



Verifying and approving your organization's registrations for the virtual 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 virtual CSW65 registration page in Indico and click **Login**:


<https://indico.un.org/event/35605/registration/>





Approving participants in Indico

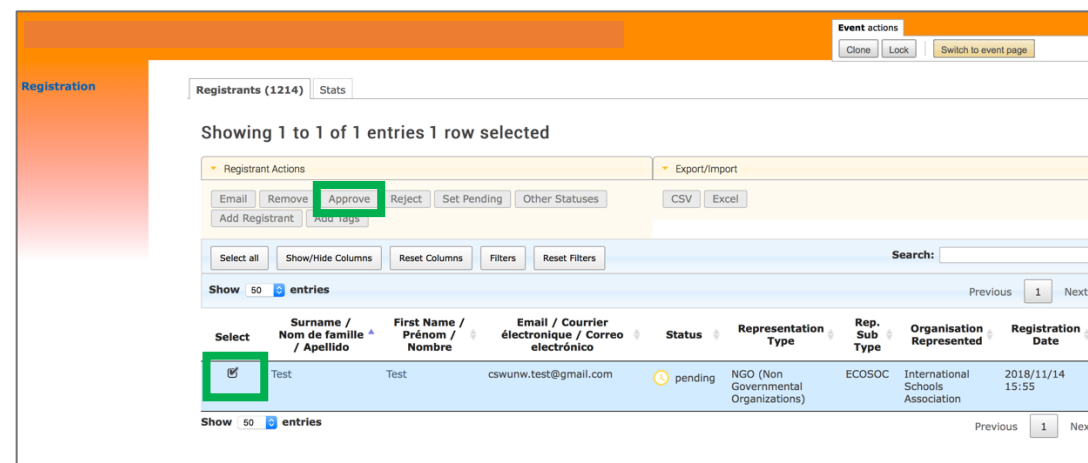


2. Click the pencil icon  on the top menu bar to switch to the registration management area



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.





Approving participants in Indico



4. To switch back to the event page, click on the button *Switch to event page*.

Registrants (1214) Stats

Showing 1 to 1 of 1 entries

Registrant Actions: Email, Remove, Approve, Reject, Set Pending, Other Statuses, Add Registrant, Add Tags

Export/Import: CSV, Excel

Select all, Show/Hide Columns, Reset Columns, Filters, Reset Filters

Search:

Show 50 entries Previous 1 Next

Select	Surname / Nom de famille / Apellido	First Name / Prénom / Nombre	Email / Courriel électronique / Correo electrónico	Status	Representation Type	Rep. Sub Type	Organisation Represented	Registration Date
<input type="checkbox"/>	Test	Test	cswunw.test@gmail.com	approved	NGO (Non Governmental Organizations)	ECOSOC	International Schools Association	2018/11/14 15:55

Show 50 entries Previous 1 Next

5. **Please be reminded that each participant** will need to register themselves for the virtual CSW so that Conference Focal Points can see and approve her or his registration: <https://indico.un.org/event/35605/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 22 February 2021.

Home » Conferences » Economic & Social Affairs » Commission on the Status of Women

COMMISSION on the STATUS OF WOMEN

Search

Registration

From: 0 To: 27 J

Contact info: csw@unwomen.org

Please note that:

- Registration is only open to NGOs in Consultative Status with ECOSOC
- The United Nations does not charge fees for participation in the Commission on the Status of Women.

Register Now



Further Information



For more information on the CSW65 session, please visit <https://www.unwomen.org/en/csw/csw65-2021>

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