

## PHASE 1 – EXPO REGISTRATION STEPS

**Step 1:** The registration and submission of materials for evaluation for INVIDE 2023 will be using ConfBay System. Please click the link below to move to ConfBay system.

ConfBay System: <https://submit.confbay.com/conf/invide2023>

**Step 2:** Read the information and the participation conditions listed before proceeding for the registration. **Any registration under the Young Inventor and Junior Inventor categories that does not meet the conditions will automatically be registered under Professional Inventor and the participant required to pay Professional Inventor category fee. At an instance the participant is reluctant to pay the required fee, his/her registration will be considered nullified. Table 1 shows the two conditions need to be met by the registering Inventor.**

Table 1

Inventor Category	Condition 1: First Inventor Age	Condition 2: Video Presenter Age
Young Inventor	12 years old and below	Must be 12 years and below
Junior Inventor	13 – 18 years old	Must be 13 – 18 years old
Professional Inventor	19 years old and above	Must be 19 years old and above

**Step 3:** To register, click the 'Registration' tab.



**Step 4:** Please fill in the Registration form to open an account with ConfBay System. Registration at ConfBay System is only one time. If you have registered in one of the previous events (conference/workshops/seminars) in the ConfBay System, you shall straight away Login with Username & Password that has been registered before. The system will not allow another registration under the same email address that has already been registered. System will verify your email once you key in the email address.

**Step 5:** Once complete the Registration form, please click 'Register'. You will receive the Successful Registration email at the registered email. You can use the registered username and password in the submission channel to submit your product.

**Step 6:** To submit your product, click the 'Submission' tab.



**Step 7:** Enter the Username and Password, and click 'Login'. If you already registered with ConfBay System before but have forgotten the username and password, you may click 'Forgot My Username' or 'Forgot My Password' to reset the login credentials.


Please login to make submission

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Login

To access the private area of this site, please log in.

You may proceed for full registration, abstract / full paper submission (presenter) or check your status (for participant) after you have logged in. In case you have not registered as a user, simply click on the link [Register](#). You are advised to check your spam folder regularly for email notifications.



Username

Password

Remember Me

I cannot access my account

- [Forgot My Username](#)
- [Forgot My Password](#)
- [Register](#)

**Step 9:** The Registration Form for INVIDE 2023 will appear. Firstly, select the right category from the drop down menu. There are 8 options available. Make sure select the right one for the product to be evaluated accordingly.

Registration for International Virtual Expo of Innovation Product and System Design 2023

Mr. test1, please select the following information required. After "Save", click on "Entry Submission" to submit your product for the competition. Submission ID will be assigned for each product submitted.

**Fee Category:** Select Registration Fee Category

**Proof of ID:**  
*(Above selection require proof – eg. National ID/ Passport/ Institutional Proof Submission)*

**Please review your personal detail**

**Username:**

**Title:** Mr

Select Registration Fee Category

Select Registration Fee Category

Young Inventor (Malaysia) - (Fees Waived for PAJSK Marks (KPM) ) (MYR 0.00)

Young Inventor (International) (USD 20.00)

Junior Inventor (Malaysia) - (Fees Waived for PAJSK Marks (KPM) ) (MYR 0.00)

Junior Inventor (International) (USD 35.00)

Professional Inventor (Malaysia) (MYR 120.00)

Professional Inventor (International) (USD 50.00)


Professional Inventor (UniMAP Staff) (MYR 100.00)

Professional Inventor (FKTE Staff) (MYR 70.00)

**Step 10:** Based on the selection of category in Step 9, you are required to upload the proof of ID. Click the green upload icon to select the proof file. **Table 2** shows the proof of ID required according to the category selection.

**Fee Category:** Select Registration Fee Category

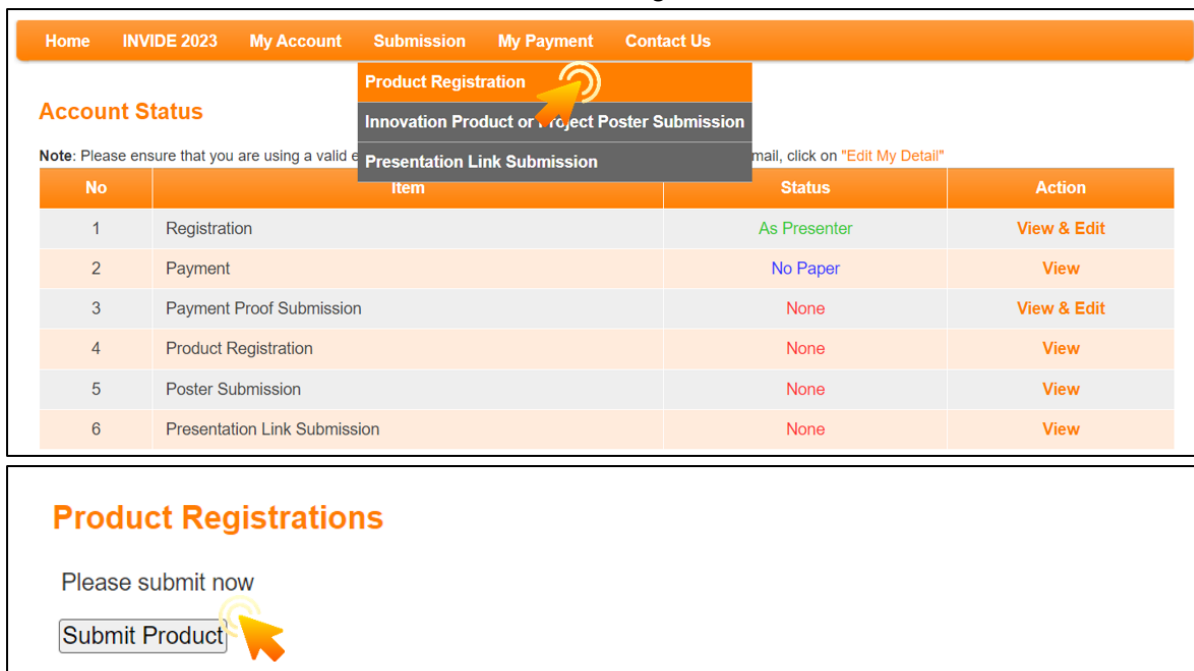
**Proof of ID:**  
*(Above selection require proof – eg. National ID/ Passport/ Institutional Proof Submission)*



**Table 2**

Category Selection	Proof of ID Type
Young Inventor (Malaysia)	First Inventor's National ID/ Acknowledgement Letter from School
Young Inventor (International)	First Inventor's National ID or Passport/ Acknowledgement Letter from School
Junior Inventor (Malaysia)	First Inventor's National ID/ Acknowledgement Letter from School
Junior Inventor (International)	First Inventor's National ID or Passport/ Acknowledgement Letter from School
Professional Inventor (Malaysia)	First Inventor's National ID
Professional Inventor (International)	First Inventor's National ID/ Passport
Professional Inventor (UniMAP Staff)	Corresponding Inventor UniMAP ID
Professional Inventor (FKTE Staff)	Corresponding Inventor UniMAP ID

**Step 11:** To submit a product, first the product must be registered. To register a product, click 'Submission', and 'Product Registration'. Then, click 'Submit Product'.



The screenshot shows the INVIDE 2023 submission portal. At the top, there is a navigation bar with links: Home, INVIDE 2023, My Account, Submission, My Payment, and Contact Us. Below the navigation bar, there is a dropdown menu for 'Product Registration' with options: Innovation Product or Project Poster Submission and Presentation Link Submission. A note below the menu reads: 'Note: Please ensure that you are using a valid email, click on "Edit My Detail"'. Below the note is a table with the following data:

No	Item	Status	Action
1	Registration	As Presenter	View & Edit
2	Payment	No Paper	View
3	Payment Proof Submission	None	View & Edit
4	Product Registration	None	View
5	Poster Submission	None	View
6	Presentation Link Submission	None	View

Below the table, there is a section titled 'Product Registrations' with the text 'Please submit now' and a 'Submit Product' button.

**Step 12:** In the Product Registration form, fill in the product details accordingly.

- Item #1: Title of Invention/ Innovation
- Item #2: Themes
- Item #3: Name of Inventors
- Item #4: Affiliation
- Item #5: Product Description

For Item #2, make sure choose the right selection of theme to be evaluated correctly. It is the responsibility of the first inventor or the corresponding inventor to select the right theme and category.

For Item #3, to add more inventors, press the [+] sign to add more inventors. Maximum 7 inventors including the Main Inventor can be filled. Make sure the details are correct because it will be referred to be printed on the e- certificate.

For Item #4, select the affiliation from the list. If the affiliation is not listed, please choose 'Others...', and add your new affiliation.

For Item #5, write down the product description for not more than 300 words. The product description will be used during the evaluation process.

**Step 13:** Once completed the form, read Rules & Regulations, tick the agreement, and click 'Submit'.

**Rules & Regulations**

1. The participation is opened to primary, secondary, pre- university, IHL and open inventors from any countries, except Israel and Republic of North Korea.
2. No age limits for the inventors to participate in the expo, but it is the principal inventor's responsibility to register under the appropriate categories to be evaluated accordingly. If the declaration of information is found not true, the product will be eliminated immediately, and no appeal request will be entertained.
3. Maximum participation in a team according to the categories (for certification purpose):
  - a. Young Inventor – Maximum 7 participants (inventors and mentors)
  - b. Junior Inventor – Maximum 7 participants (inventors and mentors)
  - c. Professional Inventor – Maximum 7 participants (inventors)
4. No age limit for the innovation exhibited, but the innovation will go through detailed evaluation phase to ensure it is relevant to the latest development and in line with the theme of the expo.
5. The idea for the product/ innovation output must be novel and from the original idea of the participation teammates, and not plagiarized/ copied from any products or innovation outputs do not belong to the participation teammates.
6. Plagiarism is strictly prohibited, and if detected, the participation will be cancelled automatically.
7. By registering and paying the participation fee (during registration process), the participants are agreeing to all the participation conditions mentioned above.

\* Mandatory Field

I have read, understand, and agree to the above rules and regulations.

**Step 14:** Note that the product ID will be in the following acknowledgement. The product ID will be 'INVIDE 2023-XXX'. 'XXX' is the auto sequence number generated by the ConfBay System. Remember the Product ID for future reference. Click 'Submit New' if more product to be submitted. The existing product can be edited by clicking 'Edit'. Inventors also can choose to drop the product by clicking 'Drop'.

Product successfully registered with product ID is INVIDE 2023-009  
 An email has been sent to you as a notification

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**Product Registrations**

You have 1 product submitted

**1. Product ID INVIDE 2023-009**

<b>Title</b>	Test1
<b>Status</b>	Pending Review

**Step 15:** Please refer to **Phase 2 – Expo Poster, Video and Payment Submission** for the following steps.