

15TH - 17TH NOVEMBER 2023 MÖVENPICK HOTEL AND CONVENTION CENTRE KLIA, MALAYSIA

REGISTRATION GUIDELINE

1 CREATE NEW ACCOUNT

1.1 Go to the 'Fee & Registration' menu and click the 'Registration' button.

PAPER PRESE		ON	NON - PRES	ENTE	B	SPECIAL RATE DISCOUN
Normal Regis	tration		Normal Regis	tration		Universiti Sains Malay (Student & Staff): 20%
		USD		RM	USD	Collaborator Institution (Student & Staff): 10%
		-	Non-Student (Local)	1000		 Participants from
		-	Student (Local)	900	•	marginalised, displace disabled, and indigend
	RM	USD		RM	USD	groups: 50%
		350	Non-Student	-	400	IMPORTANT DATES
Student (International)		200	(International)		200	 Deadline for Abstrac
Siddeni (international)		300	Student (International)	-	300	Submission
						30 August 2023
					_	Deadline for Paper
REGISTRAT	TION		REGISTRAT	ION		Submission
						15 October 2023

1.2 For new users, click 'Create new account'.

⊘ L	ogin
Forgot your pass	sword?Click here
New user?Creater	ate new account

1.3 Click 'Create your account'.

T it st ivallie	Last Name *
Your E-mail Address *	
eg.: example@email	.com
Password *	
Length must between 4-12 char	acters





1.4 Verify the account using the participant's registered email.

2 **REGISTRATION**

- 2.1 Click login to join EZconf.
- 2.2 Go to 'Upcoming Conference' menu.



2.3 Click 'Join' for GHEF2023.







	My Conference					
7	Upcoming Conference					
-	My Account					

2.5 Go to the 'Edit Profile and Affiliation' menu and fill in the details.



2.6 If you are a student, click 'Update Student Status', go to 'Attach File' and 'Choose File' to **upload your Student ID**.

# Home	Profile	lser Profile Page					
My Conference					•	_	
Upcoming Conference	A Profile G	Edit Profile	C Edit Affiliation	Change Password	Update Student Status	Update Membership	OUpdate Expertise
🌲 My Account	Invitation Let	ter					
My Secretariat	C Update You	r Student Stati	us				
My Submission							
\$ My Payment	Student ID						
ዕ Logout	Level of Student		Select				
	Start Date Valid		dd/mm/yyyy	Ċ	2		
	End Date Valid		dd/mm/yyyy	Ċ	2		
	Attach File	C Ve	Choose File No file c	hosen txt. pdf. File size max: 1.1			
			na na spojpg, .png	, 184, 1967. The 0120 Max. 1 1			







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2.7 Your student status will be verified, and once your status is confirmed, you will receive an official email and can proceed with the payment. Please note that the student rate will only be visible after completing the verification process.

STUDENT STATUS : VALID 🔉 Index ×
gheforum@usm.my ≩ to me ▼
Dear
For your information, your application has been verified into our system.
Thank You.
EZConf Support Team.
Note: This is a system generated message. Please do not reply to this email.

3 SPECIAL RATE DISCOUNT

- 3.1 The special rate is only eligible for this institution's members and groups. To receive the special rate, the participants are required to update their details.
 - i. Universiti Sains Malaysia (Student & Staff): 20%
 - ii. Collaborator Institutions (Student & Staff): 10%
 - iii. Participants from marginalised, displaced, disabled, and indigenous groups: 50%





3.2 Go to the **'Update Membership'** menu and update the details. Choose the **membership name**.

B Opdate to	ur Membership	Status				
Membership N	ame	Select				
Member ID (op	tional)	Select GEOLOGICAL USM STAFF / S	SOCIETY OF MALAYSI, STUDENT			
Membership Ex	kpired	AIMS UNIVERS AICCE COLLAI GHEF COLLAE	SITIES MEMBER BORATOR BORATOR & STRATEGIO	C PARTNER		
Conference Na	me	SPECIAL GRO	UP			
Attach File		Choose File No to Valid file type: .jpg,	ile chosen .png, .txt, .pdf. File size ma	ux: 1 MB		

3.3 Go to 'Conference Name' and choose **GHEF2023**.

# Home	A Profile	dit Profile	C Edit Affiliation	Change Password	Opdate Student Status	Update Membership	© Update Expertise
☐ My Conference	Invitation Letter						
Upcoming Conference	C Update Your M	embership	Status				
🎍 My Account							
My Secretariat	Membership Name		Select				
My Submission	Member ID (optional))					
\$ My Payment	Membership Expired		dd/mm/yyyy	۵			
ර් Logout	Conference Name		Select				
	Attach File	G	Select ICMR2023 ICUSS2023 GHEF2023		IB CONTRACTOR		





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Go to 'Attach File' and 'Choose File' to upload the document. 3.4

Home	& Profile	C Edit Profile	C Edit Affiliation	Change Password	OUpdate Student Status	Update Membership	Opdate Expertise
My Conference	Invitation	Letter					
Upcoming Conference	☑ Update	Your Membership	Status				
My Account							
My Secretariat	Membership	Name	Select				
My Submission	Member ID (optional)					
My Payment	Membership	Expired	dd/mm/yyyy	ō			
Logout	Conference I	Name	Select]		
	Attach File		Choose File No file c	hosen	10		

3.5 Your membership status will be verified, and once your status is confirmed, you will receive an official email and can proceed with the payment. Please note that the membership voucher will only be visible after completing the verification process.

/IEMB	ERSHIP STATUS : VALID	Đ, v
***	gheforum@usm.my To:	← ≪ → ・・ Tue 08-Aug-23 5:06 Pf
	Dear	
	For your information, your application has been verified into our system.	
	Thank You.	
	EZConf Support Team.	
	Note: This is a system generated message. Please do not reply to this email.	



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3.6 Click the '**My Payment**' menu to make the payment. Before proceeding to payment, please redeem your voucher code in the "**Voucher**."

Conference Package	Paper(s) Voucher New a	ed Payment Transac	tion Upload Payme	ent Proof (BANK TRANSFER)	
III Conference Package					
10 records per page				Search:	
# Conference Name	Package		Early-bird Date	Last Expiry Payment Date	♦ Action ♦
1. GHEF2023	8TH GLOBAL HIGHER EDU	CATION FORUM	Aug 03, 2023	Apr 29, 2024	Join

3.7 Click on the **voucher code** to copy the voucher.

onference Packa	age Paper(s)		Voucher	New Paper Removed	Payment Transaction	Upload Payment Proof (BANK TRANSFER)			
∃ Voucher									
100 records per	r page						Search:		
Conference Name	Voucher Code	•	Price (OFF) \$	Description		•	Valid Date Range 🗘	Target 🗘	Usage \$
GHEF2023	GHEFSPECIAL		50.0%	Discount Only This voucher is exclusively valid for pe individuals. This also applies to particl redemption of any other vouchers)	articipants (staff and students) in the pants from the organiser, collaborato	Special Groups within institutions, such as marginalised, displaced, disabled, and indigenous c, and strategic partner institutions (Please note that the use of this voucher wit preclude the	Aug 1 » s Sep 29	Membership	ONCE
GHEF2023	GHEFCOLLABORAT	OR	10.0%	Discount Only This voucher's applicability is restricted	d to participants (staff and students)	associated with GHEF2023 Collaborator and Strategic Partner institutions.	Aug 1 » Sep 29	Membership	ONCE
GHEF2023	GHEFORGANISER		20.0%	Discount Only This voucher can only be utilised by p students).	articipants within GHEF2023 Organis	ser institutions; Ministry of Higher Education (staff) and Universiti Sains Malaysia (staff and	Aug 1 » Sep 29	Membership	ONCE
								Previous	1 Next

3.8 Once you have copied, go to "conference package" and click "join" for the 8th Global Higher Education Forum 2023 (GHEF2023) conference.

Conference Package	Voucher New Paper Removed	Payment Transaction	Upload Payment Proof	BANK TRANSFER)		
I Conference Package						
10 records per page				Search:		
# Conference Name	Package	♦ Ea	arly-bird Date	Last Expiry Payment Date	\$ Action	\$
1. GHEF2023	• 8TH GLOBAL HIGHER EDUCATION FORUM	Au	ug 03, 2023	Apr 29, 2024	Join	





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3.9 Kindly check your details of registration before proceeding with payment and click "Proceed to Checkout."

GHEF2023 GHEF2023	₩SUBTOTAL: MYR 1,300.00						
8TH GLOBAL HIGHER EDUCATION FORUM							
Current Status							
Presenter (Membership) [Oral Physical]							
Paper							
GHEF2023-0077 (5282) / UNPAID MYR 1.300.00							
Date							
Nov 15, 2023 (Wed) = Nov 17, 2023 (Fri)							
Time							
9:00AM - 5:00PM							
Location							
Movenpick Hotel & Convention Centre KLIA Malaysia							
Join Conference (IMYR 1300.00)							
Main PROCEED TO CHECKOUT >							

3.10 Your billing information will be displayed on the screen.



3.11 Paste your voucher code in the voucher box and click "Apply."



3.12 The amount of deduction will be display and you can proceed with payment.

