**Registering to attend the Human Rights Council** *Each person participating in the Human Rights Council has to register and accredit themselves.****Please follow the steps below to do so. If you do not take these steps, you will not be able to attend the Human Rights Council.****It should take 5-10 minutes.*

***How to register and accredit yourself:***

1. Go to this webpage and find the relevant Human Rights Council Session: <https://reg.unog.ch/category/885/>
2. Click ‘Register now’
3. Click ‘*create a new indico use*r’ and carefully follow the instructions
4. You will receive an email at the address you provided in the step above. Open the message and click ‘*activation’*. You will be brought back to the registration page
5. Take a photo by clicking the image of a camera or upload a photograph you already have that is in passport / identity document format
6. Under ‘*Official letter or Note verbale on composition of delegation*’, upload the invitation letter prepared by your NGO (if it has ECOSOC status) or the NGO with ECOSOC status who is letting you accredit under their name
7. Go to this webpage and find the relevant Human Rights Council Session: <https://reg.unog.ch/category/885/>
8. Log in using the details of your Indico account
9. Click ‘Registration’
10. Click ‘*Registration: New*’ and carefully follow the instructions
11. Under ‘*Representation Type’*, select ‘NGO’ and put the name of your NGO (if it has ECOSOC status) or the NGO with ECOSOC status who is letting you accredit under their name
12. Ignore ‘Visitor Access’
13. Select ‘*Confirmation of registration for visa purposes*’ if you would like a letter to support your visa application
14. Under ‘*Mandatory documents for participants to the session*’ prepared by your NGO (if it has ECOSOC status) or the NGO with ECOSOC status who is letting you accredit under their name. Ignore ‘student card or letter from academic institution’
15. Ignore ‘for press/media accreditation’
16. Under ‘*Meeting*’ select all the relevant days (i.e. click the box in the grey heading for those dates)
17. Click ‘*Register*’
18. You will receive an email telling you that your request has been received, but that the accreditation is pending
19. Within a few days, you will receive an email confirming your accreditation, and providing a QR code/ e-ticket