



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 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.

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
Contacts and Participation					
New contact					
Title	First Name	Last Name	Contact type	Update	Delete Print



Designating Conference Focal Points



- 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.

- 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

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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:



Account activation for Conference Focal Points



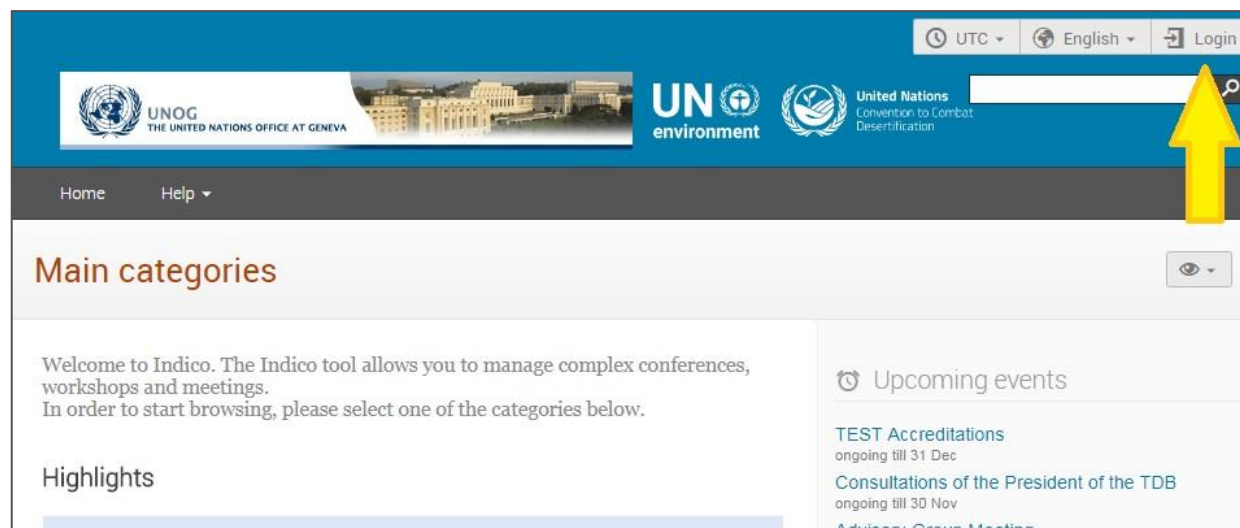
Account activation for Conference Focal Points – Step by step guidance

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*

The image shows the Indico login interface. At the top is the Indico logo. Below it are two input fields: 'E-mail address' and 'Password'. To the right of the 'Password' field is a blue link that says 'Forgot my password', which is highlighted by a yellow arrow. Below the input fields is a grey button labeled 'Login with Indico'. Underneath the button, there is a message: 'If you do not have an Indico account yet, you can [create one here.](#)'. At the bottom left of the form area is a blue link with a left arrow and the text 'Back'. At the bottom of the page, there is a footer that reads 'Powered by Indico / Brought to you by UNOG and um@ja' followed by a small logo and the text 'I SAY NO TO SEXISM WHAT DO YOU SAY?'.



Account activation for Conference Focal Points



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](#).

The screenshot shows the 'Reset your Indico password' page on the United Nations Events & Conferences website. The page has a blue header with the UN logo, 'United Nations Events & Conferences' text, and 'um2ja' logo. There are links for 'Europe/Zurich', 'English', and 'Login'. A search bar is also present. Below the header, there's a 'Home' link. The main content area is titled 'Reset your Indico password' and includes a sub-header 'Reset your Indico password'. Below this, a message states: 'If you forgot your password you can reset it. Simply enter your email address and we'll send you an email containing with information on how to set a new password.' There is a text input field labeled 'Email address *' and a blue 'Submit' button. The footer contains the text 'Powered by Indico / Brought to you by UNOG and um2ja', a 'Code of Conduct | About | Help | Contact' link, and a logo for 'I SAY NO TO SEXISM' with the tagline 'WHAT DO YOU SAY?'.

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

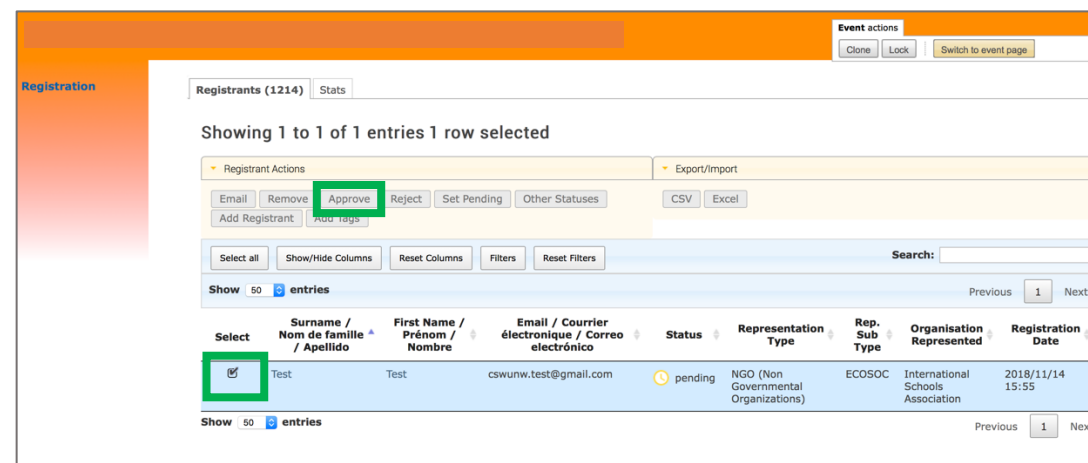


2. Click the pencil icon  on the top menu bar to switch to the registration management area



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.





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

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

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

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



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

NGOBranch Test Profile

Profile

Consultative Status

Meeting Participation

Contacts

General

Contacts & Participation

Activities

Additional Information

Main Objective

Title

Last Name

Contact type

Update

Delete

Print

New contact

- 2. Next select the name of the individual whose Conference Focal Point role you would like to remove.

NGOBranch Test Profile

Profile

Consultative Status

Meeting Participation

Contacts and Participation

Title

First Name

Last Name

Contact type

Update

Delete

Print

Test

Test

Test

Conference Focal Point ,
Designation

☐

Test

Test

Test

Designation

☐

Delete

Cancel

Reset

←

→



Removing a Conference Focal Point



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 Represent

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

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Removing a Conference Focal Point



Your screen should now look like this:

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.

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Advancement of Women
Application
Committee on NGOs Representat
Conference Focal Point
Financing for Development

>><<

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

- 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.

Position:

Department:

Remarks:
(less than 3950 characters)
(Characters left: 3950)

Save

Submit and Continue

Submit

Cancel

Reset