### Accreditation Information for Non-Governmental Organizations

Only NGOs with ECOSOC consultative status may participate in the seminar.

### **Requesting Accreditation**

**All accreditation requests must be made online through** [**UNOG’s Indico system**](https://reg.unog.ch/)**.**

Please [create an Indico account](https://reg.unog.ch/user/register) or [log in to an existing one](https://reg.unog.ch/user/login?returnURL=https://reg.unog.ch/), and then proceed to the registration form for[seminar.](https://reg.unog.ch/event/27538/)

In addition to filling in the required information on the registration form, NGOs are kindly asked to attach a scanned letter, made out to the Secretariat, fulfilling the following criteria:

* **Drafted on the official letterhead of the organization**
* **Contains the title and dates of the meeting the NGO wishes to attend**: E.g., "[Name of NGO], in consultative status with ECOSOC, wishes to send the following members to attend the international seminar on the role of good governance **[DATE]**..."
* **Contains the full name (FAMILY NAME, First name) of each person who will represent the organization at the session**
* **Signed by the person designated as the President/Chief Executive Officer, Chief Administrative Officer, or Main Representative in the UN Integrated Civil Society Organizations System for Geneva**

Please double check that the person signing the letter has the appropriate status in the [UN iCSO System](http://esango.un.org/civilsociety/login.do).

This letter should be uploaded in the section entitled ***“Mandatory documents”.***

If you have any questions regarding the Indico registration system, please consult the [Indico guide for conference participants](https://reg.unog.ch/ihelp/pdf/unog/UNOGIndico_Participants_UserGuide.pdf), consult the [Indico FAQ](https://reg.unog.ch/faq), or send specific questions to the Secretariat at r2d@ohchr.org

### Gaining Access to UNOG

Individuals with annual security badges valid for the duration of the WG session will be able to access UNOG premises.
Those who have been accredited but do not have a badge must collect their security badge for the session at the **Pregny Gate of the Palais des Nations**, located at 8-14 Avenue de la Paix, 1211 Geneva.  The office is open on working days from 8 a.m. to 5 p.m.  To collect the badge, you must present:

* **An official identity document**: E.g., a passport; and,
* **A copy of the confirmation email/e-ticket from the Indico system**