



## **Informal interactive hearings with non-governmental organisations, civil society and the private sector (15 July 2013) and the High-level Dialogue on International Migration and Development (3-4 October 2013)**

### **How to Pre-Register your NGO's Participation (in consultative status with ECOSOC)**

#### **Step 1. Prepare**

Before you start, make sure your organization has an **organizational profile** in the DESA NGO database, with a corresponding login and password. Generally, NGOs that have participated in UN meetings in the past already have such a profile.

If your organization does not, visit <http://esango.un.org/civilsociety> to create a profile. In this process, select "Special Event"/Apply for ECOSOC Status" when asked for your organization's objective. This will speed up your application. Approval of this profile can take up to 48 hours. You will receive an email with your login and password details. You can only complete the four steps below with your organization's own login and password.

#### **Step 2. Go online**

Visit: <http://esango.un.org>

#### **Step 3 Read**

Read the instructions. Click "Registration – Click Here"

#### **Step 4 Login**

Type in your login information. See step 1 above.

#### **Step 5 Designate Representatives**

Please provide details of your proposed representative(s) to the event. Note that the Secretariat may set a maximum number of participants per organization for the High-level Dialogue.

Please note that pre-registration must be received before **22 May 2013** (the deadline has been extended from 15 to 22 May 2013). We will contact you no later than 1 June 2013 to confirm your participation.

If you have technical questions, contact us by clicking here <http://esango.un.org/contactus>.