



## 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.

NGOBranch Test Profile	
	Profile   Consultative Status   Documents   Correspondence   Meeting Participation
View Ge	General
Organiza	Contacts & Participation
Organiza	Activities
Organiza	Additional Information
Headqu	Main Objective
Address:	1 UN Plaza New York, NY United States of America
Email:	nobody@un.org
Organization type:	Open-ended Working Group on Ageing
Languages:	• English

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'.*

NGOBranch Test Profile			
	Profile   Consultative Status   Documents   Correspondence   Meeting Participation		
<b>Contacts and Participation</b>			
Title	First Name	Last Name	Contact type
			Update Delete Print
			+ New contact



## Designating Conference Focal Points



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 username, or must match their Indico username 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"

### NGOBranch Test Profile

- Profile
- Consultative Status
- Documents
- Correspondence
- Meeting Participation

#### Contacts & Participation

If you like to add another contact, click the **Save** button at the bottom of the page. You will be directed to clicking on "New contact". If you like to continue to the "Activities" page, click the **Continue** button.

\* Contact Type:

Select one or more contact types that best describe the area of expertise of the person. For the types "A person will be responsible for submitting and updating information related to Consultative Status with the

Title:

\* First Name:

\* Last Name:

#### Mailing address (if different from headquarters)

Address:

Country -- OR --  Other geographical designations

Phone:

Fax:

Email: