



## 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:

### Log in to Indico

The login form is titled "Login" in blue. It contains two input fields: "Username (email)" with a placeholder text "Use the same email you used to register" and "Password". Below these fields is a blue "Login" button. At the bottom of the form, there are two links: "Reset password" and "Re-send account activation Email", each preceded by a right-pointing triangle icon.

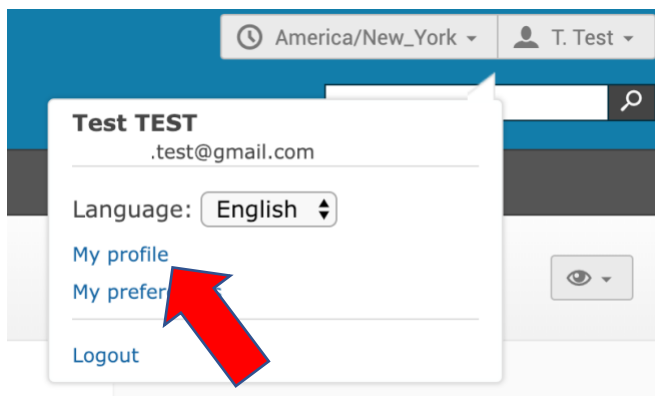
Next look for your name in the upper right-hand corner of the page and select it:

The dashboard header features the UNOG logo and name on the left, a banner image of a building, and a "I SAY NO TO SEXISM" logo. On the right, there is a search bar and a user profile dropdown menu showing "America/New\_York" and "T. Test". A red arrow points to the user profile dropdown. Below the header is a navigation bar with "Home", "My profile", and "Help" links. The main content area starts with "Main categories" in orange. A welcome message states: "Welcome to Indico. The Indico tool allows you to manage complex conferences, workshops and meetings. In order to start browsing, please select one of the categories below." On the right, there is a section for "Upcoming events".

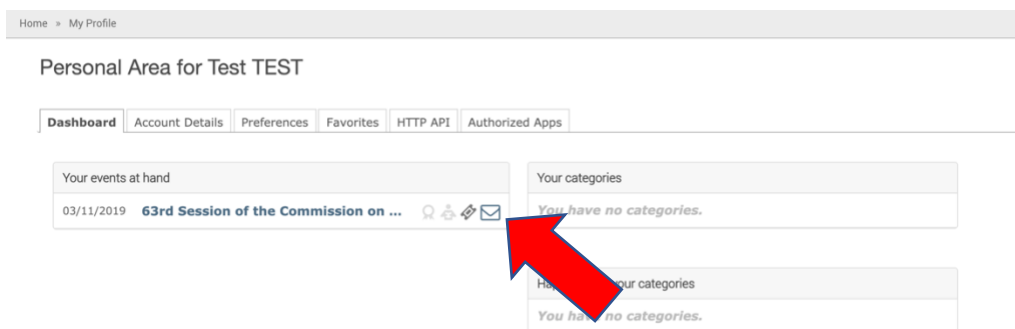


## Printing Your Confirmation Email

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:





## Printing Your Confirmation Email

Your confirmation email should now pop up. Select print on the bottom and then follow the normal printing procedure for your web browser:

63rd Session of the Commission on the Status of Women (CS ...

**Date** 23 Jan 2019 15:49:07

**From** noreply.accrec@unog.ch

**To** cswunw.test@gmail.com

**Cc**

**Subject** 63rd Session of the Commission on the Status of Women (CSW63) confirmation letter (To: Test, Test)

**Text**

**CSW63 registration confirmation letter for representatives of NGOs in consultative status with the United Nations Economic and Social Council (ECOSOC)**

Dear Test Test,

I am pleased to confirm that your organization has approved your registration as one of its representatives to attend the sixty-third session of the Commission on the Status of Women (CSW63) to be held from 11 Mar 2019 to 22 Mar 2019 at United Nations Headquarters in New York. The active participation of non-governmental organizations (NGOs) is a critical element in the work of the Commission on the Status of Women (CSW).

You may wish to present this letter if you need to apply for a visa. Please be advised that all arrangements for travel, visa and accommodation, as well as related expenses, are the responsibility of participants. The United Nations does not charge fees for participation in the Commission on the Status of Women sessions.

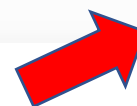
Upon arrival in New York, registered participants must collect a UN grounds pass for access to the United Nations complex. You will need to present a printed copy of this confirmation letter as well as a government-issued official photo ID (passport if travelling from abroad) to obtain a UN grounds pass.

UN grounds pass collection will likely commence on Friday, 8 March 2019. Opening hours and location for collecting grounds passes will be available on our website (<http://www.unwomen.org/en/csw/ngo-participation/registration>) closer to the time of CSW63.

Please be advised that large bags, suitcases, trolleys and carry-on luggage will not be permitted on United Nations premises, including the United Nations Pass and ID office. Exhibit materials and objects for sale or for display will not be allowed on United Nations premises either.

Print

OK



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