Instructions for OFFLINE payment via Invoice for APMEC 2022

WELCOME

You are about to start the registration process.

Cancellation Policy

If you are unable to attend APMEC 2022, cancellation or replacement must be conveyed in writing to the APMEC Conference Secretariat at apmec2022@um.edu.my and apmec2022@acadmed.my

Refund Policy

The APMEC refund policy is as follows (all amounts are in Malaysian Ringgit, MYR):

- Cancellation on or before 10 November 2021, 23:59 (GMT+8:00) Kuala Lumpur: Full refund of registration fee less MYR300 administration fee

- Cancellation between 11 November 2021 through 11 December 2021, 23:59 (GMT+8:00) Kuala Lumpur: 50% refund of registration fee

- Cancellation on or after 12 December 2021: No refund

Replacement Policy

Replacement is only allowed with the written permission of the original registrant. You may submit your request via email at apmec2022@um.edu.my and apmec2022@acadmed.my

Please note there will be a MYR150 processing fee for any replacement. Only one to one replacement is allowed.

Privacy Policy

The Personal Data Protection Act 2010 (Act 709) or APDP of Malaysia ensures that your data is secure and will only be shared with those who are immediately linked to the organization of the conference. Your contact information will only be used to disseminate information related to the APMEC2022 conference, which will only be sent by the organizing parties (i.e. conference secretariat or conference vendor). For complete details about the requirements of The Personal Data Protection Act 2010 (Act 709) please follow this link.

☐ I understand and accept the terms & conditions and Privacy Policy and wish to register for the event.

1. Please read this page and scroll down to the bottom of the page and tick the checkbox to proceed to registration.

2. Please click this link to proceed with registration

Offline Payment Mode	Online Payment Mode
Please make sure you have made payment before registering online, you are required to attach the proof of payment during online registration	Payment can be made during online registration
1. Online Transfer (Maybank2u, CIMB Clicks, AmOnline etc 2. Telegraphic Transfer (TT) 3. Bank in Cash or Cheque 4. Invoice	Credit card payment via iPay88 payment gateway
CLICK HERE TO REGISTER WITH OFFLINE PAYMENT MODE	**CLICK HERE TO REGISTER WITH ONLINE PAYMENT MODE**

Offline Payment
All payments are to be issued in favour of "**AMM - ASIA PACIFIC MEDICAL EDUCATION CONFERENCE**".
Payments can be made via telegraphic transfer to:
Name of Account : AMM - ASIA PACIFIC MEDICAL EDUCATION CONFERENCE
Account No. : 873-1-9483530-6
Name of Bank : Standard Chartered Bank Berhad
Address of Bank : Publika, Kuala Lumpur
Swift Code : SCBLMYKXXXX

Note:
For offline payment mode via Invoice, please fill in all the required information in the PDF document and upload to the registration portal. (refer to pg 7 for uploading instructions).

PDF

Adobe Acrobat
Document

3. Please select your Institution accordingly from the list below. Select Others if it is not in the list.

For faculty under adjunct scheme of YLLSoM, please remember to select the adjunct staff and continue.

ONLINE REGISTRATION

VIRTUAL MEETING

Please indicate your Institution affiliation

○	Malaysian Association of Education in Medical and Health Sciences (MAEMHS)
○	Academy of Medicine Malaysia (AMM)
○	International Medical University (IMU), Malaysia
○	Universiti Malaya Specialist Centre (UMSC), Malaysia
○	Universiti Malaya Medical Centre (UMMC), Malaysia
	Universiti Malaya (UM), Malaysia
○	• Faculty of Medicine
○	• Faculty of Dentistry
○	• Faculty of Pharmacy
	National University of Singapore (NUS), Singapore
○	• Yong Loo Lin School of Medicine
○	• Adjunct Staff appointed by Yong Loo Lin School of Medicine
○	• Alice Lee Centre for Nursing Studies
○	• Faculty of Dentistry
○	• Saw Swee Hock School of Public Health
◉	National University Health System (NUHS), Singapore
○	Others : [_____]
	Click Here to Continue

4. Please select Normal Delegate (add to cart)

ONLINE REGISTRATION

Select your Main Conference Registration Category

MAIN CONFERENCE		
Normal Delegate	RM 800	add to cart
Postgraduate Student / House Officer / Medical Officer / Resident / Senior Resident / Registrar	RM 650	add to cart
Undergraduate Student	RM 450	add to cart

NOTICE

You will now be guided through a few pages of options. Please choose your slot/workshop by clicking on the **'add to cart'** button.

At the end of the selection process, you will be shown your list for review. At this stage, you will be given a choice to CLEAR all your options and return to the first page for a REDO.

NOTE: Please **do not click BACK** as the system will remember all your selections and cannot be removed from the cart. If this happens, you will need to start a new tab and re-do again.

5. You will be brought to the below page.
   Click **Continue** to proceed.

Reference	Description	Unit	Quantity	Price
APMEC2022_S1	14-16 Jan - Main Conference - Normal Delegate	EA	1	RM800.00
			Sub Total:	RM800.00

6. You will be brought to the below page. You can register for other workshops if you are keen to attend. If you do not wish to register for any other workshops, click on **"Click here if you choose not to attend this workshop"** for all the upcoming selections.

7. After going through all the workshop selections, you will be brought to the below page to key in your particulars.

Check Out

- All information provided will be kept confidential.
- Fields that are marked with * are compulsory.

Contact Details

Please enter your name and contact information here.

Title: Prof

Full Name*:

[this will be the name printed on your Attendance Certificate]

First Name*:

Last Name:

Short Name:

(15 alphabets only)

NRIC No: *for Malaysian Delegates only*

Professional Registration No: - *for Singaporean Delegates only*

Institution*:

Faculty*:

Department*:

Address*:

City*:

8. After you have finished filling in your personal details, you will be required to upload the PDF document (refer to slide 3) with the invoice details. Please scroll down to the bottom of the page to upload the document and once you have uploaded, please tick the checkbox: I have uploaded my Proof of Payment and click CONTINUE to complete the registration.

☐ I have uploaded my Proof Of Payment.

You have chosen Offline Payment mode. You must upload proof of payment before you can proceed further.

Offline Payment::
| Please choose Offline Payment Method in the next page |

UPLOAD PROOF OF PAYMENT

If you are paying by offline method, remember to upload your proof of payment!

Remember to click on the **UPLOAD button!!**

Acceptable file formats: pdf, jpg, png || Maximum file size is 150kb

Deposit / payment slip: | Choose File | No file chosen | Upload! |

CONTINUE

9. You can check through your conference selections and proceed to select OFFLINE under the payment mode and Finalize order to complete the registration

Please refer to the example below, your main conference and workshop/s selections will be shown accordingly on your page

Summary & Payment

- Credit Card information provided here will be kept confidential.

Your Registration Details

14-16 Jan - Main Conference - Normal Delegate (Organising Institution)	1	RM750.00
12 Jan AM - Assessing Collaboration In Lifelong Learning – The Asia Pacific Perspective	1	RM350.00

Sub Total (2 items): RM1,100.00
Shipping & Handling: RM0.00
Order Total: RM1,100.00

<= Back to the Previous Step

Payment Information

Select a Payment Method: OFFLINE ⌄

<= Stop Process | Finalize Order =>