Step-by-step guide for Indico Conference Focal Points

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.

Please note that participation by civil society representatives in United Nations meetings and conferences is governed by the modalities of each event. Registration in Indico does not guarantee participation in any specific event. The United Nations reserves the right to deny participation to any organisation or individual at any time.
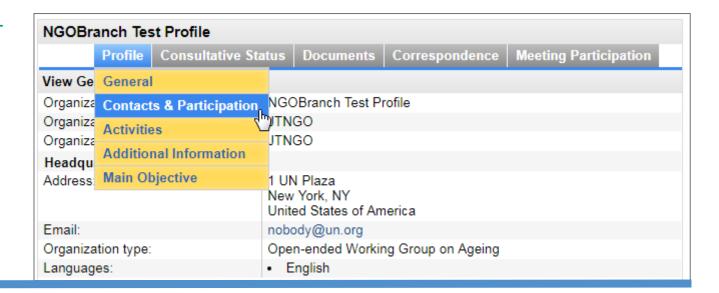
Designating a Conference Focal Point – Step by step guidance

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**   NGOBranch Test Profile

Organiza   Activities   JTNGO

Organiza   JTNGO

Headqu   Additional Information

Address: Main Objective   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 |

Contacts and Participation

New contact

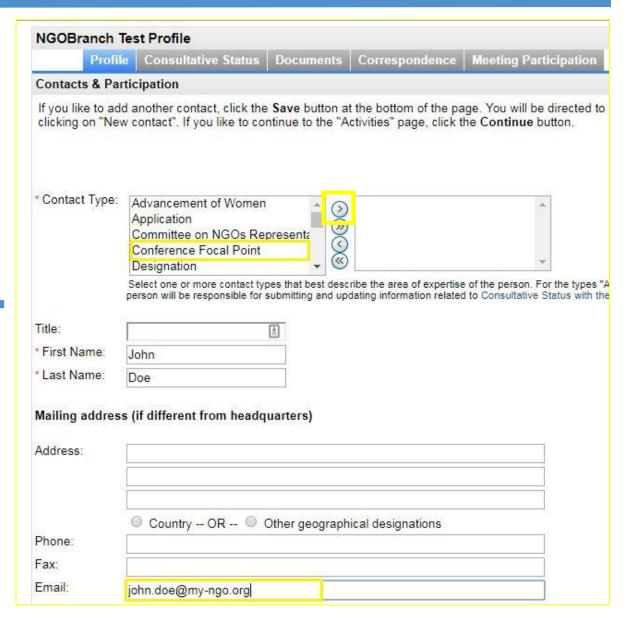| Title | First Name | Last Name | Contact type | Update | Delete | Prin |

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:
- Advancement of Women
- Application
- Committee on NGOs Representa
- Conference Focal Point
- Designation

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: John

* Last Name: Doe

Mailing address (if different from headquarters)

Address:

○ Country -- OR -- ○ Other geographical designations
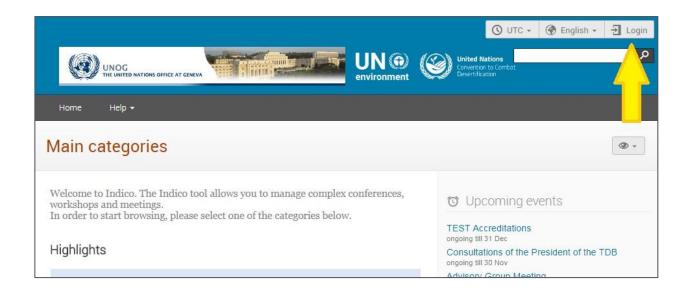
Phone:

Fax:

Email: john.doe@my-ngo.org

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://indico.un.org and click on *Login*.

2. Click on *Forgot my password*

3. Enter your email address (the same one used for your Conference Focal Point designation in iCSO). **_This is your Indico username._**

Then click on *Submit*.

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 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/
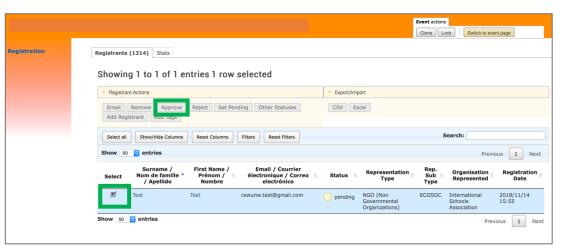
Approving participants in Indico

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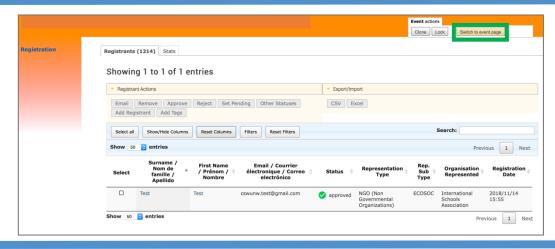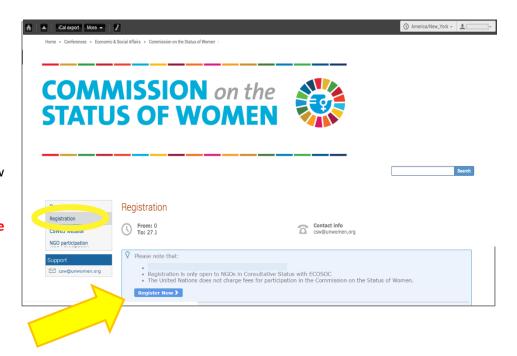
4. To switch back to the event page, click on the button *Switch to event page*.

5. ***Please be reminded that each participant*** will need to register themselves for 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.

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

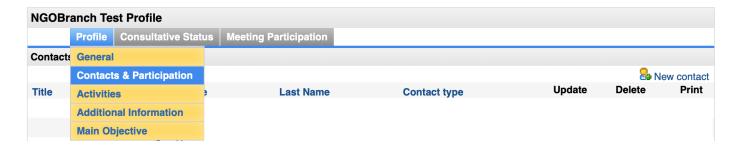If you have questions, please contact csw@unwomen.org

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.
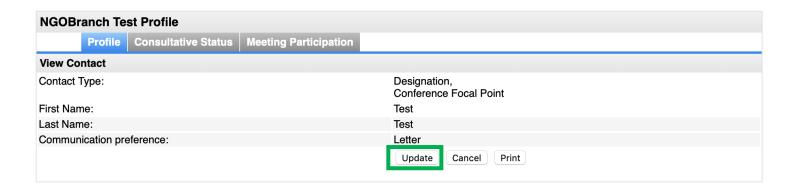
3. Then select *Update*

NGOBranch Test Profile

| Profile | Consultative Status | Meeting Participation |

View Contact

Contact Type:	Designation, Conference Focal Point
First Name:	Test
Last Name:	Test
Communication preference:	Letter

[Update]   [Cancel]   [Print]

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

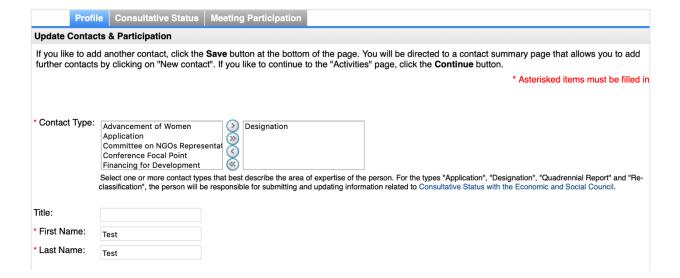| Profile | Consultative Status | Meeting Participation |

Update Contacts & Participation

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

* Asterisked items must be filled in

* Contact Type:

Advancement of Women
Application
Committee on NGOs Representa
Financing for Development
Forests

Conference Focal Point
Designation

Select one or more contact types that best describe the area of expertise of the person. For the types "Application", "Designation", "Quadrennial Report" and "Re-classification", the person will be responsible for submitting and updating information related to Consultative Status with the Economic and Social Council.

Title:

* First Name: Test

* Last Name: Test

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.