



## Who are Conference Focal Points?

Conference Focal Points are responsible for verifying representatives of their organisation for registration to United Nations events.

Each organisation in consultative status with ECOSOC can designate up to two (2) Conference Focal Points, who will carry out this role for different events in Indico.



### 1. Designate Conference Focal Point(s)

1. As head of your organization, use the main organisation account to log in to your organisation profile in the [Integrated Civil Society Organisations System](#) (iCSO)
2. Navigate to *Profile > Contacts & Participation* from the menu bar
3. Add up to two (2) new contacts with the *Conference Focal Point* type, or associate this contact type to an existing contact

Conference Focal Points designated in iCSO will be available in Indico after a few business days.



Please use one of these browsers for best results.



### 2. Activate your Indico account and complete your profile

If you already have an account in Indico, you will automatically be granted the ability to verify your organisation's registrants.

If you have not previously used Indico, an account will be created for you using the email specified in your iCSO contact information.

To activate your account:

1. Visit <https://reg.unog.ch/user/login> and click on *Reset password*, providing the same email used in iCSO
2. Log in using your new password and complete your profile



### 3. Approve participants

As Conference Focal Point, you are responsible for verifying and approving the representatives of your organisation after they register in Indico indicating their affiliation with your organisation.

1. Log in to your Indico account
2. Navigate to the event page where participants are pending verification
3. Click the pencil icon  on the top menu bar to switch to the event management area
4. In the *Registrants* screen, click the checkboxes to approve or reject registrants

You will be allowed to approve participants up to the maximum number allowed per organisation at the event.

*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.*