



Introducing Conference Focal Points

An important feature of Indico is that it allows each ECOSOC accredited NGO* to designate up to two (2) **Conference Focal Points**, who will review the individual registrations of members of their organization for all events that use the platform. While each representative will register through their own individual Indico account, the Conference Focal Points have the ability to review and approve/reject their own organization's participants. This allows for improved coordination and validation of registrations.

In order for your organization's registrations to be processed in Indico, you **MUST** designate at least one Conference Focal Point (preferably two for backup). This is done through your organization's profile in the [Integrated Civil Society Organisations System](#) (iCSO).

How to designate your organization's Conference Focal Points

**** Detailed screenshot instructions on the next page****

1. As head of your organization, use the main organization account to log in to <http://esango.un.org/civilsociety/login.do>
2. Navigate to *Profile > Contacts & Participation* from the menu bar
3. Add a new contact with the *Conference Focal Point* type, or add this contact type to an existing contact

Requirements for Conference Focal Points

- A **unique**, personal email address must be specified. Do not use a generic email.
- No more than two (2) Conference Focal Points will be permitted.
- Similarly, if the same person appears multiple times in the contact list, they should only be designated once, with their most current contact information.

Once the Conference Focal Points are designated in iCSO, they will be made available in Indico within a week. **Please designate your Conference Focal Points as soon as possible to avoid delays which may prevent your organization from participating in events.**

* Please note that these instructions only apply to NGOs in consultative status with ECOSOC. If your NGO does not have ECOSOC consultative status, you do **NOT** need to designate Conference Focal Points.

Detailed instructions for designating Conference Focal Points in iCSO

1. Once logged into iCSO, Navigate to *Profile > Contacts & Participation* from the menu bar



NGOBranch Test Profile

Profile | Consultative Status | Documents | Correspondence | Meeting Participation

View Ge **General**

Organiza **Contacts & Participation** NGOBranch Test Profile

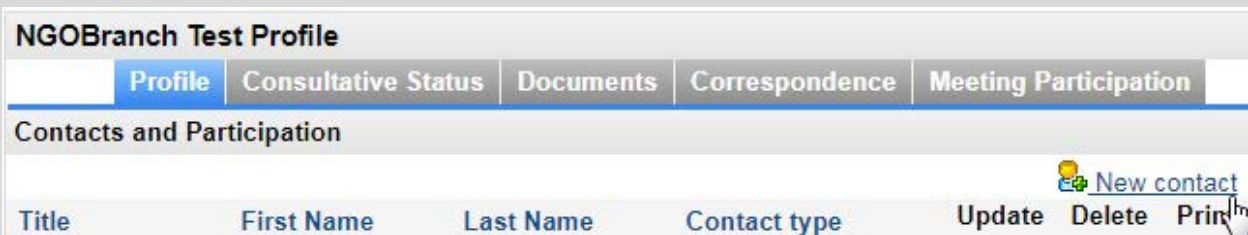
Organiza **Activities** JTNGO

Organiza **Additional Information** JTNGO

Headqu **Main Objective**

Address: 1 UN Plaza
New York, NY
United States of America

2. Click on *New contact* to add a new contact, or assign this contact type to an existing contact



NGOBranch Test Profile

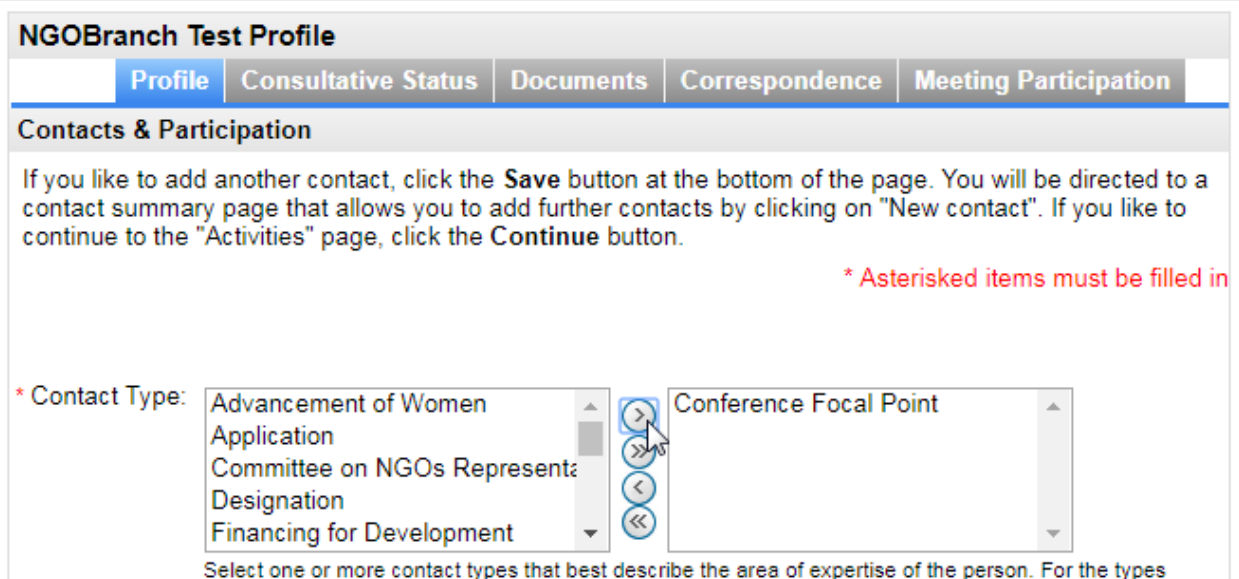
Profile | Consultative Status | Documents | Correspondence | Meeting Participation

Contacts and Participation

[New contact](#)

Title	First Name	Last Name	Contact type	Update	Delete	Print
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3. Make sure to designate the contact with the *Conference Focal Point* type



NGOBranch Test Profile

Profile | Consultative Status | Documents | Correspondence | Meeting Participation

Contacts & Participation

If you like to add another contact, click the **Save** button at the bottom of the page. You will be directed to a contact summary page that allows you to add further contacts by clicking on "New contact". If you like to continue to the "Activities" page, click the **Continue** button.

* Asterisked items must be filled in

* Contact Type: Advancement of Women
Application
Committee on NGOs Representa
Designation
Financing for Development

Conference Focal Point

Select one or more contact types that best describe the area of expertise of the person. For the types