



WHO FRAMEWORK CONVENTION
ON TOBACCO CONTROL



PROTOCOL
TO ELIMINATE
ILLCIT TRADE IN
TOBACCO PRODUCTS

**Tenth session of the Conference of the Parties to the WHO Framework Convention
on Tobacco Control (COP10)
20–25 November 2023**

**Third session of the Meeting of the Parties to the Protocol to Eliminate Illicit Trade
in Tobacco Products (MOP3)
27–30 November 2023**

Indico Registration System

Step-by-Step Guide

Contents

INTRODUCTION	1
STEP 1: INDICO ACCOUNT CREATION.....	2
STEP 2: REGISTER FOR THE MEETING	3
HOW TO MODIFY THE REGISTRATION INFORMATION	5
HOW TO CHECK REGISTRATION STATUS.....	6

INTRODUCTION

Online registration through Indico, an online conference-management tool, is required for each delegate of the Tenth session of the Conference of the Parties (COP10) to WHO Framework Convention on Tobacco Control (WHO FCTC) and the Third session of the Meeting of the Parties (MOP3) to the Protocol to Eliminate Illicit Trade in Tobacco Products. The registration links for both sessions were provided in notes verbale sent to the Parties and organizations with observer status for COP10 and MOP3.

The Convention Secretariat will verify the information and supporting documents submitted by each delegate through the online registration form, and based on the information provided will decide whether to approve the registration.

COP10 (to be held from 20 to 25 November 2023)

Registration period: 8 May to 31 October 2023

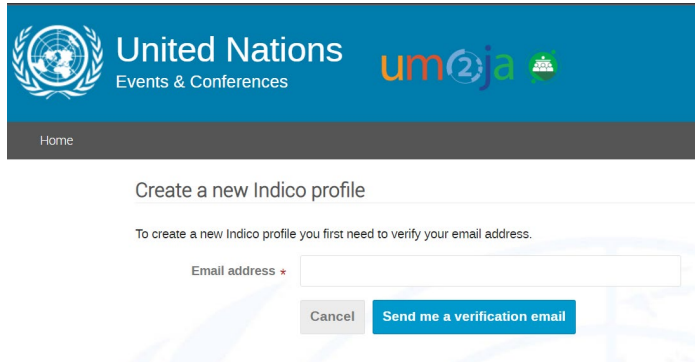
MOP3 (to be held from 27 to 30 November 2023)

Registration period: 8 May to 7 November 2023

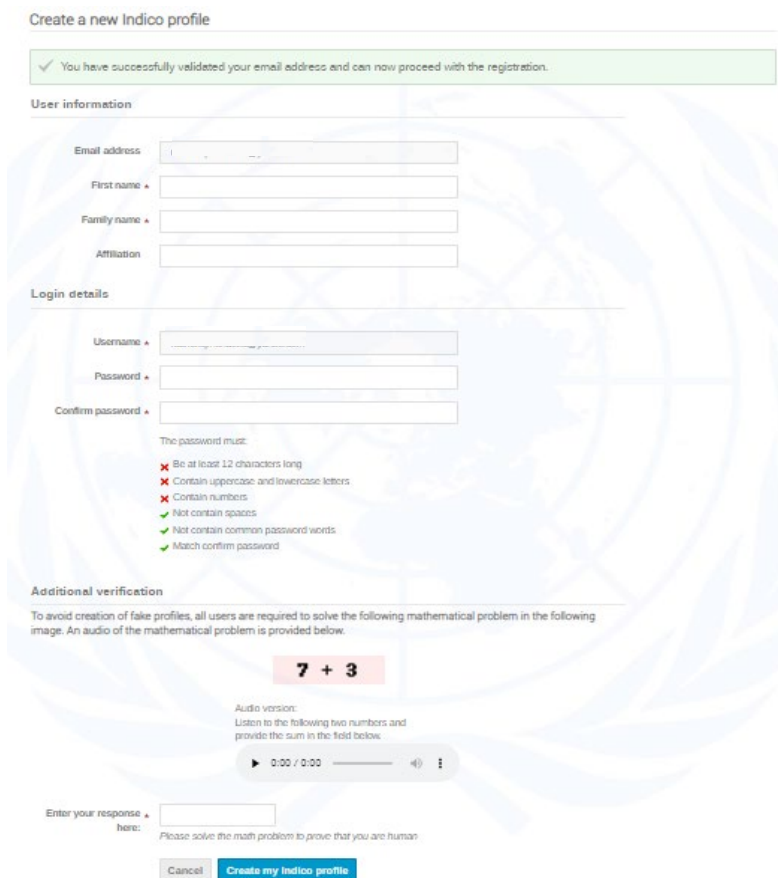
STEP 1: INDICO ACCOUNT CREATION

Note: You must create an Indico account if you do not already have one. The Indico registration system works better with the following browsers: Edge, Firefox, Chrome, Safari or Opera.

1. Go to <https://indico.un.org/register/>.



2. Complete the *Create a new Indico profile* form by providing your email address and click *Send me a verification email*.
3. You will receive an account activation link by email. Follow the link to activate your account and you will be directed to the page *Create a new Indico profile*.
4. Fill out the Indico profile basic information form and click *Create my Indico profile*.



Email addresses are used as unique identifiers for Indico users. If you get an alert that says *Email address already exists*, then your email address already is associated with an Indico account. In case you do not remember the password of that account, use the [Reset password function](#).

Please **do not create multiple accounts** as it could create confusion and problems with future registrations.

No account activation email: Check your SPAM folder or click on the *Resend account activation email option* on the Indico log in page.

STEP 2: REGISTER FOR THE MEETING

1. Go to <https://indico.un.org/e/FCTC/COP10> to register for COP10.
Go to <https://indico.un.org/e/Protocol/MOP3> to register for MOP3.
2. On the meeting/event page, if you are not automatically logged, click *Login* at the top right corner of the window. (Log in using your email address and password).
3. The link will take you to the meeting's page, where you can click *Registration* or *Register now* to see the registration forms.

Tenth session of the Conference of the Parties (COP10) to the WHO Framework Convention on Tobacco Control

20–25 Nov 2023
Panama Convention Centre
America/Panama timezone

Enter your search term

Overview
Registration
Contact - INDICO technical issues
cop10-mop3@who.int

The Tenth session of the Conference of the Parties (COP10) to the WHO Framework Convention on Tobacco Control will take place from 20 to 25 November 2023, in Panama City, Panama.

Starts 20 Nov 2023, 10:00
Ends 25 Nov 2023, 18:00
America/Panama

In-Person
Panama Convention Centre, Panama City, Panama
Panama Convention Center

COP10 registration step-by-step instruction...
COP10 Webpage
Credentials template
Guide for Participants (Arabic)
Guide for Participants (Chinese)
Guide for Participants (English)
Guide for Participants (French)
Guide for Participants (Russian)
Guide for Participants (Spanish)
Host country website for COP10

Contact details:
Queries concerning the system can be communicated by email to cop10-mop3@who.int.

Registration
Registration for this event is currently open.

Register now

4. Select the relevant registration form by clicking *Apply*.

The screenshot shows the registration page for the Tenth session of the Conference of the Parties (COP10) to the WHO Framework Convention on Tobacco Control. The page header includes the event title, dates (20-25 Nov 2023), location (Panama Convention Centre), and a search bar. A sidebar on the left contains links for Overview, Registration, and Contact - INDICO technical issues. The main content area is titled 'Registration' and 'Available forms'. It contains a table with five registration options, each with an 'Apply' button highlighted by a red box.

	Opens	Closes	
1. COP10 Registration (Parties and States non-Parties)	8 May 2023, 00:00	No deadline	Apply
2. COP10 Registration (Observers - IGOs and NGOs)	8 May 2023, 00:00	No deadline	Apply
3. COP10 Registration (Members of the public)	8 May 2023, 00:00	No deadline	Apply
4. COP10 Registration (Media)	8 May 2023, 00:00	No deadline	Apply
5. COP10 Registration (General)	8 May 2023, 00:00	No deadline	Apply

5. Fill out the registration form and complete all fields marked with an asterisk – * – as these are mandatory, otherwise you will not be able to continue with registration.

6. For Parties and State non-Parties: Upload the credentials official note/letter and ensure it meets the requirements stated in the registration form.

Note: A registration with an incorrect credentials note/letter will not be approved.

For observers from international intergovernmental and nongovernmental organizations:

Upload the nomination letter and complete the Declaration of interest form.

7. Once you have completed the form, click *Apply* to submit your registration.
8. A message will inform you that the registration is awaiting approval. At the same time, you will receive an email notification acknowledging receipt of your registration.

The screenshot shows a confirmation message in a yellow box. It states 'Your registration is awaiting approval' and 'An event manager will manually validate it.' There are two buttons: 'Modify' and 'Withdraw'.

9. Once your registration is approved by the Convention Secretariat, you will receive an additional approval email.

HOW TO MODIFY THE REGISTRATION INFORMATION

You can only modify your registration information before your application is processed. Once your registration is approved or rejected, you no longer will be able to modify it. In such a case, only the meeting/event manager will be able to change your information on your behalf (send an email to cop10-mop3@who.int to request changes to your registration information). Alternatively, the meeting/event manager can reset your registration status to “pending” so you can modify your registration.

1. Open the direct link to the event page where you have registered.
Go to <https://indico.un.org/e/FCTC/COP10> for COP10.
Go to <https://indico.un.org/e/Protocol/MOP3> for MOP3.
2. On the meeting/event page, if you are not logged in yet, click *Login* at the top right corner of the window. (Log in using your email address and password).
3. On the meeting/event registration page, click *See details*.



4. A message appears on screen in an orange status bar acknowledging that the registration is awaiting approval. You may modify or withdraw your registration while it is still pending approval.



5. Once you have modified the form, save the changes by clicking *Modify* located at the end of the form.

HOW TO CHECK REGISTRATION STATUS

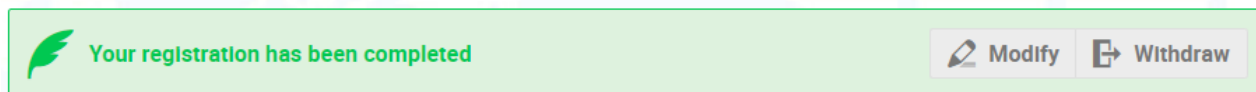
1. Open the direct link to the event page where you have registered.
Go to <https://indico.un.org/e/FCTC/COP10> for COP10.
Go to <https://indico.un.org/e/Protocol/MOP3> for MOP3.
2. On the meeting/event page, if you are not already logged in, click *Login* at the top right corner of the window. (Log in using your email address and password).
3. On the meeting/event registration page, click *See details*.



4. The current status of the registration is displayed either in:
 - an orange status bar (if it is still pending)



- a green status bar (if it has been approved) or



- a red status bar (if it has been rejected).

