



Las Naciones Unidas utilizan la plataforma Indico para gestionar el registro de representantes de las organizaciones de los pueblos indígenas, ONG y académicos que han sido aprobados para asistir a las sesiones del Foro Permanente sobre Cuestiones Indígenas en la Base de Datos iCSO.

A través de la plataforma Indico, los representantes de organizaciones aprobadas se registran individualmente, para aumentar la seguridad y privacidad en línea para cada participante.

Una vez que los representantes de una organización se hayan registrado para una conferencia en Indico, **el Punto Focal de la Conferencia de la organización podrá ver y aprobar sus registros**. Tras la aprobación de su registro por el Punto Focal de la organización, los representantes recibirán una notificación automática por correo electrónico con la carta de confirmación oficial. Esta guía proporciona instrucciones paso a paso para los participantes sobre lo siguiente:

- 1. Crear su cuenta en Indico (paginas 2-3)
- 2. Activar su cuenta de Indico (páginas 4-5)
- 3. Registrarse en UNPFII (páginas 6-9)
- 4. Modificación de un registro (página 10)
- 5. Información adicional (página 11)

*La participación de los representantes de la sociedad civil en las reuniones y conferencias de las Naciones Unidas se rige por las modalidades de cada evento. La inscripción en Indico no garantiza la participación en ningún evento específico. Las Naciones Unidas se reservan el derecho de denegar la participación a cualquier organización o individuo en cualquier momento.



Creación de una cuenta en Indico



Creación de una cuenta en Indico – Guía paso a paso

Para registrarse en conferencias en Indico, primero tendrá que crear su cuenta de Indico. Solo tiene que hacerlo una vez y podrá utilizar su cuenta para registrarse en reuniones y conferencias actuales y futuras.

- 1. Ir a Indico en https://indico.un.org/
- 2. Haga clic en login en la esquina superior derecha

United Nations Um2 A A	© Europe/Zurich • (♠ English •] Lag Search for Events ↓
Home	
Main categories	② Navigato 🔄 - @ -
Welcome to Indico. The Indico tool allows you to manage complex o browsing, please select a category below. Highlights	onferences, workshops and meetings. To start more Indico. UN 2022 Builetins Posted 2 Feb 2023
UNCTAD	Indico.UN 2022 Newsletters Posted 2 Feb 2023
Human Rights Council	Indico.UN V2.22.0 released Posted 7 Dec 2022
OHCHR	➡ O Upcoming events
UNODC	84th session
UNESCAP	ongoing until 24 Feb 2023 61st Session of the Commission for Social De
ECA	ongoing until Thursday The Asia and the Pacific Regional Seminar on .
ODG	ongoing until Tomorrow
NGO	Meeting to Review the Updated Guidelines for.
	Peer Review Meeting: Commodities and Devel.

3.	Haga c	lic en e	el boton	de	Create	one	here
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4. Complete su información personal en el formulario de registro.

Utilice su correo electrónico personal para registrarse, no un correo electrónico de la organización. Todas las comunicaciones, incluidas sus cartas de confirmación para los registros de la conferencia, se enviarán a la dirección de correo electrónico de su cuenta.

Tenga en cuenta que la dirección de correo electrónico de su cuenta debe ser única. No puede ser el mismo correo electrónico que ya se utiliza para otra cuenta en Indico.

- 5. Haga click en *Confirm* para enviar la información de su cuenta.
- 6. Indico mostrará una página de confirmación y le enviará un correo electrónico de activación.

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	Creating new UNOG Accreditation account				
	Creating new UNOG Accreditation account				
	Creating new UNOG Accreditation account Congratulations!!! You have successfully created your UNOG Accreditation account. However, you will not be able to log into the system until you have activated your new account. To do this plut the mail that we have already sent you.	ease follow the instruct	ions in		





Active su cuenta – Guía paso a paso

1. Una vez que haya creado su cuenta, recibirá un correo electrónico automatizado confirmando su cuenta y solicitándole que la active.

El correo lo recibirá de <u>noreply.accreditation@unog.ch</u> y tendrá el titulo "Accreditation account confirmation".

2. Haga click en *Activation Link* en el correo electrónico y su cuenta se activará.

Ahora podrá registrarse para conferencias y eventos abiertos a representantes de su organización.







Si el correo electrónico de confirmación de la cuenta no está en su bandeja de entrada, verifique su carpeta de correo basura o correo no deseado.

Si no recibió el correo electrónico de confirmación de la cuenta, puede reenviarlo a usted mismo:

- Ir a Indico: <u>https://indico.un.org/</u>
- Haga clic en log in en la esquina superior derecha

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Main categories		Ø •
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. Highlights		Upcoming events Consultations of the President of the TDB conjug IB Summers 1760
UNCTAD	191	Trade and Development Commission, 9th sess onpoint II Finday 18:00 Consultations of the President of the TDB
Human Rights Council	- 14-1	Hans Heday 8.00 UNCTAD Expert Meeting Surveying ICT-enabl starts Monday 10.00
OHCHR	3	Africa Regional Workshop on Entrepreneurshi
DPI	-	2017 Annual Empretec Directors meeting
ODG	191	UNCTAD Research Seminars
NGO	- 14	Short courses for Geneva-based diplomats starts 8 Dec

• Haga Click "Re-send account activation email".

Entonces aparecerá un espacio de correo electrónico. Escriba su dirección de correo electrónico en el espacio y presione: *"Send account activation Email"*.





Registrarse en el UNPFII



Registrarse para el UNPFII – Guía paso a paso

Una vez que haya creado su cuenta en Indico, puede usarla para registrarse en conferencias y reuniones.

1. Vaya a la página de registro de UNPFII en Indico: <u>https://indico.un.org/event/1016296/</u>

- 2. Desplácese hacia abajo y haga clic en el botón *Register Now*
- Log in en Indico utilizando la dirección de correo electrónico y la contraseña de su cuenta de Indico (consulte "Creación de una cuenta en Indico" en la página 3 de esta guía).

	TOGETH THE UNITED PERMANE INDIGENO	IER WE ACHIEVE NATIONS INT FORUM ON IUS ISSUES	24th Session o 21 April <u>- 2 Ma</u>	of UNPFII y 2025
	#WEA	REINDIGENOUS	UN Headquart	ters, NY
				Enter your search term Q
	US/Eastern timezone			
	2	24th Session of the UN Perma	nent Forum on Indigenous Issue	s (UNPFII24)
		1 100		
	Overview Registration	** Please note that only NC indico for the 24th session	GOs with ECOSOC Status, Accredited of the United Nations Permanent Fo	d IPOs and Academics may register via brum on Indigenous Issues.
ħ	UNPFII Designated Conference Focal Points The Permanent Forum	** Please be advised it is t registering, please contact	he responsibility of your organization to use the second structure of the seco	on to approve your registration. Upon
	Website - English	Once registered, please rea	ach out to your organization's conference	ence focal point for approval.
	El sitio web del Foro Permanente - Español	** Important note for confi when you nominated yours	erence focal points: You must use the self as the conference focal point in leociety. Otherwise, you will not be a	ne <u>same email address</u> that was used iCSO at ble to approve your representatives
	UNPFII Support		isociety. Outer mae, you min not be t	ble to approve your representatives.
	Sociango@un.org Indigenous un@un.org	Due to space constraints, t	the numbers of attendees to the Perr	nanent Forum should be kept to a
os://indico.un.org/event/100	04212/			Ů ☆
	ECOSOC, o anteriores	rganizaciones de pueblo del Foro Permanente)	s indígenas y la academia qu	e ya han participad 🕥 Restricto
	Guía Guía	rápida para los coordinad de introducción a los coo	lores de conferencias rdinadores de conferencias o	de Indico
	Veuillez co	nsulter nos guides rapide	s sur:	
	Pour tous l	es participants:		
	• Comr • Guide	ment s'inscrire au Forum e rapide pour les participa	- Guide étape par étape ants	
	Pour les co de peuples Permanent	ordinateurs de conféren autochtones et institutio e sur les Questions Auto	ce dans Indico (SEULEMENT ons académiques qui ont par chtones)	pour les ECOSOC ONG, Organis ticipé aux sessions de l'Instanc
	• Guide	e rapide pour les coordina	teurs de conférence	

Registrarse en el UNPFII



Ahora será dirigido al formulario de registro de UNPFII. Complete la información requerida **(campos marcados con ***)

- 4. En Tipo de representación, seleccione ONG (organizaciones no gubernamentales) o organización de pueblos indígenas o academia.
- Escriba el nombre completo de su organización y selecciónelo de la lista que aparece[†]

⁺Si no está seguro del nombre exacto, consulte a su organización o busque el nombre exacto en la base de datos de ONG de DESA de la ONU con sus preguntas en http://esango.un.org/civilsociety/











 Verifique sus datos personales, cargue una foto (en formato .jpg) y complete cualquier información adicional requerida (marcada con *)

Por favor note:

Tenga en cuenta: Indico solo reconoce números enteros para los campos "Altura" y "Peso", redondee al número entero más cercano y no agregue unidades como "kg" o "cm".

7. Haga click en el botón *Register* para someter su solicitud.

	Personal Data Personal information for your registration / Informations personelles relatives à votre inscription / Información personal sobre su inscripción	
	Picture / Photo / Fotografia * Upload	
	Title / Titre / Titulo Mr. 🔻	
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	Address / Adresse UN Headquarters	
	City / Ville / New York Ciudad * New York	
	Country / Pays / United States United States	
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	0 you by UNOC/ Contact us	
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12345678	(+41) 123 45 6789	

(All the field





Registrarse en el UNPFII

M Gmail



- 8. Recibirá una notificación automática por correo electrónico de que su registro se ha recibido y está **pendiente de aprobación.**
- Informe al Punto Focal de la Conferencia en su organización que se ha registrado. El Punto Focal de la Conferencia de su organización debe aprobar su registro en Indico.
- 10. Una vez que su organización apruebe su registro, recibirá un correo electrónico de aprobación automatizado que contiene su **carta de confirmación oficial**.

En caso de que no reciba su correo electrónico de aprobación que contenga su carta de confirmación, haga un seguimiento con el Punto Focal de la Conferencia de su organización o con el Equipo de la Secretaría de UNPFII para que podamos reenviar el correo electrónico.

noreply.accreditations@unoa.ch <noreply.accreditations@unoa.ch></noreply.accreditations@unoa.ch>
To: indigenousindico@gmail.com
United Nations - Accreditation System
English
Dear Mr. Indico Indigenous,
This message is to acknowledge receipt of your registration request to the event
17th session of the UN Permanent Forum on Indigenous Issues (UNPFII17).
The registration is pending approval. You will receive an additional email when your registration has been processed.
Thank you and best regards,
indigenous_un@un.org
Français
Cher(e) Mr. Indico Indigenous,
Nous accusons réception de votre enregistrement pour l'événement
T/th session of the UN Permanent Forum on Indigenous Issues (UNP+IIT/).
votre demande de participation est en attente d'approbation par le secretariat, vous recevrez un courriei une rois que votre demande aura ete traisee.
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undaninger-millioning a
Español
Estimado Mr. Indico Indigenous,
Accusentos reciso de su inscripcion para el evento
mu session or une on remement notum on indigenous issues (UNPHIT/). Su formulario de solicitud está nendiente de aprobación por la serretaria. Recibirá un corres electrónico una una que su colicitud baux sida accessidad a accessidad en acce
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Registration approval for the 17th session of the UN Permanent Forum on Indigenous Issues (UNPFII17) (To: Indigenous, Indico)
1 message noreply.accreditations@unog.ch <noreply.accreditations@unog.ch> Tue, Feb 20, 2018 at 12:07 PM To: indigenousindico@gmail.com</noreply.accreditations@unog.ch>
United Nations 🚳 Nations Unies
17th session of the UN Permanent Forum on Indigenous Issues (UNPFII17)
20-February-2018
20-February-2018 Dear Mr. Indico Indigenous, This letter is to confirm that your registration has been approved to attend the 17th session of the UN Permanent Forum on Indigenous issues
20-February-2018 Dear Mr. Indico Indigenous, This letter is to confirm that your registration has been approved to attend the 17th session of the UN Permanent Forum on Indigenous Issues (UNPFIPT). The session will take place at UNHAU, UN Headquarters 405 E 42nd Shreet, New York, NY 10017 from 16 Apr 2018 to 27 Apr 2018.
20-February-2018 Dear Mr. Indice Indigenous, This letter is to confirm that your registration has been approved to attend the 17th session of the UN Permanent Forum on Indigenous issues (UNPFIHT). The session will take place at UHHA, UN Headquarters 405 E 42-40 Street, New York, NY 10017 from 16 Apr 2018 0: 474 2018 0: 474 2019 Vour may with to present his letter fry one end pacy for vis s.a. All arrangements for tavel, including visua, accommodition, and transportation, are the masses OUNFFIHT). The Linked haltons does not charge frees for participation in the 17th session of the UN Permanent Forum on Indigenous taxes OUNFFIHT).
20-February-2018 Dear Mr. Indico Indigenous, This letter is to confirm they our registration has been approved to attend the 17th session of the UN Permanent Forum on Indigenous Issues (UNPFII17). The session will take place at UNH0, UN Headquarters 405 E 42nd Street, New York, NY 10017 from 16 Apr 2018 to 27 Apr 2018. You may visit to present this letter if you need to apply for a vise. All arrangements for travel, including vises, accommodation, and transportation, are the responsibility of antipolants. The United Nations does not charge fees for participation in the 17th session of the UN Permanent Forum on Indigenous Sesses (UNPFII17). For events held turbled Nations Headquarters, registered participation in the 17th session of the UN Permanent Forum on Indigenous Sesses (UNPFII17). For events held turbled Nations Headquarters, registered participation in the 17th session of the UN Permanent Forum on Indigenous Sesses (UNPFII17).
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20-February-2018 Dear Mr. Indico Indigenous, This letter is to confirm that your registration has been approved to attend the 17th session of the UN Permanent Forum on Indigenous Issues (UNPFIHT). The session will take place at UNP4. UN Headquarters 400 E 42nd Struct, hew Yon, NY 10017 from 16 Apr 2016. You may wish to prosent his letter if you need to apply for a via. All arrangements for takey, holding via. Expression at the UN Permanent Forum on Indigenous Susses (UNPFIHT). For events held at United Nations Headquarters, registered participants must pick up a UN grounds pass upon anrival for access to the United Nations seese (UNPFIHT). For events held authine Anations Headquarters, registered participants must pick up a UN grounds pass upon anrival for access to the United Nations complex. You will need to present a printed topy of this letter as well as a government-susued official photo ID (passport) to obtain a UN grounds assective and access an angements. For events held outside of United Nations Headquarters, please refer to the event website at https://reg.unog.ch/event/23798/ for information on security and access amagements for using (Hevent/22798/ for any additional and practical Information concerning participation in her 17th session of the UN Permanent Forum on Indigenous Issue (UNPFIHT).
20-February-2018 Dear Mr. Indico Indigenous, This letter is to confirm that your registration has been approved to attend the 17th session of the UN Permanent Forum on Indigenous Issues (UNPFIIT7). The session will take place at UNHQ, UN Headquarters 400 £ 42nd Street, New York, NY 100/17 from 16 Apr 2018 to 27 Apr 2018. You may with to present this letter if you need to apply for a visa. All arrangements for travel, including visas, accommodation, and transportation, are the responsibility of united. Nations Steen Charge feess for carrinolation in the TDF session of the UN Permanent Forum on Indigenous Stores UNPFIIT7. For events held at Unhied Nations Headquarters, registered participants must pick up a UN grounds pass upon arrival for access to the United Nations complex. You will need to present a printed copy of this letter as well as a government-issued official photo ID (passport) to obtain a UN grounds sess. For events held outside of United Nations Headquarters, please refer to the event website at https://reg.uog.ch/event/23798/ for information on corrupt and counsis arragements. Person be sure to check the ovent website at https://reg.uog.ch/event/23798/ for information on the 17th session of the UN Permanent Forum on Indigenous For events held outside of United Nations Headquarters, please refer to the event website at https://reg.uog.ch/event/23798/ for information on the 17th session of the UN Permanent Forum on Indigenous For events held outside of United Nations Headquarters, please refer to the event website at https://reg.uog.ch/event/23798/ for information on the 17th session of the UN Permanent Forum on Indigenous Issue (UNPFIIT). F you have any questions, please contact us at Indigenous_un@un.org.
Der Mr. Indice Indigenous, This lefter is to confirm that your registration has been approved to attend the 17th session of the UN Permanent Forum on Indigenous Issues (UNPFIH7). The session will ake place at UNP40, UN Headquarters 405 E 42nd Streak, New York, NY 10017 from 16 A p2 2018 B 27 Ap2 2018. You may with to present this lifet if you need to apply for a Via. All arrangements for tawal, Inciding Viasa, access to the UN Permanent Forum on Indigenous Issues <u>asses (UNPFIH7)</u> . For events held at United Nations Headquarters, registered participants must pick up a UN grounds as upon arrival for access to the United Nations complex. You Win need to present a printed covir of the lifet as well as a government issued of Hiela INPO II (Dessport) to obtain a UN grounds passes. Complex. You Win need to present a printed covir of the lifet as well as a government issued of Hiela INPO III (Dessport) to obtain a UN grounds passes. For events held outside of United Nations Headquarters, please refer to the event website at https://reg.unog.ch/event/23708/ for information on For events held outside of United Nations Headquarters, please refer to the event website at https://reg.unog.ch/event/23708/ for information on For events held outside of United Nations Headquarters, please refer to the event website at https://reg.unog.ch/event/23708/ for information on For events held outside of United Nations Headquarters, please refer to the event website at https://reg.unog.ch/event/23708/ for information on For events held outside of United Nations Headquarters, please refer to the event website at https://reg.unog.ch/event/23708/ for information concerning participation in he f7th session of the UN Permanent Forum on Indigenous Issues (UNPFIH7). If you have any questions, please contact us at Indigenous ung@un.og. We look forward to your participation in the 17th session of the UN Permanent Forum on Indigenous Issues (UNPFIH7).
Dear M: Indice Indigenous, This letter is to confirm that your registration has been approved to attend the 17th session of the UN Permanent Forum on Indigenous Issues (UNPFIH7). The session will have place at UNP4. UN Headquarters 400 E 42nd Street, here Vors, NY 10017 from 16 Apr 2018 be 27 Apr 2018. Vour may wish to present his letter if you need to apply for a load. All arrangements for travel, holding vises, accommodation, and hangroption, and hangroption, are the session UNPFIH7). For events held at United Nations Headquarters, please refer to the event website at https://ng.unog.ch/event/23798/ for information on Secondly and consister and the present a printed copy of this letter as well as a government-issued official photo ID (passport) to obtain a UN grounds present hield outside of United Nations Headquarters, please refer to the event website at https://ng.unog.ch/event/23798/ for information on Events held outside of United Nations Headquarters, please refer to the event website at https://ng.unog.ch/event/23798/ for information concerning participation in https://ng.unog.ch/event/23798/ for any additional and practical information concerning participation in https://ng.unog.ch/event/23798/ for any additional and practical information concerning participation in https://ng.unog.ch/event/23798/ for any additional and practical information concerning participation in https://ng.unog.ch/event/23798/ for any additional and practical information concerning participation in https://ng.unog.ch/event/23798/ for any additional and practical information concerning participation in https://ng.unog.ch/event/23798/ for any additional and practical information concerning participation in https://ng.unog.ch/event/23798/ for any additional and practical information concerning participation in https://ng.unog.ch/event/23798/ for any additional and practical information concerning participation in https://ng.unog.ch/event/23798/ for any additional and practical information concerning participation
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Modifique su información de registro – Guía paso a paso

Si necesita modificar sus datos de registro, por ejemplo, para corregir un error tipográfico, siga los pasos a continuación:

Tenga en cuenta que solo puede modificar su registro antes de que lo apruebe su Punto Focal de la Conferencia o el Equipo de la Secretaría del UNPFII. Si necesita modificar su registro después de que su registro haya sido aprobado, comuníquese con su Punto Focal de la Conferencia.

- Vaya a la página de registro de UNPFII: https://indico.un.org/event/1016296/regis trations/19531/ y desplácese hacia abajo hasta que vea su información de registro actual.
- 2. Haga click en *Modify*.
- 2. Cuando haya terminado de modificar el formulario de registro, haga clic en *Modify*.

