

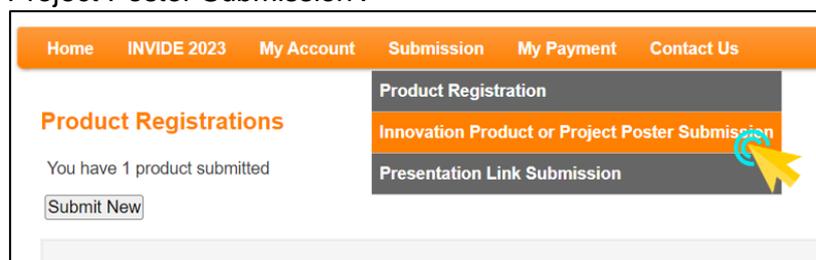
PHASE 2 – EXPO POSTER, VIDEO AND PAYMENT SUBMISSION

- Step 1:** Once the registration steps in **Phase 1 – Expo Registration** are completed, please allow 1 – 2 working day(s) for the INVIDE 2023 Secretariat to update the payment invoice to the registered email address and ConfBay System. Please check the Inbox and the Spam/ Junk folder frequently for the invoice. Please notify the secretariat via email if you do not receive the invoice after three (3) working days.
- Step 2:** Once you have received the payment invoice, you can start making the poster link, video link and payment submission. Please prepare all the required inputs (poster link, video link and payment proof) before proceed with the submission.
- Step 3:** Please prepare the poster and video according to the format/ template provided at the Expo Website. Any submission that does not follow the provided expo format would be penalized.
- Step 4:** The poster and the video must be prepared in English or Malay language only.
- Step 5:** The poster must be uploaded in Google Drive and the participant will be requested to submit the Google Drive link during the submission process. Please make sure the link is accessible as ‘Anyone with the link’. Please refer to the video guide below to prepare Google Drive link accessible as ‘Anyone with the link’.

Video Guide: <https://youtu.be/OZrGpzDEijA>

Important Remark: We are in the process of updating this part to submit only link. For now, inventors can submit the PDF copy of poster through the ConfBay system. The Secretariat will help to upload manually to the system.

- Step 6:** To submit the poster, click ‘Submission’, and then, ‘Innovation Product or Project Poster Submission’.

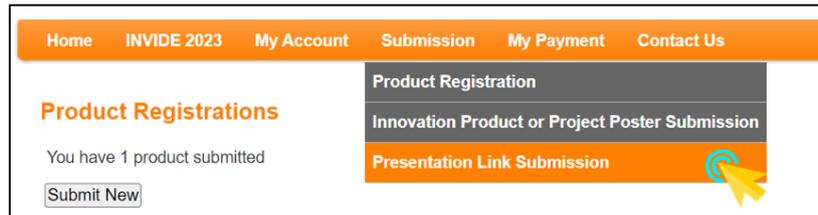


- Step 7:** Click ‘Upload Poster’. After upload, click ‘Save’.

Step 8: The video must be uploaded in Google Drive and the participant will be requested to submit the Google Drive link during the submission process. Please make sure the link is accessible as 'Anyone with the link'. Please refer the video guide in the Expo website to prepare Google Drive link accessible as 'Anyone with the link'.

Video Guide: <https://youtu.be/OZrGpzDEijA>

Step 9: To submit the video, click 'Submission', and then, 'Presentation Link Submission'.



Step 10: Click 'Submit Presentation Link'. After copy the link, click 'Save'.

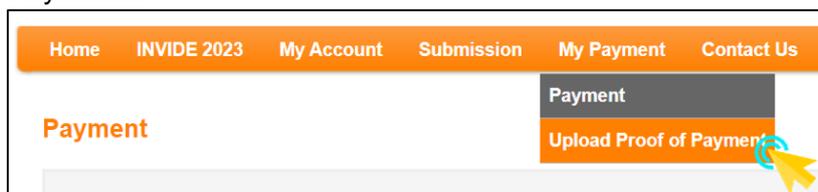
Step 11: Participants should pay the registration fee (as stated in the invoice) by bank transfer/ online transfer (for Malaysian participants) OR Foreign Telegraphic Transfer (T/T) (in U.S. Dollar only) (for international participants) to:

Account Name	:	Technopreneur UniMAP Sdn Bhd
Account Number	:	559012309270
Bank Name	:	Maybank Islamic Berhad
Swift Code	:	MBBEMYKL
Bank's Full Address	:	2, Jalan Seruling, Pusat Bandar Kangar, 01000 Kangar, Perlis, MALAYSIA.
Telephone Number	:	+604-9772631
Recipient Reference	:	[Your Product ID]

Participants should bear any additional charge(s) of the bank on the Sender's side (if any).

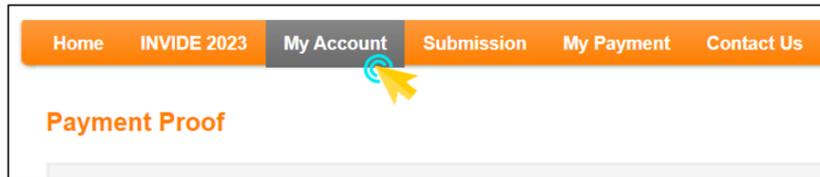
Step 12: Please quote 'Your Product ID' in the Recipient Reference during transaction for us to track your payment with the payment done.

Step 13: Once payment is made, upload the payment slip in the ConfBay System. To submit the payment proof, click 'My Payment', and then, 'Upload Proof of Payment'.



Step 14: Click 'Upload Payment Proof'. After choosing the payment slip, click 'Save'.

Step 15: The registration, submission and payment status can be checked by clicking 'My Account' tab.



Step 16: Inventors can check the status here, and take the necessary actions by clicking the last column. For Item #2 Payment, the secretariat will update within 1-2 days once the payment is received by the Secretariat.

Account Status			
Note: Please ensure that you are using a valid email address and active. To check your current registered email, click on "Edit My Detail"			
No	Item	Status	Action
1	Registration	As Presenter	View & Edit
2	Payment	Unpaid(1)	View
3	Payment Proof Submission	None	View & Edit
4	Product Registration	Submitted (1)	View
5	Poster Submission	None	View
6	Presentation Link Submission	None	View

Step 17: Submission deadline is 5th May 2023 11.59pm Malaysian time. No late submission will be entertained.

Step 18: There will be strictly **No Refund** policy once the payment is made.

Step 19: Official Receipt will be issued by email/ ConfBay System to the participants before/ during the result announcing day.

Step 20: Any enquiries related to the invoice or payment can be directed to the INVIDE 2023 Secretariat by email (invide2023@unimap.edu.my) with **Subject: [INVOICE & PAYMENT] Inquiry.**

Step 21: **Phase 3 – Expo Evaluation and Result Announcement** will be administered fully by the INVIDE 2023 Secretariat. Result will be premiered on 15th June 2023 at 12.00pm Malaysian Time via FKTE UniMAP Facebook Page (<https://www.facebook.com/ftke.unimap>) and INVIDE 2023 website. Stay tuned!