

**Informal interactive hearings of the General Assembly in preparation for the United Nations
summit for the adoption of the post-2015 development agenda**

Accreditation and Registration

Frequently asked questions

ARE YOU ACCREDITED?	
Step 1	<p>You are accredited if you:</p> <ul style="list-style-type: none"> • Have consultative status with ECOSOC, or • Are on the Commission on Sustainable Development (CSD) roster, or • Were accredited to the World Summit on Sustainable Development (WSSD).
Step 2	<p>Register the representatives of your organization on the registration page dedicated for accredited NGOs.</p>
	<p>EXTENDED DEADLINE: 19 May 2015</p>
<p>I AM NOT ACCREDITED</p> <p>You need to get special accreditation</p>	
Step 1	<p>Complete a questionnaire</p>
	<p>EXTENDED DEADLINE: 13 MAY 2015</p>
Step 2	<p>Register the representatives of your organization on the registration page dedicated for non-accredited NGOs.</p>
	<p>EXTENDED DEADLINE: 19 May 2015</p>
Step 3	<p>Wait for confirmation.</p>

What is accreditation?

Accreditation is the process by which NGOs are formally vetted and granted access to official meetings, ad-hoc processes and major conferences and summits.

How do I verify if my organization is accredited?

For the informal interactive hearings, pursuant to Assembly resolution 69/244, organizations which have [consultative status with ECOSOC](#) and those on the Commission on Sustainable Development (CSD) roster as well as those that were accredited to the World Summit on Sustainable Development (WSSD) are automatically accredited, and are enabled to register their representatives online through this [link](#), without the need for any specific accreditation. The deadline for registration has been extended until 19 May 2015.

Other relevant organizations which are not accredited to ECOSOC, are not on the CSD roster and were not accredited to WSSD, have until 13 May 2015 (extended deadline) to submit an application for a special accreditation.

My organization is already accredited. How do I register?

- On the registration page (available through this [link](#)), you need to click on the link titled “Registration –click here”.
- Login using your existing username and password. If you forgot your login details, you will be able to request them from the same login page.
- Once logged in, you can register up to 6 representatives of your organization to the hearings by clicking on the link “Click here to Designate Representatives to this Event”.
- Once approved, you will receive an automated email. This email message will contain a link that allows you to download your letter of confirmation.
- The approval process might take up to ten days.
- The extended deadline for registration is 19 May 2015.

How do I get my organization accredited?

- Application for special accreditation will be accepted through 13 May 2015 (extended deadline).
- Application involves a two-step process:
 - (a) Completion of a questionnaire (available through this [link](#)) before 13 May 2015; and
 - (b) Registration of the representatives of the organization (available through this [link](#)) following the completion of the question. Registration needs to be completed by 19 May 2015.
- Application questionnaire requires submission of the following information:

- (a) Purpose of your organization;
 - (b) Programmes and activities in areas relevant to the subject of the Summit and indicating in which country or counties they are carried out;
 - (c) Confirmation of the activities of the organization at the national or international levels;
 - (d) Copies of annual report, with financial statements and a list of financial sources and contributions, including governmental contributions;
 - (e) A list of the members of the governing body of the organization and their countries of nationality;
 - (f) A copy of the constitution and/or by-laws of the organization; and
 - (g) A completed online registration form.
- Applications should be submitted online. The President of the General Assembly will review, in consultation with the Secretariat, the applications, including relevance of the work of the organization, on the basis of their background and involvement in the implementation of sustainable development goals.
 - If the evaluation shows, on the basis of the information provided, that the stated purpose and activities of the applicant's organization are relevant to the hearings, the request for accreditation will be approved.

My organization has completed the questionnaire. How do I register?

- On the registration page for non-accredited participants (available through this [link](#)), you need to click on the link titled "Registration –click here".
- Login using your existing username and password. If you forgot your login details, you will be able to request them from the same login page.
- Once logged in, you can register up to 6 representatives of your organization to the hearings by clicking on the link "Click here to Designate Representatives to this Event".
- Once approved, you will receive an automated email. This email message will contain a link that allows you to download your letter of confirmation.
- The approval process might take up to ten days.
- The deadline for registration is 19 May 2015.

How do I get a username and password to be able to complete the questionnaire and register?

- If your organization is not yet on the iCSO database, then you will need to create a profile for your organization (available through this [link](#)).
- Once a new profile is created, and approved by the UN Secretariat, you will receive a confirmation email with your username and password.

- Thereafter you will be able to login in to complete the questionnaire for accreditation (available through this [link](#)) and register the representatives of your organization (available through this [link](#)).

Will my organization still need to register for the summit to be held in September 2015?

All interested organizations will have to register their representatives for the summit to be held from 25 to 27 September 2015.

Please note that those organizations that will get special accreditation for the informal interactive hearings to be held on 26 and 27 May 2015 will not need to fill out a questionnaire for the summit. They will be able to simply register for the summit.

I have my confirmation letter from CSOnet, is there anything I need to do?

When your registration is approved, you will receive an automated email. This email message will contain a link that allows you to download your letter of confirmation, which contains a unique reference number. Please print that letter.

You might wish to present this letter if you need to apply for a visa.

You will also need to bring this letter to the UN Pass and ID Office, located on the corner of 1st Avenue and 45th street, together with valid photo identification.

When do I register?

- Registration is now open for all representatives of civil society.
- Registration will close on 19 May 2015 at 5:00 p.m. EST.

How many representatives per organization are allowed to register?

Due to limited capacity at the United Nations Headquarters, registration is limited to 6 representatives per organization.

Will the United Nations help me with my travel and US visa?

Arrangements for travel, including visas, accommodation and transportation are the sole responsibility of organizations. No individual invitations or other letters will be sent to US Consular Offices by the United Nations. Once your registration is approved, you will receive an automated email. This email message will contain a link that allows you to download your letter of confirmation. The confirmation letter is only a record of the registration of a representative of an organization to attend a meeting at the United Nations. It does not imply any support or endorsement of the organization or its representatives by the United Nations or its Secretariat.

Does the United Nations provide funding to support the representatives of my organization to attend the informal interactive hearings?

The UN Secretariat does not have the budget to provide funding for representatives of organizations to attend the hearings. The costs of travel, visas, accommodation, daily subsistence and other arrangements, are the sole responsibility of the organizations.