

**THE THIRD SESSION OF THE INTERGOVERNMENTAL NEGOTIATING COMMITTEE
(INC-3) TO DEVELOP AN INTERNATIONALLY LEGALLY BINDING INSTRUMENT ON
PLASTIC POLLUTION, INCLUDING IN THE MARINE ENVIRONMENT**

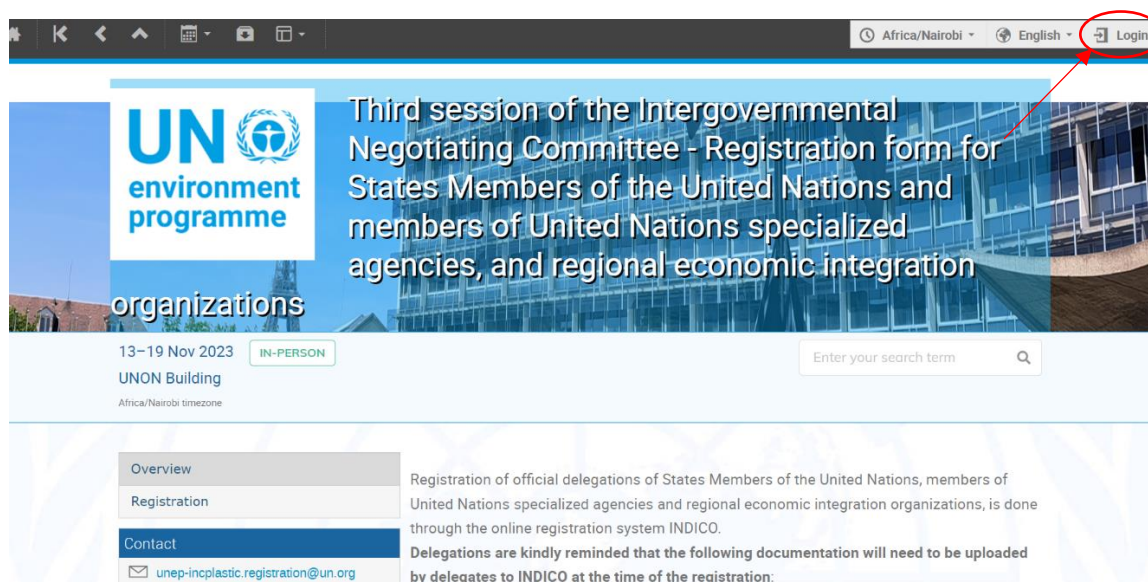
INDICO REGISTRATION GUIDE

This guide is for registrants who would like to attend the meeting in person in Nairobi, Kenya

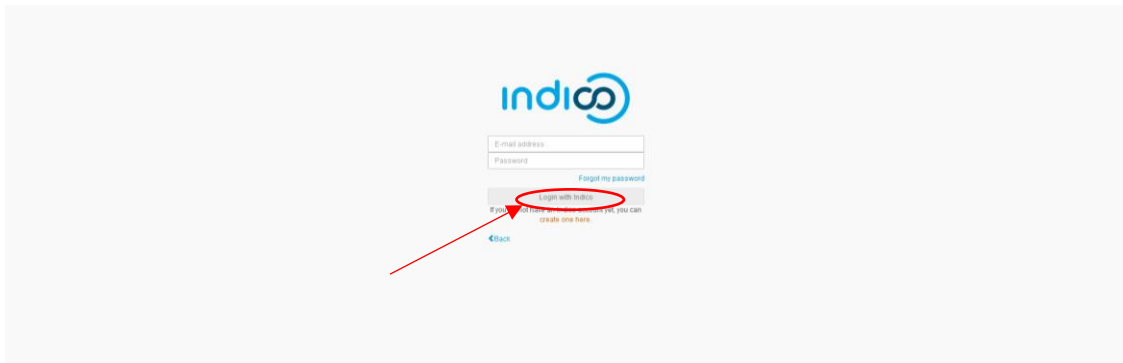
I. Creating and INDICO Account

For the third session of the intergovernmental negotiating committee (INC-3) to develop an internationally legally binding instrument on plastic pollution, including in the marine environment, registration system runs on the Indico platform. 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.

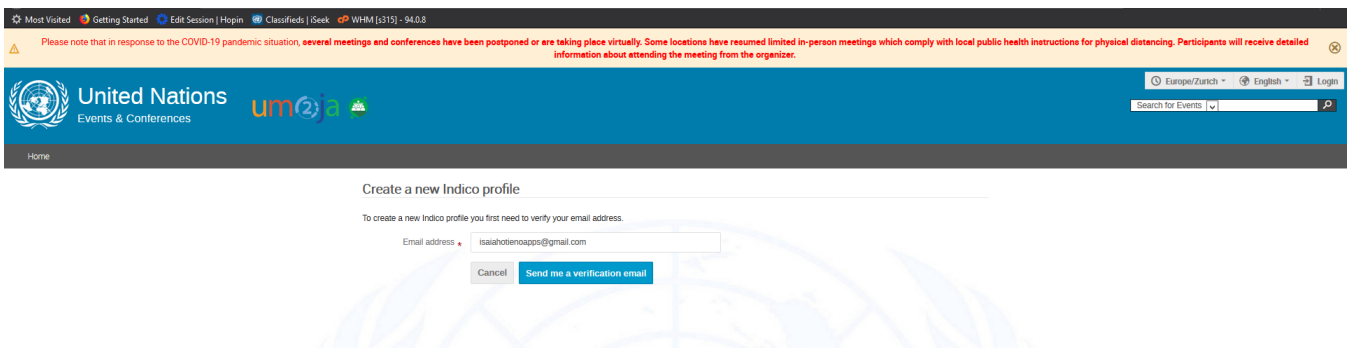
1. Use Mozilla Firefox or Google Chrome browsers.
2. Kindly use the **registration link by choosing the appropriate registration category** under the ['Registration'](#) page in the [INC-3 webpage](#) to create an account.
3. Click login on the top right corner.



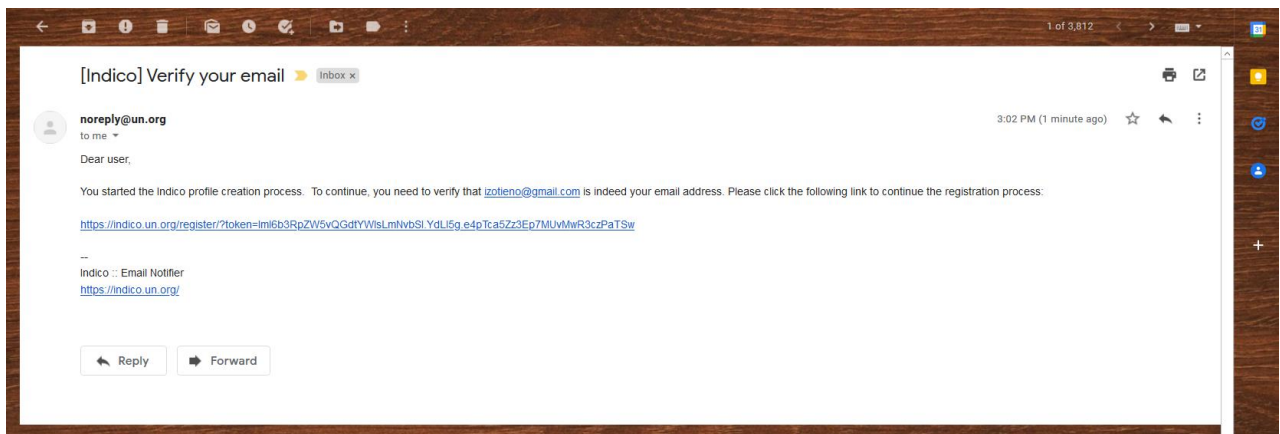
4. For first-time users, click on create an Indico account as shown below.



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 *

Please solve the math problem to prove that you are human

Cancel

Create my Indico profile

II. Registering for the third session of the INC on Plastic Pollution

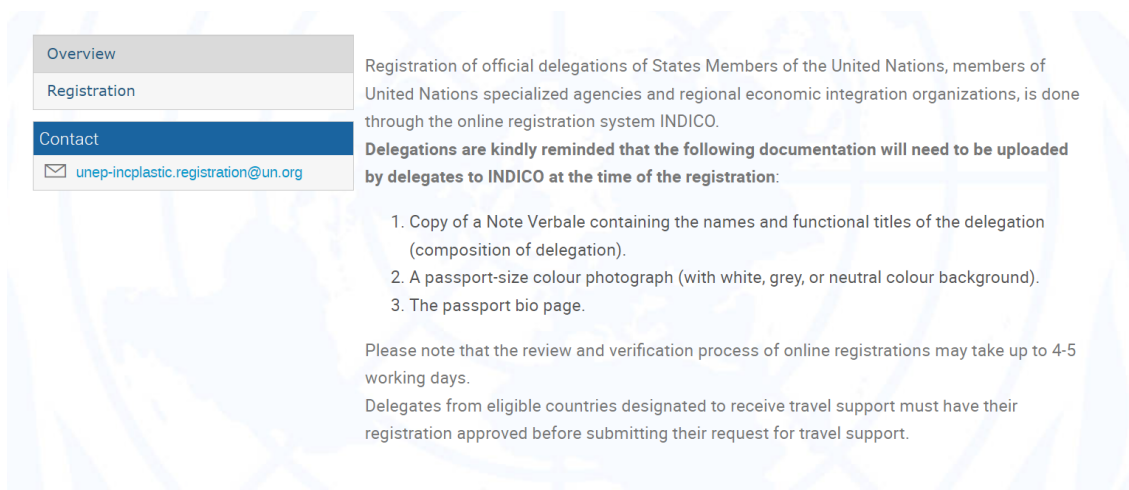
To register for the third session of the Intergovernmental Negotiating Committee to develop an international legally binding instrument on plastic pollution, including in the marine environment please follow the instructions as detailed below:

1. Use Mozilla Firefox or Google Chrome browsers.
2. Kindly use the **registration link by choosing the appropriate registration category** under the '[Registration](#)' page in the [INC-3 webpage](#) to create an account.
3. Login into you INDICO account by clicking login on the top right corner using your registration details.



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 delegation with the names and functional titles of the nominated delegates.



5. 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: <http://wedocs.unep.org/handle/20.500.11822/21753>


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:

File Message Help Acrobat

Ignore Delete Archive Reply Forward Meeting IM Share to Teams Focal Points CIVIL SOCIETY Important Docu... To Manager Create New Reply & Delete

Rules - Send to OneNote Actions - Move

Assign Policy Unread Mark Categorize Follow Up - Tags

Find Related - Select - Editing

Read Aloud Immersive Reader Translate - Language Zoom Report Message - Zoom Protection

View Insights Add-in

[Indico] approval

Isaiah Otieno isalah.otieno@un.org

To: Isaiah Otieno

Ticket.pdf 79 KB

Thu 01/09/2022 08:38

Open PDFs in Adobe Acrobat

UNEP- Registration System

Dear Isaiah

Your registration ID is: 1037

You have successfully registered to one or several of the following meetings:


- the resumed session of the fifth UN Environment Assembly (UNEA 5.2), 28 February – 2 March 2022
- the special session of the UN Environment Assembly to commemorate the fiftieth anniversary of the establishment of UNEP ("UNEP@50"), 3-4 March 2022
- the resumed fifth meeting of the Open-Ended Committee of Permanent Representatives, 25-25 February 2022;
- the third consultation held pursuant to General Assembly resolution 73/333, 16-18 February 2022;

Agenda, background documents as well as logistical and health information can be accessed through

- The UNEA-5.2 web portal: <https://www.unep.org/environmentassembly/unea-5-2>
- The UNEP@50 web portal: <https://www.unep.org/events/unep-event/unep-50>
- The [secretariat notification](#)
- Key documents available on the UNEA documentation portal: <https://www.unep.org/environmentassembly/pre-session-documents-unea-5>

For online participants, the links to join the meetings will be shared later.

For in person delegates, kindly note to ensure your access to the UN Office at Nairobi, please make sure you bring your **national passport (A2388778)** and the following QR code:



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

Please print this or have it on your mobile device. Please present the UN EVENT PASS and a valid passport or identification card with a photograph at the meeting venue to receive with meeting badge.