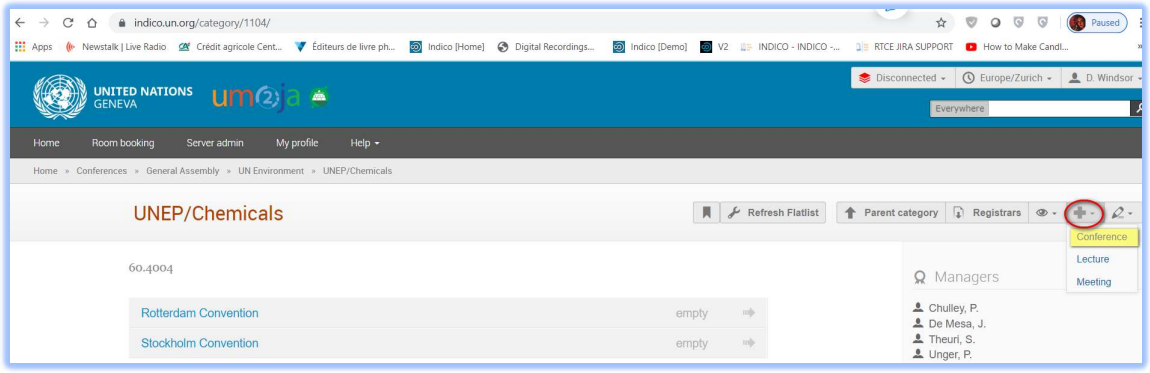
CREATE AN EVENT NOT SYNCED FROM EMEETS

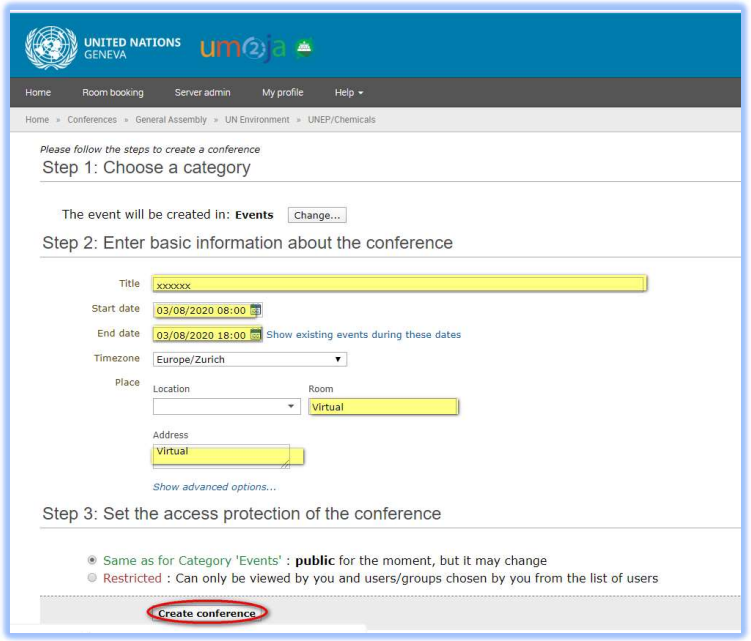
Category Managers may create events for their category. These events are typically ad hoc events that have **not been** submitted through eMeets.

Log in to Indico and go to your category (if unsure, ask Indico Support).
UNEP/Chemicals is: https://indico.un.org/category/1104/

Click ➕ and Select **Conference** from the drop-down menu.



Enter basic information about the event. (If some details are not final or confirmed, just put anything in. Information may be updated on your event later in the event management area).



Normally, the access protection is left as **public**. In rare situations and for events of a sensitive nature, the access protection may be changed to **Restricted**. In applying a Restricted protection, it

means that only select individuals placed on an access list and in possession of the event link will be able to view it. A pre-requisite is that these persons have an account in Indico otherwise they won't be found in the system when the select list is being drawn up.

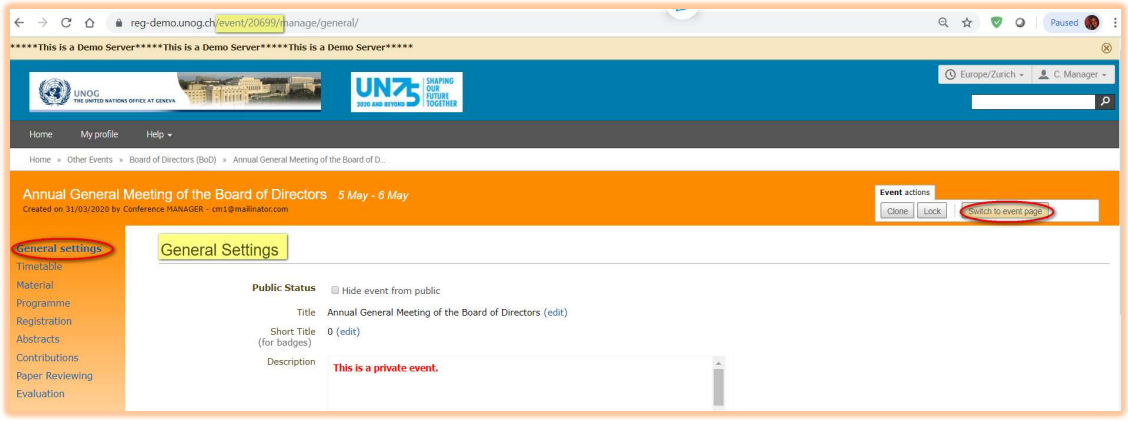
Once happy with the details entered, click **Create Conference.**

After creation, the event's management area[1] opens. Continue establishing the parameters of the event (don't forget to assign roles as appropriate to persons) using the modules listed in the menu on the left of the screen and for which there are separate guides available.

Note the event's number in the address bar at the top of the page. This is a unique number attributed to the event.

Clicking **Switch to event page** will direct you to the main event page (the public page).

Event Management Area



--- END ---

[1] The event management area is always an orange environment.