then click on **Reset my password.**

4. You will receive an email at the address you entered with instructions for setting a password. Once set, you will use this email address and password to log in to Indico.
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
Removing a Conference Focal Point

As head of your organization you may need to change or update who your two (2) designated Conference Focal Points (CFPs) are. To do this, you will have to remove the CFP role from one of your representatives. Use the main organization account to log in to iCSO at http://esango.un.org/civilsociety/login.do

1. Once logged in, navigate to Profile > Contacts & Participation from the menu bar.

2. Next select the name of the individual whose Conference Focal Point role you would like to remove.
3. Then select *Update*

4. Now that you are on the profile page, select the *Conference Focal Point* designation, then select the *back arrow*
Removing a Conference Focal Point

Your screen should now look like this:

5. Once you have finished updating the profile, scroll down the page and select Save. Please note it may up to a week for the updated status to be recognized on Indico.