

## Annex B. Registration Guide

Registration of official delegations of States Members of the United Nations, members of United Nations specialized agencies and regional economic integration organizations, is done through the **online registration system INDICO**.

### I. Creating and INDICO Account

To register for this meeting, **first-time users** need to first create an account as shown below. If you have an INDICO account, please move to page 4 of this Annex.

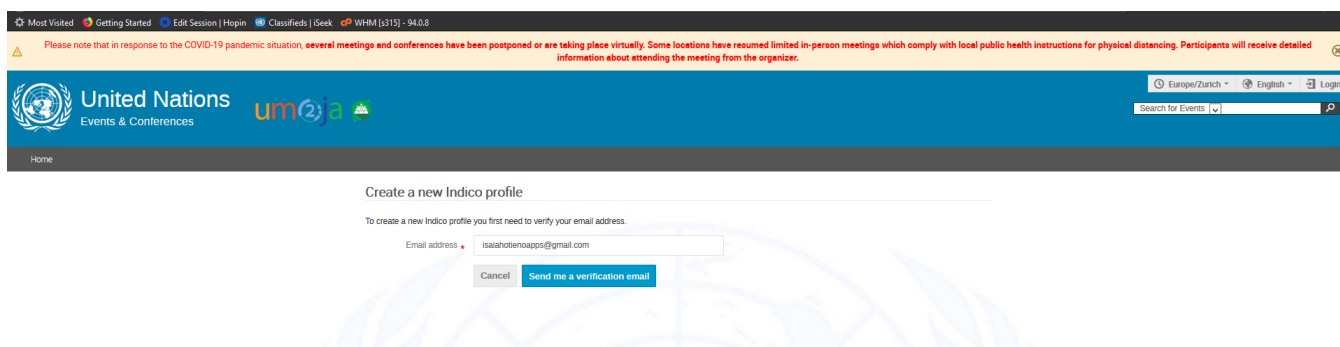
1. Use Mozilla Firefox or Google Chrome browsers.
2. Kindly use this link to create an account: <https://indico.un.org/>
3. Click login on the top right corner.



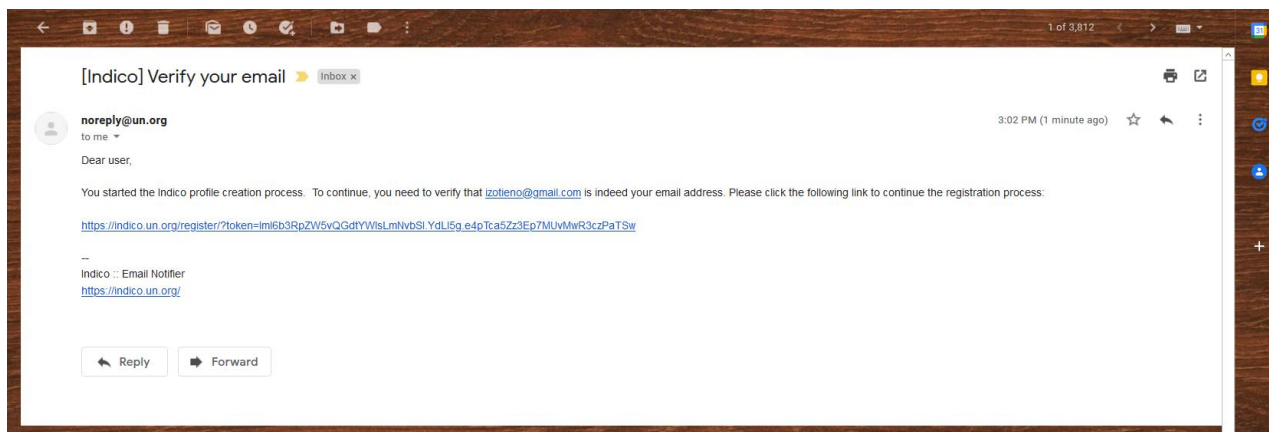
4. For first-time users, click on create an Indico account as shown below.



5. Enter your email address in the presented field to receive further details on the next steps.



6. An email similar to the one below will be sent to your email account. Click on the link to verify your email account.



7. A page with fields to complete your INDICO account creation as shown below will open upon clicking the above-mentioned link. Please fill the data as per requirement on the page to proceed to registration.

#### Create a new Indico profile

✓ You have successfully validated your email address and can now proceed with the registration.

#### User information

Email address	<input type="text" value="izotieno@gmail.com"/>
First name *	<input type="text" value="Isaiah"/>
Family name *	<input type="text" value="Otieno"/>
Affiliation	<input type="text" value="UNEP"/>

#### Login details

Username *	<input type="text" value="izotieno@gmail.com"/>
Password *	<input type="password"/>
Confirm password *	<input type="password"/>

The password must:

- ✗ Be at least 12 characters long
- ✗ Contain uppercase and lowercase letters
- ✗ Contain numbers
- ✓ Not contain spaces
- ✓ Not contain common password words
- ✓ Match confirm password

#### Are you human?

6 + 15

Captcha *	<input type="text" value="21"/>
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Please solve the math problem to prove that you are human

## II. Registering for the fourth session of the INC on Plastic Pollution

To register for the fourth session of the Intergovernmental Negotiating Committee to develop an international legally binding instrument on plastic pollution, including in the marine environment please follow the instructions as detailed below:

1. Use Mozilla Firefox or Google Chrome browsers.
2. Kindly use the link of your respective category to proceed to registration:  
<https://www.unep.org/inc-plastic-pollution/registration>
3. Login into your INDICO account by clicking login on the top right corner.



4. On successful login to Indico, you will be presented with a registration form to fill out. All registrations are required to attach the necessary credentials, as per the guidance on the overview page of the registration portal, as indicated below.

Please note that all participants will be required to upload a **Note Verbale** with the composition of the national delegation with the names and functional titles of the nominated delegates.

**Eligible organizations that belong to the above-mentioned categories will be able to register up to five (5) representatives through the 'Register here' button below to participate as observers.**

The following documents must be uploaded on the INDICO registration form at the time of registration:

1. A nomination letter in the organization's letterhead with the composition of the delegation to INC-4 containing the names, functional titles, and affiliation of the representatives. The letter must be dated and have the handwritten signature of the person responsible for the organization. Organizations are requested to submit the letter in pdf format.
2. A passport-size color photograph (with a white, grey, or neutral color background) of the representative.
3. The passport biographical page of the representative.

Please note that the review and verification process of online registrations is not automatic and may take up to a few days, which may vary according to the volume of registrations received.

A participant must be at least 18 years old to attend the INC-4.

**The deadline for registration to participate in the INC-4 is 26 February 2024.**

**There will be no on-site registration.**

- Please fill in all relevant fields. Mandatory fields are marked with “\*”. Kindly make sure that you upload the right picture as shown below. Use the below link for guidance: [English guide](#) | [French guide](#)

Overview

Registration

Event Details

Notification for the UN Environment Assembly

Support

✉ registration@unep.org

☎ +254 20 76 24786


## Registration: New

### Identification

Picture

Upload

Edit picture



This MUST be a clear, square passport size photograph, with a white background and should be not more than 2 Megabyte (MB) in size. For more guidance on the photo specifications [Click here](#)

Title \*

Gender

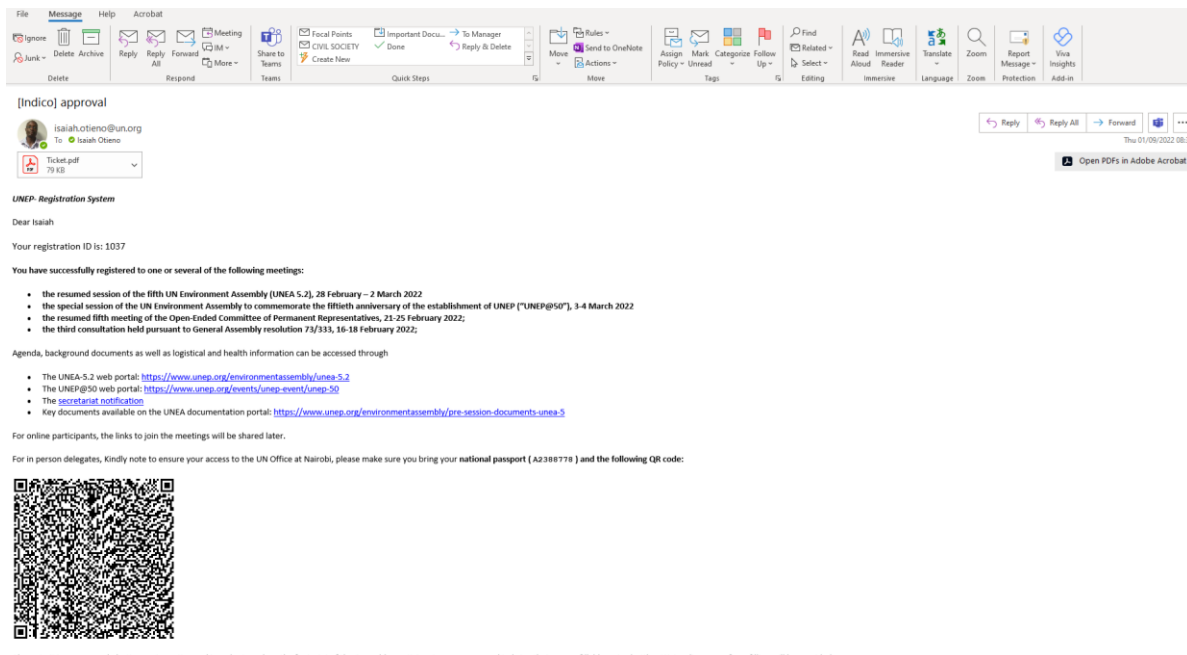
First Name \*

Surname \*



### III. Downloading Your E-Ticket

On approval of your registration, you will get an email with a QR code similar to the one shown below:



16 February to 04 March 2022  
Mässvägen 1, Älvsjö, Stockholm, Sweden  
Telephone: +46 8 749 41 00

# UN EVENT PASS



**Mr. Isaiah Otieno**

Secretariat of the Assembly

Division or Office

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**Please print this or have it on your mobile device when collecting your meeting badge at the venue.**

You will need to present the UN EVENT PASS and a valid passport or identification card with a photograph at the meeting venue to receive with meeting badge.