



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 (not 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> to fill-out the Accreditation Questionnaire

Step 3 Read

Read the instructions. Click "Fill out form"

Step 4 Login

Type in your login information. See step 1 above.

Step 5 Accreditation questionnaire

Please fill out all the required fields (marked with *) of the accreditation questionnaire. Note that the Secretariat may set a maximum number of representatives per organization for the High-level Dialogue.

Please note that accreditation questionnaire must be filled out before **22 May 2013** (the deadline has been extended from 15 to 22 May 2013). We will contact you no later than 17 June 2013 to confirm your participation.

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