

## Registration instructions

### Important:

- The online registration system works better with the following browser: [Edge, Firefox, Chrome, Safari or Opera](#).
- Group registration is not possible. Each participant must register individually.
- All participants should register through the online platform Indico (including representatives in possession of a grounds pass issued by the Security and Safety Section of the United Nations Office at Geneva (UNOG) or United Nations Headquarters in New York (UNHQ)).
- There is no fee to register for the Forum, however all costs regarding arrangements for travel, including visas, accommodation, insurance, and transportation, are the responsibility of participants.

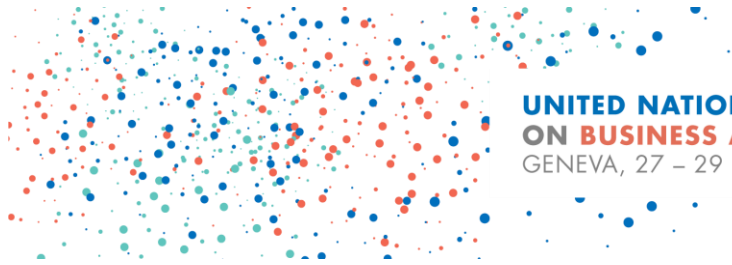
**MANDATORY:** To approve your “in-person” registration request please complete the “personal data” section and submit the following information:

- Upload a passport-format photo (refer to picture/photograph [standards on the menu in Indico](#)) otherwise, a badge cannot be issued, and registration will not be approved.

### Representation Type:

Please use the correct representation type of your organization / company:

- Member or Observer State: for country representatives
- IGO (Intergovernmental Organizations): refer to <https://www.un.org/en/sections/member-states/intergovernmental-and-other-organizations/index.html>
- International Organization (Observer Organizations): please refer to the above link, under “other entities having received a standing invitation to participate as observers in the sessions ...”
- United Nations: select a name
- National Human Rights Institution
- NGO (Non-Governmental Organizations):
  - ECOSOC NGOs: start typing the name of your organization and it will appear automatically
  - For NON-ECOSOC NGOs: write the name of your organization
- Private Sector: select one of the following sub-types:
  - Business Enterprises
  - Business/Industry Associations



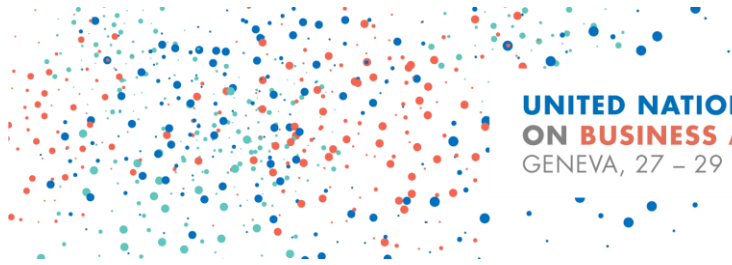
- Consultancy or Law Firm
- Multi-stakeholder initiative
- Trade Union
- Academia
- Press/Media: for Press only. In addition, complete the section “Mandatory documents, forpress only”
- Other: select one of the following sub types:
  - Community or worker representative
  - Representative of Indigenous Peoples group
  - Other

**Mandatory documents for participants:**

**Accreditation Letter:** A letter of nomination from your organization/company, which is a standard requirement from the United Nations to issue access badges.

- The letter must contain the following elements:
  - Submitted on the official letterhead of the organization/company;
  - State the title and duration of the session the organization/company wishes to attend, e.g. “[Name of Organization/Company], wishes to send the following representatives to attend the 12th Forum on Business and Human Rights (27-29 November, 2023)...”;
  - List the name/s (FAMILY NAME, First name) of the person/s who will represent the organization/company at the Forum. Names of persons must appear exactly as they appear in their passports;
  - If the persons listed are already in possession of a valid identity badge issued by UNOG Security and Safety Section, please indicate this clearly in the letter and tick the relevant box in the registration form.
  - The letter must be signed by a senior manager.
- Explain briefly how participating in the Forum may benefit the work of the organization/company (no more than one paragraph).

Once your registration will be approved, you will receive a confirmation of registration email with a QRD code, as well as an email from Sched inviting you to create/update your profile and create a personalized schedule. In case you do not receive the email, please check your “junk mail” folder and in case you do not receive it, please contact the Forum Secretariat.



**UNITED NATIONS FORUM  
ON BUSINESS AND HUMAN RIGHTS**  
GENEVA, 27 – 29 NOVEMBER 2023

### **VISA**

Registrants in need of a visa for Switzerland should tick the relevant box in the onlineregistration system Indico.

A confirmation of registration letter, to accompany your request for a visa at the Swiss embassy in your country, is provided once your registration is approved.

Applicants in need of a letter to support their visa application should get it from the organization sponsoring their travel and accommodation.

**For queries on registration, please contact  
[ohchr-registrationforumbhr@un.org](mailto:ohchr-registrationforumbhr@un.org)**

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