



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 can review and approve/reject their own organization's participants. This allows for improved coordination and validation of registrations.

In order for your organization's registrations to be processed in Indico, you **MUST** designate at least one Conference Focal Point (preferably two for backup). This is done through your organization's profile in the [Integrated Civil Society Organisations System](#) (iCSO).

How to designate your organization's Conference Focal Points

**** Detailed screenshot 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

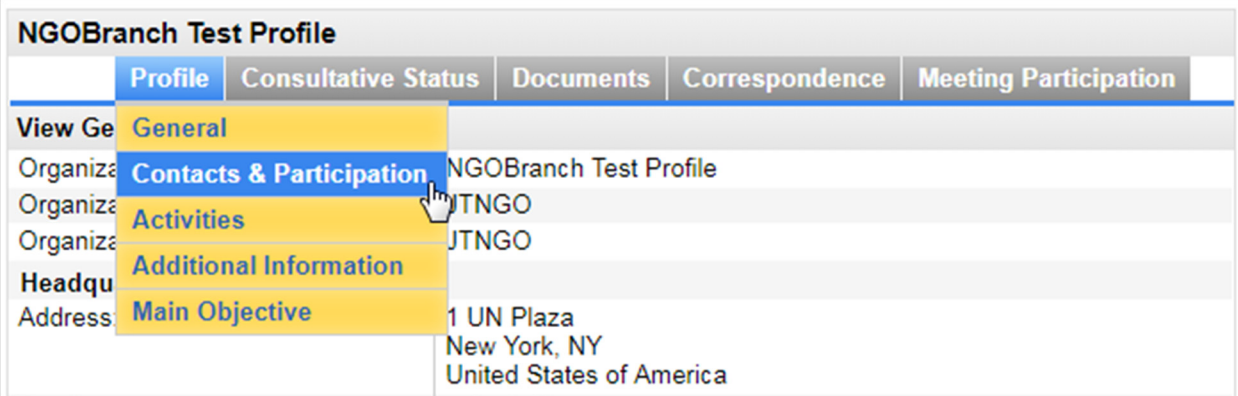
- A **unique**, personal email address must be specified. Do not use a generic email.
- No more than two (2) Conference Focal Points will be permitted.

Similarly, if the same person appears multiple times in the contact list, they should only be designated once, with their most current contact information.

Once the Conference Focal Points are designated in iCSO, they will be made available in Indico within a week. **Please designate your Conference Focal Points as soon as possible to avoid delays which may prevent your organization from participating in events.**

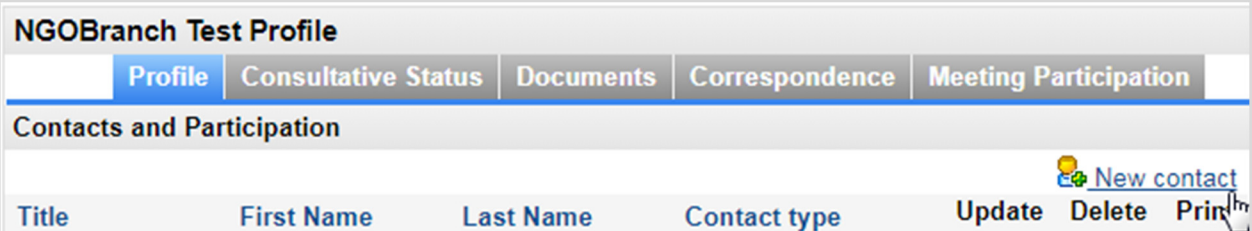
Detailed instructions for designating Conference Focal Points in iCSO

1. Once logged into iCSO (<http://esango.un.org/civilsociety/login.do>), Navigate to *Profile > Contacts & Participation* from the menu bar



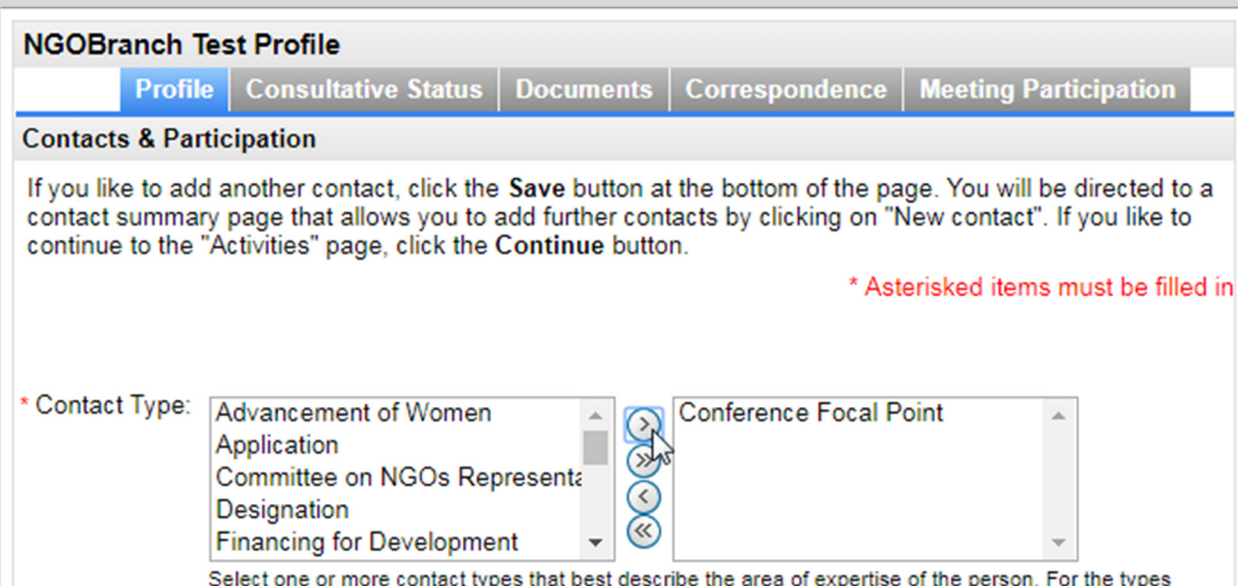
The screenshot shows the 'NGOBranch Test Profile' page. At the top, there are tabs for 'Profile', 'Consultative Status', 'Documents', 'Correspondence', and 'Meeting Participation'. Below these tabs is a 'View Ge' dropdown menu with options: 'General', 'Contacts & Participation', 'Activities', and 'Additional Information'. The 'Contacts & Participation' option is highlighted with a mouse cursor. Below the menu, there are sections for 'Organiza' (with 'NGOBranch Test Profile' and 'JTNGO' listed), 'Headqu' (with 'JTNGO' listed), and 'Address' (with '1 UN Plaza, New York, NY, United States of America' listed).

2. Click on *New contact* to add a new contact, or assign this contact type to an existing contact



The screenshot shows the 'NGOBranch Test Profile' page with the 'Contacts and Participation' section active. It features a table with columns: 'Title', 'First Name', 'Last Name', 'Contact type', 'Update', 'Delete', and 'Print'. A 'New contact' button with a plus icon is visible in the top right corner of the table area.

3. Make sure to designate the contact with the *Conference Focal Point* type



The screenshot shows the 'NGOBranch Test Profile' page with the 'Contacts & Participation' section. It contains the following text: '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

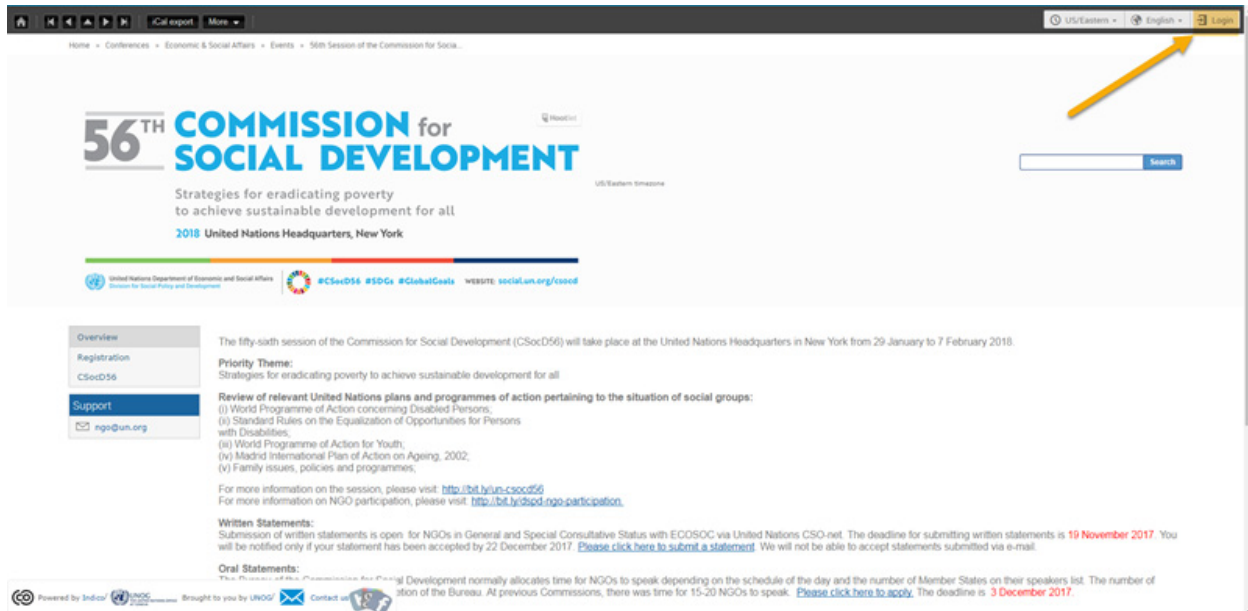
* Contact Type:

Select one or more contact types that best describe the area of expertise of the person. For the types

Detailed instructions for approving participants in Indico

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.

1. Log in to Indico for the CSocD56 event: <https://reg.unog.ch/event/22263>



Home » Conferences » Economic & Social Affairs » Events » 56th Session of the Commission for Social Development

US/Eastern » English » **Login**

56TH COMMISSION for SOCIAL DEVELOPMENT

Strategies for eradicating poverty to achieve sustainable development for all
2018 United Nations Headquarters, New York

United Nations Department of Economic and Social Affairs
Directorate for Social Policy and Development

#CSocD56 #SDGs #GlobalGoals WEBSITE: social.un.org/csocd

Overview
Registration
CSocD56
Support
ngo@un.org

The fifty-sixth session of the Commission for Social Development (CSocD56) will take place at the United Nations Headquarters in New York from 29 January to 7 February 2018.

Priority Theme:
Strategies for eradicating poverty to achieve sustainable development for all

Review of relevant United Nations plans and programmes of action pertaining to the situation of social groups:
(i) World Programme of Action concerning Disabled Persons;
(ii) Standard Rules on the Equalization of Opportunities for Persons with Disabilities;
(iii) World Programme of Action for Youth;
(iv) Madrid International Plan of Action on Ageing, 2002;
(v) Family issues, policies and programmes.

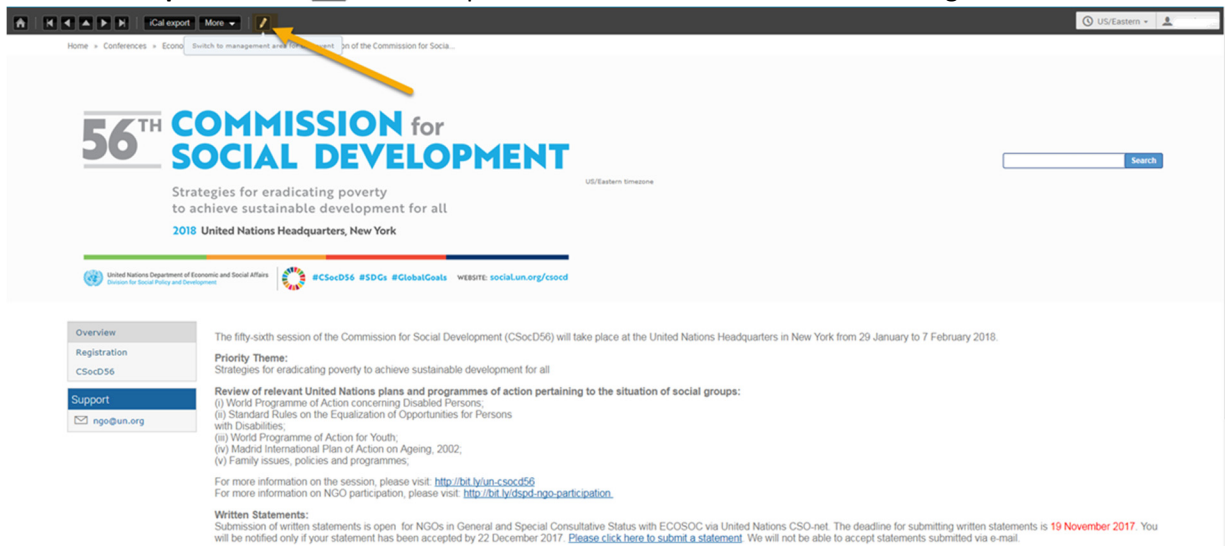
For more information on the session, please visit: <http://bit.ly/un-csocd56>
For more information on NGO participation, please visit: <http://bit.ly/dspd-ngo-participation>.

Written Statements:
Submission of written statements is open for NGOs in General and Special Consultative Status with ECOSOC via United Nations CSO-net. The deadline for submitting written statements is **19 November 2017**. You will be notified only if your statement has been accepted by 22 December 2017. [Please click here to submit a statement](#). We will not be able to accept statements submitted via e-mail.

Oral Statements:
The President of the Commission for Social Development normally allocates time for NGOs to speak depending on the schedule of the day and the number of Member States on their speakers list. The number of NGOs to speak at the Commission of the Bureau. At previous Commissions, there was time for 15-20 NGOs to speak. [Please click here to apply](#). The deadline is **3 December 2017**.

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



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3. Click on the checkbox to approve registrants. Each participant will automatically receive an email notification when their registration has been approved or rejected.

56th Session of the Commission for Social Development 29 Jan - 8 Feb

Event actions: Clone, Lock, Switch to event page

Registration

Registrants Stats

Displaying 1 registrant

Apply filters Columns to display Static URL for this result

Add new Remove Email Approve selected Reject selected Refresh cache

Name	Email	City	Representation Type	Country Represented	Organisation Represented	approved	rejected	Registration date (US/Eastern)
Mr. LAHRABAT, Amine	aminelamrabat@gmail.com	New York	NGO (Non Governmental Organizations)		AARP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	22 Sep 2017 19:34:06

Click on the checkbox to approve your participants

4. To switch back to the CSocD56 event page, please click on the button "Switch to event page"

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For more information on the session, please visit: <http://bit.ly/un-csocd56>
For more information on NGO participation, please visit: <http://bit.ly/sgsd-ngo-participation>.

Written Statements:
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Side Events:
All side-events held at United Nations Headquarters MUST be organized by or in collaboration with a Member State or a UN entity or an NGO in consultative status with ECOSOC. Member States and United Nations Agencies are invited to inform UNDESA/DSPD of any other planned side-events to include the event in the list of side-events to the meeting. [Please click here to apply](#) for hosting a side event at CSocD56.

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- Each participant will need to register for the CSocD56 event by clicking on “Registration” from the left menu and then by clicking on “Register Now”

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56TH COMMISSION for SOCIAL DEVELOPMENT

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United Nations Department of Economic and Social Affairs
Division for Social Policy and Development

#CSocD56 #SDGs #GlobalGoals WEBSITE: social.un.org/csocd

Registration

From: 14 October 2017
To: 16 January 2018

Contact info
ngo@un.org

This year, we are using a new platform for managing NGO registration to meetings and events at United Nations Headquarters in New York. The platform is called Indico, and it will be replacing the registration functionality of the current system, CSO Net. See our quick guides on how to get started with Indico and how to designate your organization's Conference Focal Points. Please note that: * This event is only open to NGOs in Consultative Status with ECOSOC. * NGOs can register up to 10 Representatives. * The deadline to register is 16 January 2018. * Information about the session is available here: <http://bit.ly/un-csocd56> Spread the Word! Follow us on twitter @UNDESASocial and on facebook at: [facebook.com/commissionsocial](https://www.facebook.com/commissionsocial) Use #CSocD56 for all your tweets.

Register now

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- All Participants need to follow carefully the instructions for registration, by visiting our quick guide on “How to get started with Indico” available at: <http://bit.ly/indico-guide>

Conference Registration in Indico: Quick guide for NGO participants

What is Indico?

Indico is the new way to register for conferences and meetings at UN Headquarters in New York.

Get started with Indico in three easy steps:

- 1. Create your account**
 - Have your passport at hand while filling out the form. Your personal information must match the details in your passport or identification document.
 - Go to Indico at <https://reg.unog.ch/>
 - Click on *Login* in the upper right corner
 - Click the *Create a New Account* button
 - Fill in your personal information on the form
 - Click on *Confirm* to submit your profile information
- 2. Activate your account**
 - You will receive an automated email from the system confirming your account and asking you to activate it.
 - Once you click on the *Activation Link* in the email, your account will be activated and you will be able to register for events open to representatives of your NGO.
- 3. Register for events**
 - Find the event's page in *Indico* – you can click on the direct link provided by the event organizer or use the search in the upper right corner of the page
 - Log in to *Indico* using the credentials you created in Step 1
 - Click the *Register Now* button
 - Verify your personal details and fill in any additional required information
 - Under *Representation Type*, select *NGO (Non Governmental Organisation)*

- Start typing the name of your organisation, and select it from the list that appears†
- Click the *Register* button to submit your request

You will receive an email notification when your registration has been approved.

The United Nations reserves the right to deny participation to any organisation or individual at any time.

† If the name of your organisation does not appear and you cannot complete your registration, your organisation may not have the required accreditation to participate. Please review the modalities of participation and contact the conference manager or accrediting entity in case of questions.

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.

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