Registration to the 67th UN DPI/NGO Conference

Registration for the 67th UN DPI/NGO Conference is open for all beginning 30 May 2018 until 12 August 2018.

Participants must register online via INDICO platform at [https://reg.unog.ch/event/25239/registration/](https://reg.unog.ch/event/25239/registration/)

We are using a new platform for managing NGO registration to the DPI/NGO Conferences. Since October 2017, registration for events at United Nations Headquarters in New York and other UN offices is done through this new platform. The platform is called INDICO, and it is replacing the registration functionality of CSO Net. INDICO is an open source platform developed by CERN and has been customized by the UN Office in Geneva, where it is used for all event registrations.

Please see the quick guide for instructions on how to create your account in INDICO.

You can find more information about INDICO here: [https://reg.unog.ch/about](https://reg.unog.ch/about)

In order to register for the Conference, each NGO Representative needs to have an account in INDICO (first-time users will need to create and activate an account before registering). After registering for the 67th UN DPI/NGO Conference, an automated acknowledgement of registration request will be sent by undpingo@un.org to the registrant; at that point, the registration request is pending approval. Once the request is approved by DPI, an email confirming the registration will be sent from that same address. Please allow up to three business days for approval of registration requests. Kindly bring the printed version of the registration confirmation to collect the ticket during the UN onsite registration dates (details to follow) to access the conference. (Please be aware that the automated emails may be classified as spam and appear in spam folder of your email inbox; please make sure to check the spam folder if you experiencing difficulties receiving the updates regarding registration through INDICO and add undpingo@un.org, noreply-dpingo@un.org & noreply.accreditations@unog.ch to your contact list to avoid missing any communications from our office on this and other matters.)
Frequently Asked Questions:

**Do I need to be affiliated with an NGO to be able to register for the Conference?**

No, any member of the general public may apply to register for the Conference. However, please note that DPI reserves the right to reject any registration request. Priority will be given to NGOs formally associated with DPI and/or in consultative status with ECOSOC.

**Do you have a limit of NGO Representatives to register?**

Yes. Each NGO is allowed to register a maximum of 20 representatives for the Conference.

**Can I register several people with one account?**

Each participant is required to create and use their own account on INDICO to register.

**I am having difficulties navigating INDICO – what should I do?**

Please direct all questions and troubleshooting requests regarding the INDICO platform to the INDICO support team at support.accreditation@unog.ch

**Is there any fee to register or attend the Conference?**

Registration for, and attendance to the 67th UN DPI/NGO Conference is free of charge. Please note that arrangements for travel and accommodations, as well as all local and travel expenses incurred by participants, are solely their responsibility or that of the sponsoring organizations.

**How and when will I get my Confirmation letter?**

The confirmation of registration will be sent via email. Please allow up to three business days from the moment you submit your registration request for the Conference to receive your confirmation letter. Approval of conference registrations will begin on 20 June.

**I am travelling to the US from a different country. Do you provide any visa support?**

Please be aware that the United Nations Department of Public Information is unable to assist NGO representatives with obtaining visas or faxing confirmation letters to the US embassies and consulates for visa issuance purposes.

**How do I get access to the United Nations Headquarters (UNHQ) in New York on the 22 and 23 August to attend the Conference?**

Special tickets to access the UNHQ for the duration of the Conference will be issued to all registered participants. The tickets will be available on the days of the Conference: from **7:30 a.m. to 2:30 p.m. on 22 August** and from **8 a.m. to 12 p.m. on 23 August** and will be distributed at the DPI NGO Resource Centre, located at 801 First Avenue (entrance on 45th Street), 2nd Floor. Please note that each participant will be
required to present, upon arrival at the registration area, their **confirmation letter**, together with a government-issued photo ID or national passport, issued by a Member State of the United Nations. **Please ensure that the name used to register in INDICO appears the same way on your government-issued ID.** More detailed information regarding collecting the tickets will be provided ahead of the Conference.

**I have a valid grounds pass for UNHQ in New York. Do I still have to register?**

Yes. Please note that representatives of NGOs associated with DPI and/or in consultative status with ECOSOC, as well as holders of grounds passes for UNHQ in New York (either issued by ECOSOC or DPI) need to register to attend the conference. It is **EXTREMELY IMPORTANT** that all interested in attending the conference register for the event. The venue has limited space and in order to plan for the conference DPI needs to know the number of attendees registered.

**We encourage you to visit the Conference website regularly to get the latest information and learn of updates regarding the Conference. **[Subscribe](#)** to receive DPI NGO emails and Announcements and stay up-to-date with the news on the 67th UN DPI/NGO Conference.

**Participants with special needs – mobility or other – are requested to inform the Planning Committee of the Conference (at undpingo@un.org) as early as possible so that their requirements can be adequately taken into consideration.**