

REGISTRATION  
CRC 99<sup>th</sup> SESSION  
GROUND FLOOR CONFERENCE  
12 to 30 May 2025

Link: <https://indico.un.org/event/1010237/>

Please use the following browsers to register: Google Chrome, Mozilla, Firefox, Safari, Microsoft Edge or Opera

Getting started with INDICO Online Registration in 2 steps:

1. Creation of an INDICO account (as first user)
2. Meeting registration with your INDICO account:

Create your INDICO account (only for first accreditation). • Click on the link of accreditation for the session • Go to Log-in (top right side of the webpage) • Click on “Create a new account” • Fill-out the form •

**IMPORTANT PICTURE REQUIRMENTS: You need to upload one (1) colour photo for the badge request. The photo requirements follow the ICAO standard, which is summarized at the end of this document:**

A confirmation message will be displayed on the screen • You will be notified by e-mail once your request has been approved.

Meeting Registration with your INDICO account

Once logged in with your credentials, a link will appear to the registration form of the session that you wish to attend. • Click on “Register to this Conference” and fill out the form. Upload a recent photograph. • Click on Register You will be notified by email once the Secretariat has approved your request for accreditation.

**Upon approval you will receive a digital badge.**

**Please present your digital badge, along with your valid passport to the Security Officer at the Palais Wilson for the identity check. The digital badge does not need to be printed, and presenting it on the mobile phone will be sufficient.**

The office hours are 9 am to 6 pm, Monday through Friday.

**IMPORTANT Please keep your passport in hand while filling the form. Your personal data must match your details on your passport or ID.**

For any technical issues with INDICO, please contact [support.accreditation@un.org](mailto:support.accreditation@un.org) and not the Secretariat.

All public meetings of the Committee will be available through webcast live on the website: <https://webtv.un.org/meetings-events>. Please note that the Conference Rooms at Palais Wilson, Ground Floor and First Floor, are open to the public, during the session, unless otherwise indicated.



You must upload one (1) **color** photo for a badge request. The photo requirements follow the **ICAO standard** and are summarized below. When you upload a photo, the system runs an **automatic check** and verifies whether your photo is compliant with the ICAO required standard. If there are any **problems with the photo**, the system will return an **error message** describing any issues found, e.g. "The head is excessively rotated.", "The overall image quality is insufficient.", etc. You will be obliged to re-upload (or re-take) a photo.

**The Size, resolution, and quality must**

- ✓ Measure **2 x 2 inches (51 x 51 mm)**
- ✓ Be between **400 by 400 px** and **2000 by 2000 px**
- ✓ **Be clear**, and in **focus**
- ✓ Be in **color**
- ✗ **Not** be a **cut down/cropped** version of a larger picture
- ✗ **Not** be **older than 6 months**
- ✗ **Not** be **altered** by computer software

**The Content of the photo must**

- ✓ Be a **close-up** of your **full head and upper shoulders** (see Figure 2)
- ✓ Be taken against a **plain background** (white, grey or neutral colour)
- ✓ Be in **clear contrast** to the background
- ✗ Contain **no other objects** or **people**

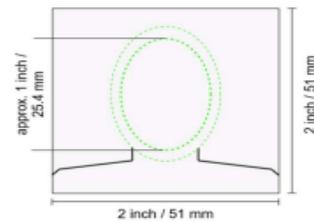
**In your photo, you must**

- ✓ Be **facing forward** and **looking straight** at the camera
- ✓ Have a **neutral expression**
- ✓ Have your **eyes open, visible**, and free from reflection or glare from glasses
- ✗ **Not** have **hair in front** of your **eyes**
- ✗ **Not** have a **head covering** (unless it's for **religious** or **medical** reasons)
- ✗ **Not** have anything **covering your face**
- ✗ **Not** have any **'red eye'**
- ✗ **Not** have any **shadows** on your **face** or behind you
- Not** wear **glasses** that **cover your eyes**. You can wear reading glasses, but your **eyes must show fully** through **clear lenses** without glare or reflection.

**The size of your image (face)**

Your image - from the **crown of your head to your chin** - must be approximately **1 inch (25mm)** high and positioned in the center of the photo. If you use the **Take a picture** option with your device camera, the interface will guide you with a green oval shape.

**Figure 1: Photo size chart**



**Figure 2: Samples of compliant and non-compliant photos**

