



## GUIDE FOR VISITOR REGISTRATION IN FOI@PULAU PINANG

PANDUAN PENDAFTARAN SEBAGAI PENGUNJUNG (VISITOR) DALAM FOI@PULAU PINANG

### A. REGISTRATION GUIDE FOR FOI@PULAU PINANG

PANDUAN PENDAFTARAN DALAM FOI@PULAU PINANG

- 1) Click the **Registration** menu to register as a **Visitor/Jury/Secretariat/Speaker**.  
*Klik menu **Registration** untuk mendaftar sebagai **Visitor/Jury/Secretariat/Speaker**.*



- 2) Click **LOGIN**, then select **CREATE NEW ACCOUNT** via <https://foi.usm.my/login/index.php>  
*Klik **LOGIN** dan diikuti **CREATE NEW ACCOUNT** di <https://foi.usm.my/login/index.php>*

### Festival of Ideas @ Pulau Pinang: Unified Enrollment & Guide

Welcome! Use the dedicated Enrollment Key below to register your role and secure your certificate and program benefits.

#### ← 1. Account Registration & Enrollment

**First-Time Users:** Go to the main website <https://foi.usm.my/login/index.php> and click **LOGIN** followed by **CREATE NEW ACCOUNT**. Please check your email immediately after registration and click the confirmation link to activate your account.

**Crucial for Certificates and Benefits:** You must enroll using the correct dedicated key below. This assigns you to the appropriate user group for **tracking, assessment, and certificate generation**.

#### Dedicated Enrolment Keys (User Access Codes)

<b>Speaker</b> <b>Speaker2025!</b>	<b>Visitor</b> <b>Visitor2025!</b>
<b>Jury / Head Jury</b> <b>Jury2025!</b>	<b>Secretariat</b> <b>Secretariat2025!</b>
<b>Industry Exhibitor</b> <b>Exhibitor2025!</b>	<b>Student Visitor</b> <b>Student2025!</b>

Go Directly to the Main Event Page (Use Key to Enter)

Username

Password

**Log in**

[Lost password?](#)

Don't have an account? [Create new account](#)

[Cookies notice](#)

### 3) Email verification.

*Pengesahan emel.*

Festival of Ideas Pulau Pinang: account confirmation

Summarise

AU

Admin User (via FOI@Pulau Pinang) <noreply-innozila@usm.my>

To:  Noraini Mohamad Yusof

Mon 13/10/2025 5:19 AM

Hi NORAINI,

A new account has been requested at 'Festival of Ideas Pulau Pinang' using your email address.

To confirm your new account, please go to this web address:

<https://foi.usm.my/login/confirm.php?data=fhg69pOP0zhxjaF/norainimiy>

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator,

Admin User

- 4) Please complete the registration form and perform verification through the email you receive. Check your inbox, or in some cases, the email may appear in the **junk/spam** folder.

*Sila lengkapkan pengisian dan lakukan pengesahan (verify) melalui emel yang diterima. Semak peti masuk emel anda, atau kemungkinan emel tersebut berada dalam folder **junk/spam** bagi sesetengah akaun.*

Click **'Go Directly to the Main Event Page (Use Key to Enter).'**

*Sila klik **Go Directly to the Main Event Page (Use Key to Enter).***

## Festival of Ideas @ Pulau Pinang: Unified Enrollment & Guide

Welcome! Use the dedicated Enrolment Key below to register your role and secure your certificate and program benefits.

### ← 1. Account Registration & Enrollment

**First-Time Users:** Go to the main website: <https://foi.usm.my/login/index.php> and click **LOGIN** followed by **CREATE NEW ACCOUNT**. Please check your email immediately after registration and click the confirmation link to activate your account.

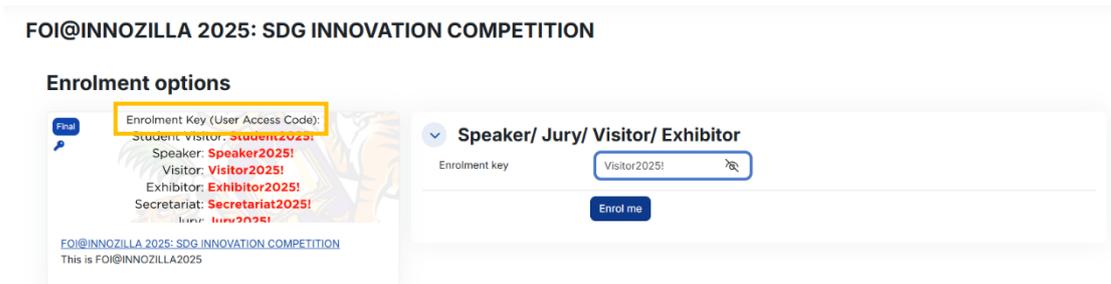
**Crucial for Certificates and Benefits:** You must enroll using the correct dedicated key below. This assigns you to the appropriate user group for **tracking, assessment, and certificate generation**.

#### Dedicated Enrolment Keys (User Access Codes)

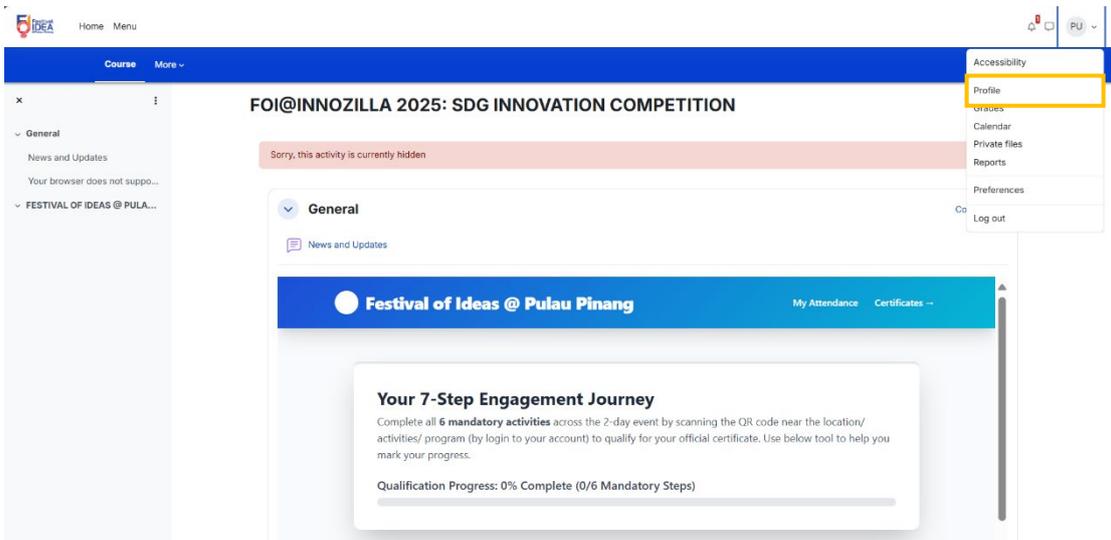
Speaker <b>Speaker2025!</b>	Visitor <b>Visitor2025!</b>	Jury / Head Jury <b>Jury2025!</b>
Secretariat <b>Secretariat2025!</b>	Industry Exhibitor <b>Exhibitor2025!</b>	Student Visitor <b>Student2025!</b>

 [Go Directly to the Main Event Page \(Use Key to Enter\)](#)

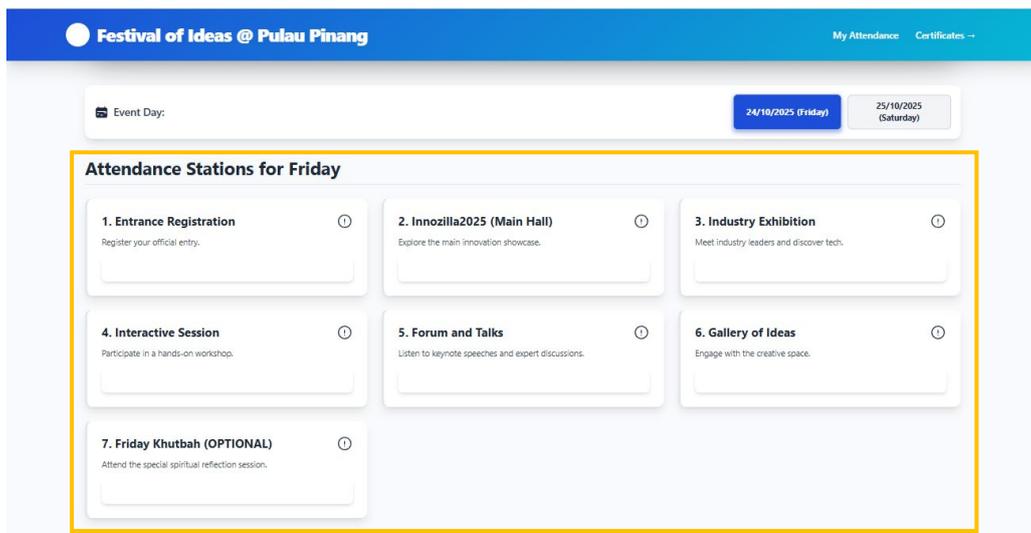
- 5) Enter the **Dedicated Enrolment Keys (User Access Codes)** to gain access.  
*Sila masukkan **Dedicated Enrolment Keys (User Access Codes)** untuk akses.*



- 6) Complete your **profile information** for registration and certificate preparation purposes.  
*Pilih lengkapkan **profil** bagi tujuan pendaftaran dan penyediaan sijil penyertaan.*



- 7) Select your participation day(s) in **FOI@PULAU PINANG** according to the event schedule.  
*Pilih penyertaan anda dalam **FOI@PULAU PINANG** mengikut hari penganjuran.*



## Participant Attendance Process Using QR Code

*Proses Kehadiran Peserta Menggunakan QR Code*

### 1. Scan & Log In

*Imbas & Log Masuk*

- (a) Participants will scan the **QR code** provided at the location.  
*Peserta akan mengimbas kod QR yang disediakan di lokasi.*
- (b) After scanning, participants must **log in** to the system.  
*Selepas imbasan, peserta perlu log masuk ke sistem.*
- (c) Attendance will be **automatically recorded** in the system.  
*Kehadiran akan direkodkan secara automatik dalam sistem.*
- (d) The number of attendees will be stored as **official attendance records**.  
*Jumlah peserta yang hadir akan disimpan sebagai rekod kehadiran.*

### 2. Proceeding to the Next Session

*Pergerakan ke Sesi Seterusnya*

- (a) Participants will move to the next session location.  
*Peserta akan bergerak ke lokasi sesi berikutnya.*
- (b) At each location, participants must **scan the QR code** and **log in again**.  
*Di setiap lokasi, peserta perlu mengimbas kod QR dan log masuk semula.*
- (c) Attendance for each session will be recorded **separately**.  
*Kehadiran bagi setiap sesi akan direkodkan secara berasingan.*
- (d) This process will be **repeated for every session** throughout the day.  
*Proses ini akan diulang bagi setiap sesi sepanjang hari.*

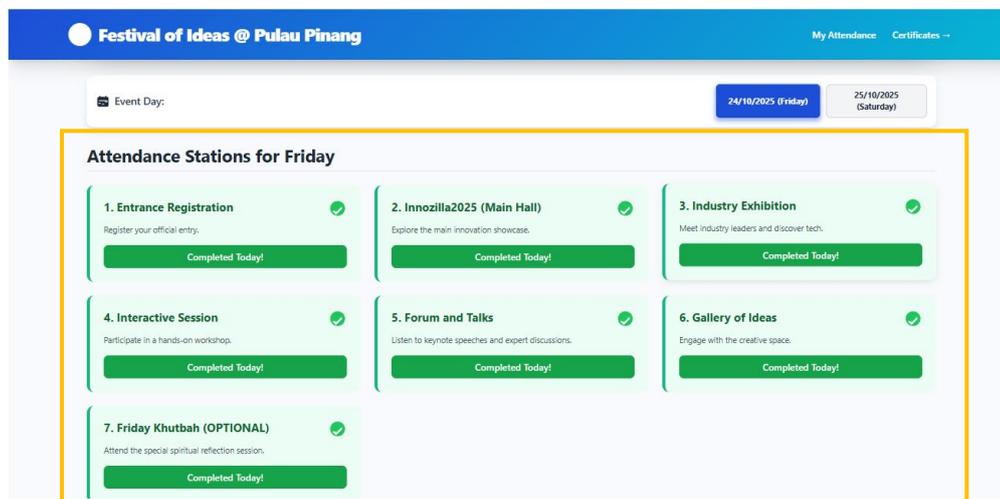
### 3. Daily Session Count

*Jumlah Sesi Harian*

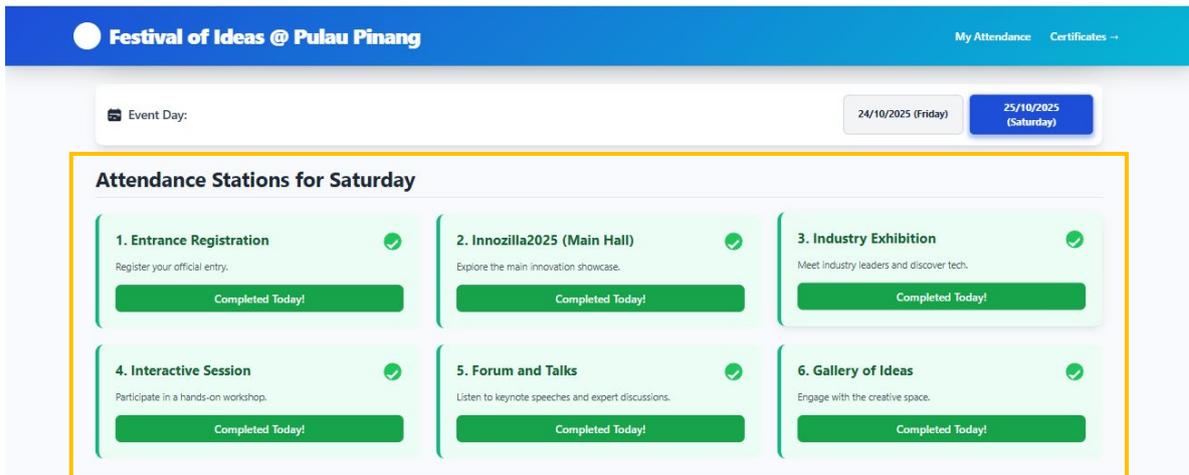
- (a) **Day One:** 7 sessions (including one optional session for attending the Friday Khutbah).  
*Hari Pertama: 7 sesi (termasuk satu pilihan untuk menghadiri khutbah).*
- (b) **Day Two:** 6 sessions.  
*Hari Kedua: 6 sesi.*

i) **First day of FOI@PULAU PINANG:** Friday, 24 October 2025.

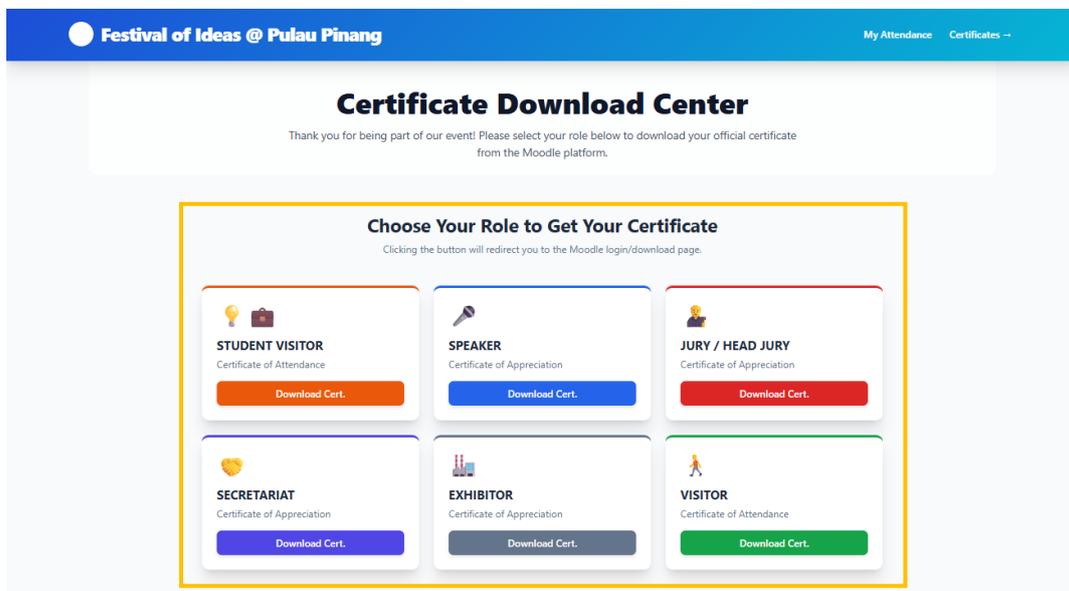
*Hari pertama FOI@PULAU PINANG: Jumaat, 24 Oktober 2025.*



- ii) **Second day of FOI@PULAU PINANG: Saturday, 25 October 2025.**  
*Hari kedua FOI@PULAU PINANG: Sabtu, 25 Oktober 2025.*



- 8) Please select your participation according to your **Dedicated Enrolment Keys**.  
*Sila pilih penyertaan mengikut status **Dedicated Enrolment Keys**.*



### Participant Attendance Certificate Generation

*Penjanaan Sijil Kehadiran Peserta*

- Attendance certificates will be generated **on the final day** of the program, after participants have completed QR code scans for **all sessions attended on Day Two**.  
*Sijil kehadiran akan dijana pada **hari terakhir program**, iaitu selepas peserta selesai mengimbas kod QR bagi **semua program/ sesi** yang dihadiri pada **hari kedua**.*
- The system will verify attendance records based on **scanning and login activities**.  
*Sistem akan menyemak rekod kehadiran yang telah direkodkan melalui proses imbasan dan log masuk.*
- Only participants with **complete attendance** for the required sessions will be **eligible** to receive the certificate.  
*Hanya peserta yang lengkap kehadiran bagi sesi-sesi yang ditetapkan akan layak menerima sijil.*

## Certificate Eligibility Criteria Based on Participation Type

*Kriteria Penerimaan Sijil Berdasarkan Jenis Penyertaan*

- Certificates will be issued according to the **participant category**.  
*Sijil penyertaan akan diberikan berdasarkan kategori peserta.*
- For **Visitor** participants, the following conditions must be met:  
*Bagi peserta kategori **pelawat (visitor)**, mereka perlu memenuhi syarat berikut:*
  1. Attend and scan the QR code on **Friday**.  
*Hadir dan imbas kod QR pada hari Jumaat.*
  2. Attend and scan the QR code on **Saturday**.  
*Hadir dan imbas kod QR pada hari Sabtu.*

For any further inquiries regarding **FOI@PULAU PINANG**, the **Secretariat** is ready to assist. Your cooperation and participation are highly appreciated.

*Sebarang pertanyaan lanjut FOI@PULAU PINANG, pihak urus setia sedia membantu. Kerjasama daripada semua pihak amat dihargai.*