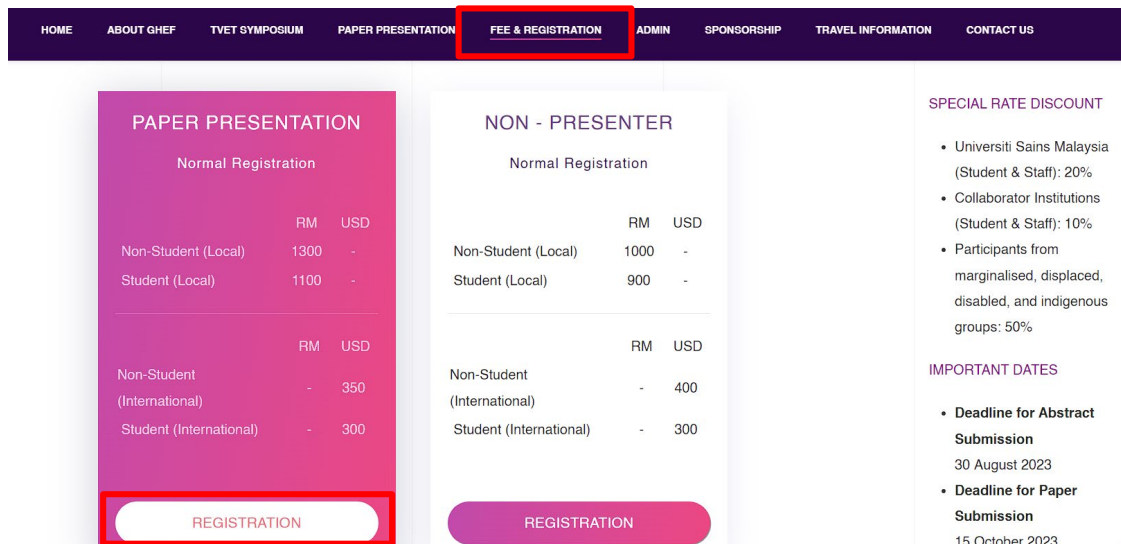


## REGISTRATION GUIDELINE

### 1 CREATE NEW ACCOUNT

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

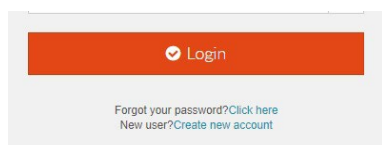


The screenshot shows the website's navigation bar with 'FEE & REGISTRATION' highlighted. Below, there are two main sections: 'PAPER PRESENTATION' and 'NON - PRESENTER'. Each section has a table of registration fees in RM and USD. A red box highlights the 'REGISTRATION' button at the bottom of the 'PAPER PRESENTATION' section.

	RM	USD
Non-Student (Local)	1300	-
Student (Local)	1100	-
<hr/>		
	RM	USD
Non-Student (International)	-	350
Student (International)	-	300

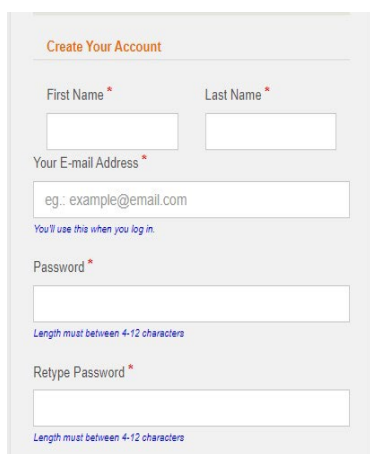
	RM	USD
Non-Student (Local)	1000	-
Student (Local)	900	-
<hr/>		
	RM	USD
Non-Student (International)	-	400
Student (International)	-	300

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



The screenshot shows a login button and two links: 'Forgot your password? Click here' and 'New user? Create new account'.

1.3 Click 'Create your account'.



The screenshot shows the 'Create Your Account' form with the following fields:

- First Name \*
- Last Name \*
- Your E-mail Address \* (eg.: example@email.com)
- Password \* (Length must be between 4-12 characters)
- Retype Password \* (Length must be between 4-12 characters)

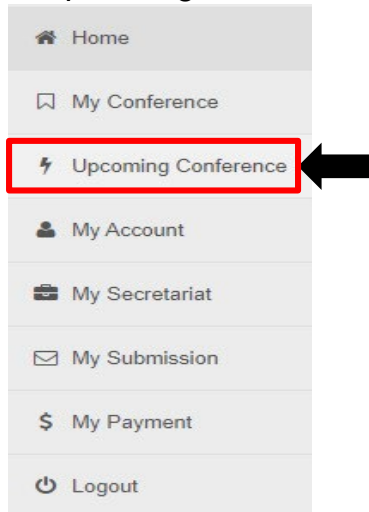


1.4 **Verify** the account using the participant's registered email.

## 2 REGISTRATION

2.1 Click **login** to join EZconf.

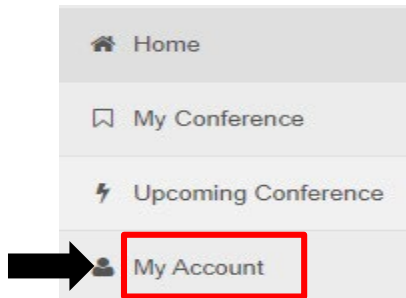
2.2 Go to 'Upcoming Conference' menu.



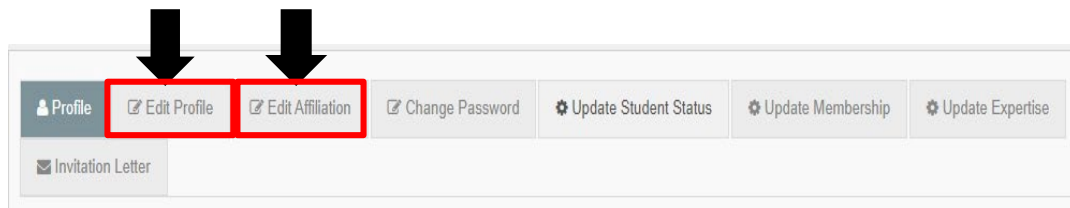
2.3 Click '**Join**' for GHEF2023.



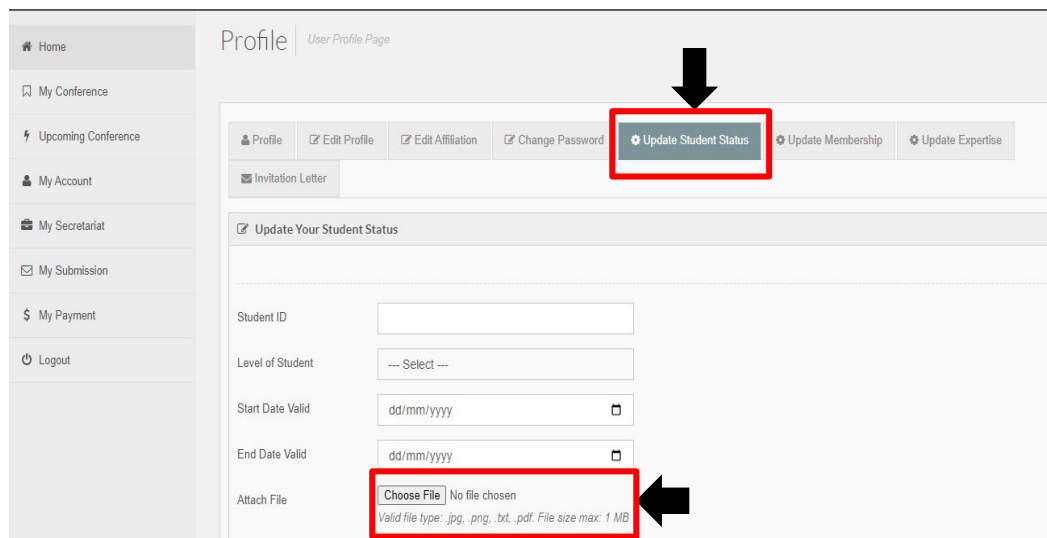
2.4 Go to 'My Account' menu.




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**.




- 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  Inbox x



gheforum@usm.my

 to me ▾

Dear [REDACTED]

For your information, your application has been verified into our system.

Thank You.

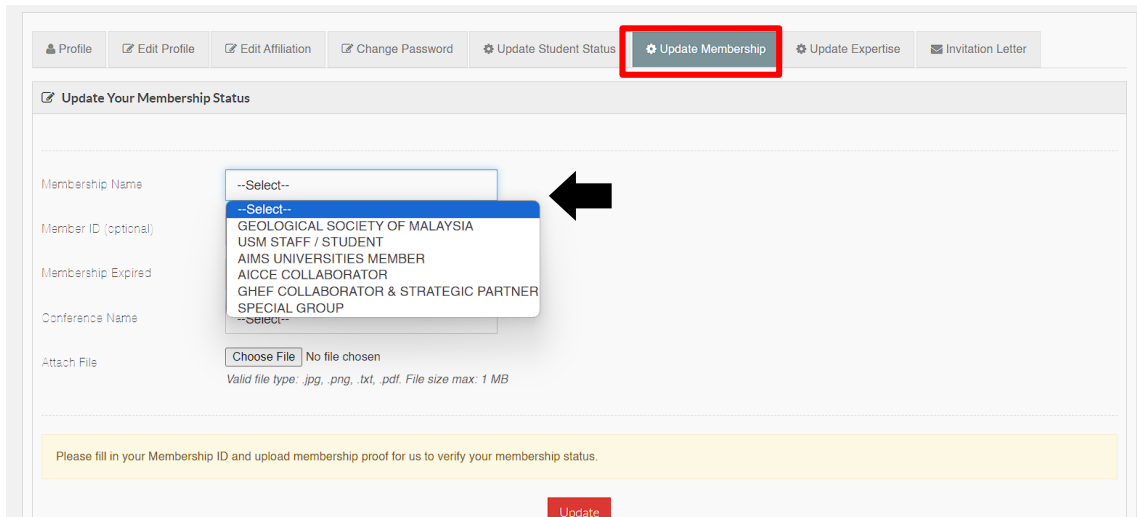
**EZConf** Support Team.

Note: This is a system generated message. Please do not reply to this email.

### 3 SPECIAL RATE DISCOUNT

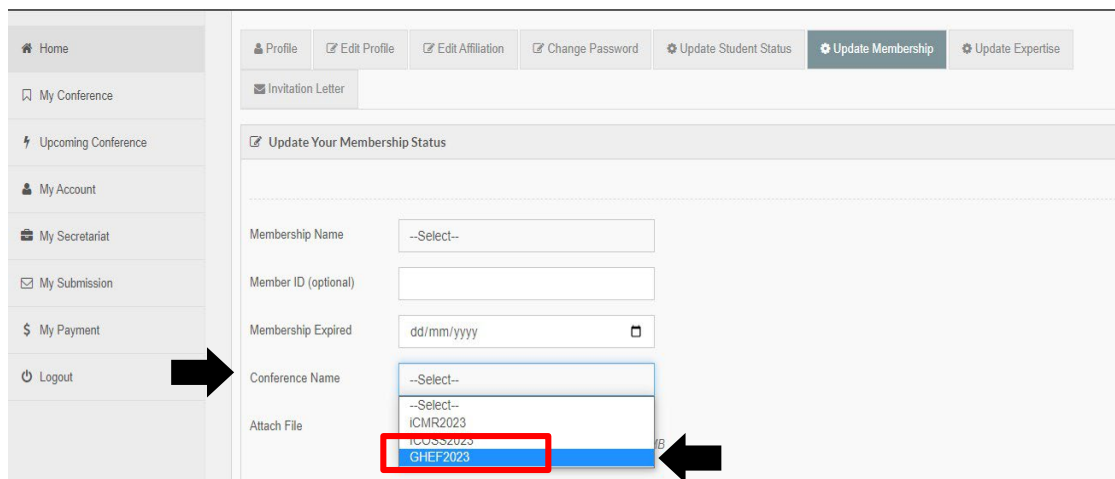
- 3.1 The special rate is only eligible for this institution's members and groups. **To receive the special rate, the participants** are required to update their details.
- i. **Universiti Sains Malaysia (Student & Staff): 20%**
  - ii. **Collaborator Institutions (Student & Staff): 10%**
  - iii. **Participants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

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



The screenshot shows the 'Update Membership' form. The 'Update Membership' button in the top navigation bar is highlighted with a red box. The 'Membership Name' dropdown menu is open, showing options: --Select--, GEOLOGICAL SOCIETY OF MALAYSIA, USM STAFF / STUDENT, AIMS UNIVERSITIES MEMBER, AICCE COLLABORATOR, GHEF COLLABORATOR & STRATEGIC PARTNER, SPECIAL GROUP, and --Select--. A black arrow points to the dropdown menu. Below the form, a yellow message box says: "Please fill in your Membership ID and upload membership proof for us to verify your membership status." An 'Update' button is at the bottom right.

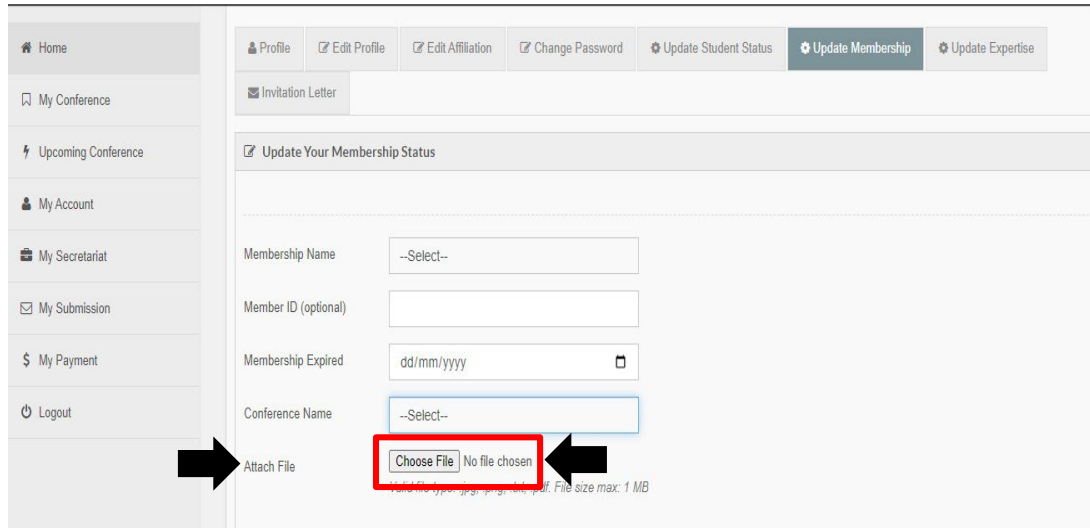
**3.3 Go to ‘Conference Name’ and choose GHEF2023.**



The screenshot shows the 'Update Membership' form with a sidebar on the left. The sidebar contains: Home, My Conference, Upcoming Conference, My Account, My Secretariat, My Submission, My Payment, and Logout. A black arrow points to the Logout button. The 'Update Membership' button in the top navigation bar is highlighted with a dark grey background. The 'Conference Name' dropdown menu is open, showing options: --Select--, --Select--, ICMR2023, and GHEF2023. A red box highlights 'GHEF2023', and a black arrow points to it. The 'Attach File' section shows a file upload button and a note: "Valid file type: .jpg, .png, .txt, .pdf. File size max: 1 MB".



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



**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.**

MEMBERSHIP STATUS : VALID



gheforum@usm.my

To: [Redacted]



Tue 08-Aug-23 5:06 PM

Dear [Redacted]

For your information, your application has been verified into our system.

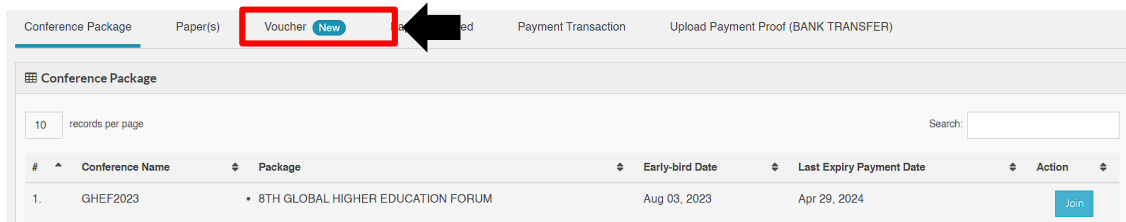
Thank You.

EZConf Support Team.

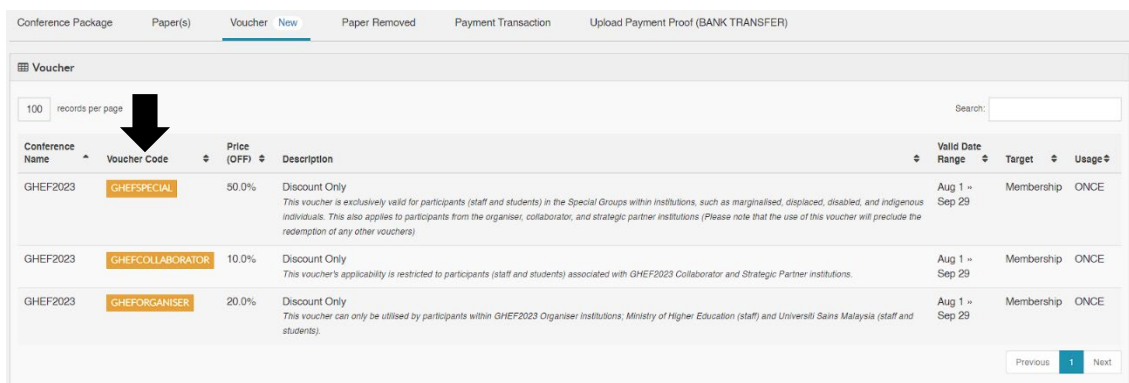
Note: This is a system generated message. Please do not reply to this email.



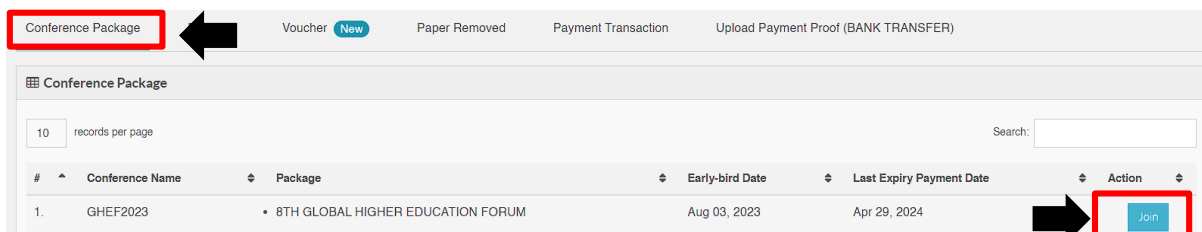
3.6 Click the **'My Payment'** menu to make the payment. Before proceeding to payment, please redeem your voucher code in the **"Voucher."**



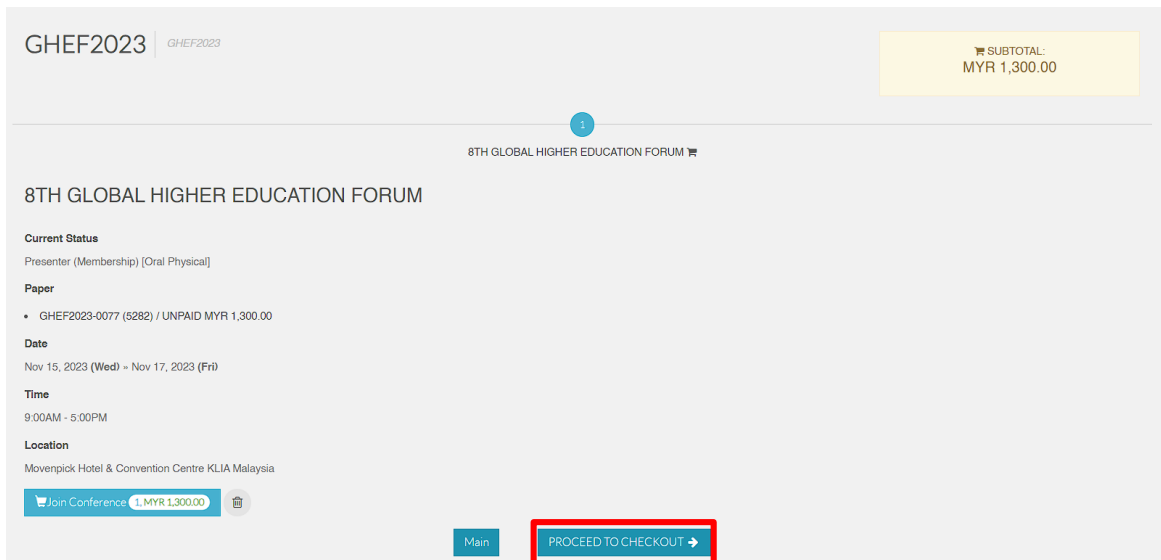
3.7 Click on the **voucher code** to copy the voucher.



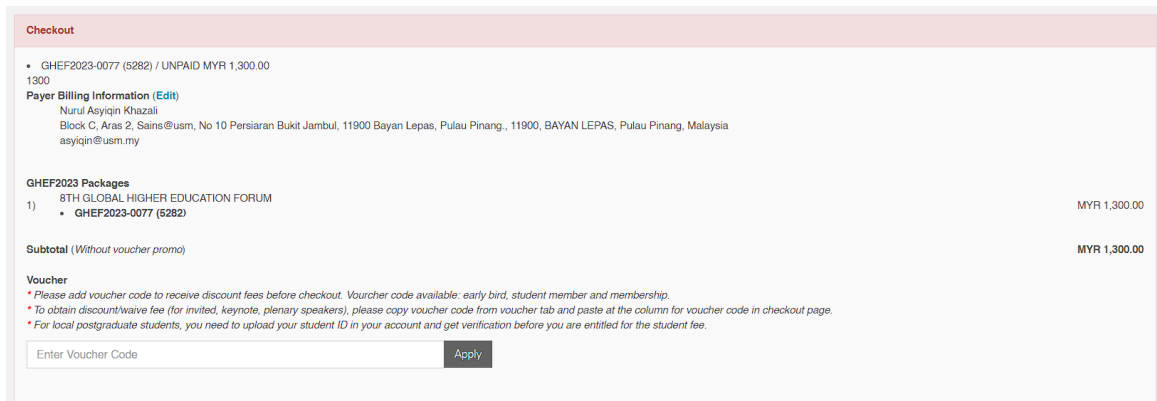
3.8 Once you have copied, go to "conference package" and click "join" for the 8th Global Higher Education Forum 2023 (GHEF2023) conference.



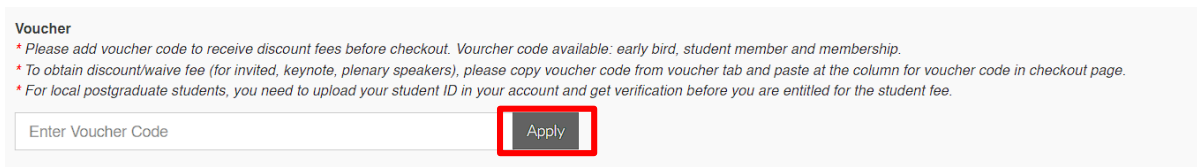
### 3.9 Kindly check your details of registration before proceeding with payment and click “Proceed to Checkout.”



### 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.

