



# Malaysia Upstream Project Excellence Conference (UPEC) 2023

Malaysia as the Preferred Capital Project Investment Destination (CAPE)

20 – 21 November 2023

Kuala Lumpur Convention Centre, Malaysia

## Group Registration Portal Guideline (PETRONAS)

## Group Registration Portal Sign In

Please sign in with your account email address and password. For first time users, please click on the 'Create New Account' button.

Please click [here](#) for Group Registration Portal Guideline.

### Sign in

Email Address

jsmith@hotmail.com

Password

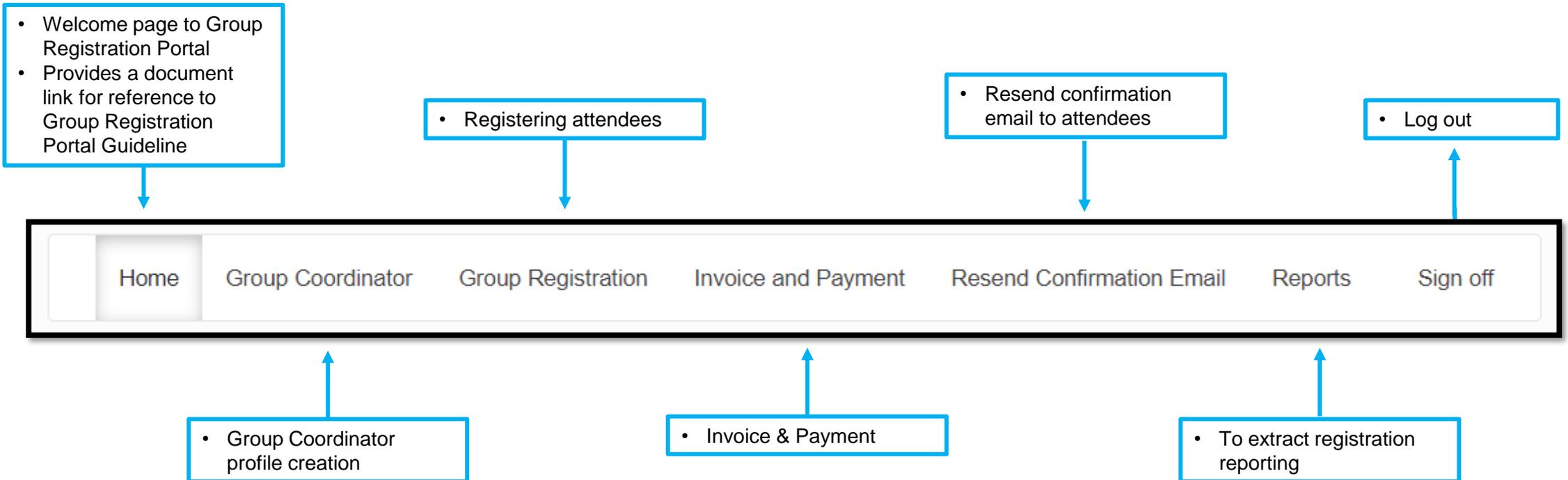
.....

Sign in

### New Account

Create New Account

- Sign in with your email address & password. For first time users, please click “Create New Account”



[Home](#)[Group Coordinator](#)[Group Registration](#)[Invoice and Payment](#)[Resend Confirmation Email](#)[Reports](#)[Sign off](#)

## Group Coordinator Details

Below are the Group Coordinator details. To edit, click "Edit Group Coordinator".

<b>First Name</b>	Yara
<b>Last Name</b>	Soraya
<b>Organization</b>	Test Org.
<b>Address</b>	The Palace Kensington 5th Floor
<b>City</b>	Kuala Lumpur
<b>State</b>	Wp Kuala Lumpur
<b>Postcode</b>	50450
<b>Country</b>	Malaysia
<b>Phone</b>	
<b>Email</b>	<a href="mailto:shazwani@icep.com.my">shazwani@icep.com.my</a>

[Edit Group Coordinator](#)

- Upon first time login, only Home and Group Coordinator tabs are displayed. Other tabs will be displayed once Group Coordinator Profile is created.
- Click "Edit Group Coordinator" to fill in the fields/ edit profile.
- Group Coordinator will receive a Group Registration Portal Notification email.

## Group Registration Details

### Adding and managing group contacts

#### Step 1 - Adding contact

- Click "Download Template" to download the spreadsheet template.
- Click "Import Contacts" to upload the template that has been filled-in.
- Status of imported contacts will appear as "Not Registered".

#### Step 2 - To manage contacts for registration

- Click "Email Registration Link" to invite the Contact to complete their registration form.
- Once the Contact has completed the registration, their status will change to "Registered".

Name	Email	Status	Options
Bensen, Brandon	brandon@icep.com.my	Not Registered	<a href="#">Email Registration Link</a> <a href="#">Remove Contact</a>
Soraya, Yara	shazwani@icep.com.my	Not Registered	<a href="#">Email Registration Link</a>
Sparks, Georgina	wanirased@gmail.com	Not Registered	<a href="#">Email Registration Link</a> <a href="#">Remove Contact</a>
Zainal, Amira	wanirased@gmail.com	Registered	<a href="#">Email Registration Link</a>

[Import Contacts](#) [Download Template](#)

## Step 2: Registering Contact

- Email Registration Link**  
Group Coordinator to email Contacts to register and to complete the registration form themselves
- Remove Contact**  
To remove contact

## Step 1: Add Contact

**IMPORTANT: Adding Contacts does not mean they are registered to the event yet. Please refer "Status"**

### a) Download Template

To add Contacts by importing details via spreadsheet

### b) Import Contacts

To upload the spreadsheet

# Step 1: Add Contact

## a) Download Template

	A	B	C	D	E	F	G	H	I	J	K
1	First Name	Last Name	Organization	Address Line One	Address Line Two	City	State	Postcode	Country	Phone	Email
2	Amira	Zainal	iCEP	The Residence	Jalan 2E	Kuala Lum	WP Ku	50450	Malaysia	012 555555	<a href="mailto:amiraz@icep.com.my">amiraz@icep.com.my</a>
3	Brandon	Bensen	iCEP	The Residence	Jalan 2E	Kuala Lum	WP Ku	50451	Malaysia	013 555555	<a href="mailto:brandon@icep.com.my">brandon@icep.com.my</a>
4											
5											

- All fields are compulsory to be filled
- Do not delete or add new fields
- Title case is used when entering your name (e.g., John Smith, not john smith or JOHN SMITH)
- Key in “Phone” in this format - 60123334444 (country code mobile number/phone number)
- Key in “Email Address in this format *abc@abc.com*
- Before uploading via “Import Contacts”, please check that there are no duplicate profile

## b) Import Contacts

Home
Group Coordinator
Group Registration
Invoice and Payment
Resend Confirmation Email
Reports
Sign off

### Import Contacts



Group\_Member\_Import\_Template  
WR 2408.xlsx

Group\_Me...
Remove
Browse ...

Preview

First Name	Last Name	Organization	Address Line One	Address Line Two	City	State	Postcode	Country	Phone	Email
Georgina	Sparks	iCEP	The Palace	5th Floor	Kuala Lumpur	WP KL	50450	Malaysia	1888888	<a href="mailto:wanirased@gmail.com">wanirased@gmail.com</a>

Import Contacts

- Upload the spreadsheet
- Click “Preview” to view the details
- Click “Import Contacts” to import the Contacts

## Step 2 : Registering Contact

Email Registration Link ✕

**To Name \***

**To Address \***

**From Name \***

**From Address \***

**Subject \***

**Content \***

Normal text **Bold** *Italic* Underline      

Dear Serena,

Malaysia Upstream Project Conference (UPEC) 2023 invites you to complete your registration for this event.

Please click on the link below to be taken to the Event Registration site.

A personalised link to the Registration Site will be inserted at the bottom of this email.

- To email Contact the registration link, click “Email Registration Link”.
- Fill in the required field with the below details only:
  - a) **From Name – UPEC Registration Secretariat**
  - b) **From Address – upec@icep.com.my**
  - c) **Subject - UPEC 2023: Complete your Registration**
- The Content of the email is system generated, however it is editable should you need to add additional information.

Home   Group Coordinator   Group Registration   **Invoice and Payment**   Resend Confirmation Email   Reports   Sign off

## Invoice and Payment

### Attendees

Name	Email	Status	Amount Required	Amount Paid	Amount Outstanding
Sparks, Georgina	wanirased@gmail.com	Registered	1.00	0.00	1.00
Zainal, Amira	wanirased@gmail.com	Registered	1.00	0.00	1.00
<b>Total</b>			<b>2.00</b>	<b>0.00</b>	<b>2.00</b>

[Group Payment](#)

### Invoices

Invoice Number	Date	Amount
25	Aug 24, 2023	1.00
Open		1.00

[View Invoice](#)   [Generate Invoice](#)

- Under “Attendees” you will see all registered delegates details summary.
  - a) To indicate payment method, Click “Group Payment” and select Letter of Undertaking (LOU)\*.  
*\*Registered attendees must attach a copy of the LOU during their registration.*
  
- Under “Invoices”
  - a) To create invoice , click “Generate Invoice”  
*\*Prior to generating an invoice, please ensure all delegates are registered. Should you have already generated an invoice, and then add in more registered delegates this will create a new invoice.*
  
  - b) To view a generated invoice , click “View Invoice”

Home
Group Coordinator
Group Registration
Invoice and Payment
Resend Confirmation Email
Reports
Sign off

## Resend Confirmation

<input type="checkbox"/>	Name	Email	Status	Options
<input type="checkbox"/>	Sparks, Georgina	wanirased@gmail.com	Registered	<a href="#" style="background-color: #d4e07d; color: white; padding: 2px 5px;">View Confirmation</a>
<input type="checkbox"/>	Zainal, Amira	wanirased@gmail.com	Registered	<a href="#" style="background-color: #d4e07d; color: white; padding: 2px 5px;">View Confirmation</a>

**CC Email**

[Resend Confirmation](#)

- All delegate that have successfully registered will receive an automated Notification of Registration confirmation email.
- “Resend Confirmation” email is a feature provided for Group Coordinator to resend the email confirmation again to registered delegate (If needed).
- You may include additional email to be cc-ed to under “CC Email”
- “View Confirmation” is to view the confirmation email that was sent to the delegate.

[Home](#)[Group Coordinator](#)[Group Registration](#)[Invoice and Payment](#)[Resend Confirmation Email](#)[Reports](#)[Sign off](#)

## Reports

Report	Options
Attendee Information Sheet	<a href="#">View</a>
Registration Statistics by Date	<a href="#">View</a>
Registration Statistics by Month	<a href="#">View</a>
Registration Group Statistics	<a href="#">View</a>

**Thank you.**

