



WHO FRAMEWORK CONVENTION
ON TOBACCO CONTROL



PROTOCOL
TO ELIMINATE
ILLCIT TRADE IN
TOBACCO PRODUCTS

**Eleventh session of the Conference of the Parties (COP11) to the WHO Framework
Convention on Tobacco Control
17–22 November 2025**

**Fourth session of the Meeting of the Parties (MOP3) to the Protocol to Eliminate
Illicit Trade in Tobacco Products
24–26 November 2025**

Indico Registration System

Step-by-Step Guide

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INTRODUCTION

Online registration through Indico, an online conference-management tool, is required for each delegate of the Eleventh session of the Conference of the Parties (COP11) to the WHO Framework Convention on Tobacco Control (WHO FCTC) and the Fourth session of the Meeting of the Parties (MOP4) 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, States that are not Parties and organizations with observer status to the Conference of the Parties to the WHO FCTC and to the Meeting of the Parties to the Protocol informing them of the arrangements for COP11 and MOP4.

COP11 (to be held from 17 to 22 November 2025)

Registration period: until 24 hours after the opening of the session
 (Parties and States non-Parties)

 until 31 October 2025
 (International intergovernmental organizations and international and regional
 nongovernmental organizations)

Registration deadline for delegates eligible for travel support: 15 July 2025

MOP4 (to be held from 24 to 26 November 2025)

Registration period: until 24 hours after the opening of the session

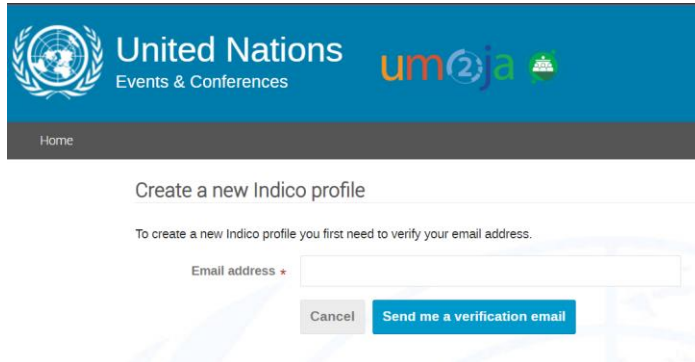
 until 7 November 2025
 (International intergovernmental organizations and international and regional
 nongovernmental organizations)

Registration deadline for delegates eligible for travel support: 15 July 2025

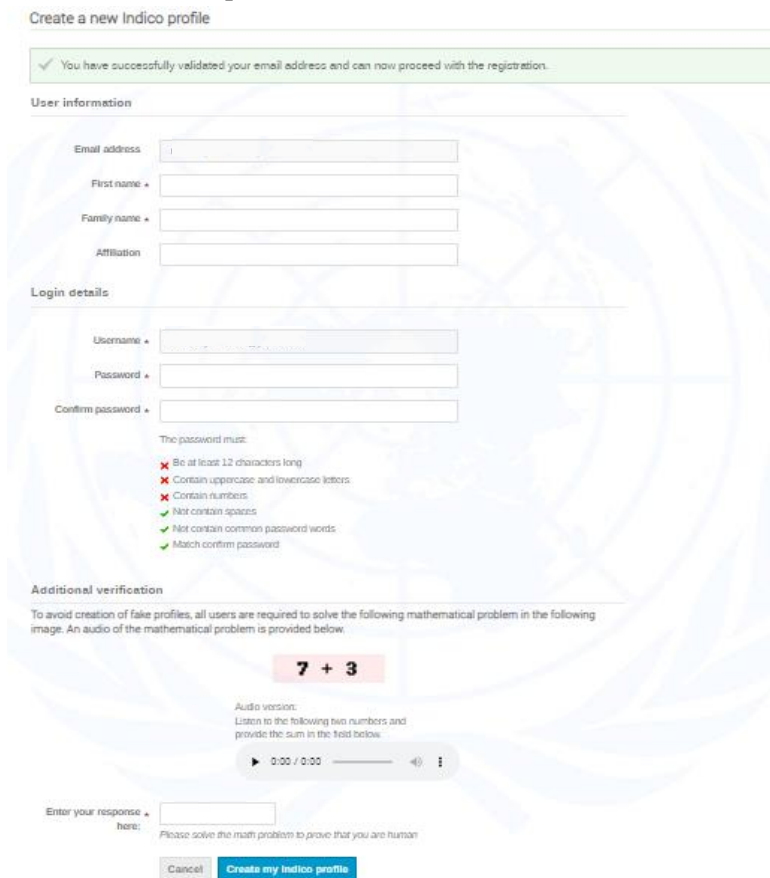
STEP 1: INDICO ACCOUNT CREATION

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/COP11> to register for COP11.
Go to <https://indico.un.org/e/Protocol/MOP4> to register for MOP4.
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.

The screenshot shows the Indico event page for the "Eleventh session of the Conference of the Parties (COP11) to the WHO Framework Convention on Tobacco Control". The page has a blue header with the event title. Below the header, the dates "17–22 Nov 2025" and location "Geneva International Conference Centre (CICG)" are listed, along with the timezone "Europe/Zurich". A search bar is visible on the right. On the left, there is a sidebar with three menu items: "Overview", "Registration", and "Contact - INDICO technical issues". A red arrow points to the "Registration" item. The main content area contains the event description: "The Eleventh session of the Conference of the Parties (COP11) to the WHO Framework Convention on Tobacco Control will take place from 17 to 22 November 2025, in Geneva, Switzerland." Below this, the event details are listed: "Starts 17 Nov 2025, 09:00" and "Ends 22 Nov 2025, 17:00" in "Europe/Zurich" timezone. The location is "In-Person" at "Geneva International Conference Centre (CICG), Geneva, Switzerland" with the address "Rue de Varembe 17, 1202 Genève". There is a link to the "Code of Conduct to prevent harassment, inc...". At the bottom, there is a blue banner with the text "Registration" and "Registration for this event is currently open." A red arrow points to a "Register now" button.

Eleventh session of the Conference of the Parties (COP11) to the WHO Framework Convention on Tobacco Control

17–22 Nov 2025
Geneva International Conference Centre (CICG)
Europe/Zurich timezone

Enter your search term

Overview
Registration
Contact - INDICO technical issues

The Eleventh session of the Conference of the Parties (COP11) to the WHO Framework Convention on Tobacco Control will take place from 17 to 22 November 2025, in Geneva, Switzerland.

Starts 17 Nov 2025, 09:00
Ends 22 Nov 2025, 17:00
Europe/Zurich

In-Person
Geneva International Conference Centre (CICG),
Geneva, Switzerland
Rue de Varembe 17, 1202 Genève

Code of Conduct to prevent harassment, inc...

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 Eleventh session of the Conference of the Parties (COP11) to the WHO Framework Convention on Tobacco Control. The page header includes the event title, dates (17–22 Nov 2025), location (Geneva International Conference Centre (CICG)), and timezone (Europe/Zurich). A search bar is present on the right. On the left, there are navigation tabs: Overview, Registration, and Contact - INDICO technical issues. The main content area is titled 'Registration Available forms' and contains a table with five rows of registration forms. Each row has columns for the form name, 'Opens' date, and 'Closes' date. To the right of each row is a blue 'Apply' button, which is highlighted by a red rectangular box.

	Opens	Closes	
1. COP11 Registration (Parties and States non-Parties)	3 Feb 2025, 13:51	No deadline	Apply
2. COP11 Registration (Observers - IGOs and NGOs)	3 Feb 2025, 13:51	No deadline	Apply
3. COP11 Registration (Members of the public)	3 Feb 2025, 13:52	No deadline	Apply
4. COP11 Registration (Media)	3 Feb 2025, 13:52	No deadline	Apply
5. COP11 Registration (General)	3 Feb 2025, 13:52	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 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.

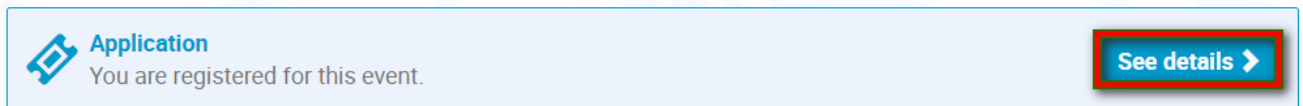
The screenshot shows a confirmation message in a yellow box. It contains a leaf icon, the text 'Your registration is awaiting approval', and a sub-message 'An event manager will manually validate it.' To the right of the text are two buttons: 'Modify' with a pencil icon and 'Withdraw' with a door icon.

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 copmoplogistics@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/COP11> for COP11.
Go to <https://indico.un.org/e/Protocol/MOP4> for MOP4.
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/COP11> for COP11.
Go to <https://indico.un.org/e/Protocol/MOP4> for MOP4.
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*.

 **Application**
You are registered for this event.


See details >

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

 **Your registration is awaiting approval**
An event manager will manually validate it.


Modify Withdraw

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

 **Your registration has been completed**

Modify Withdraw

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

 **Your registration has been rejected**
Contact an event manager if you think this is an error.