

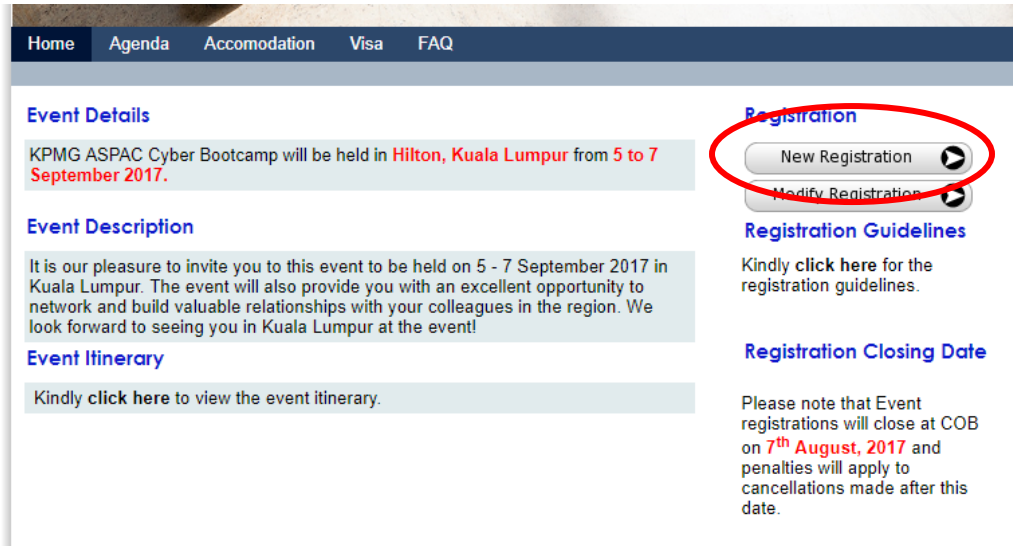
KPMG ASPAC Cyber Bootcamp 2017

Registration Guide

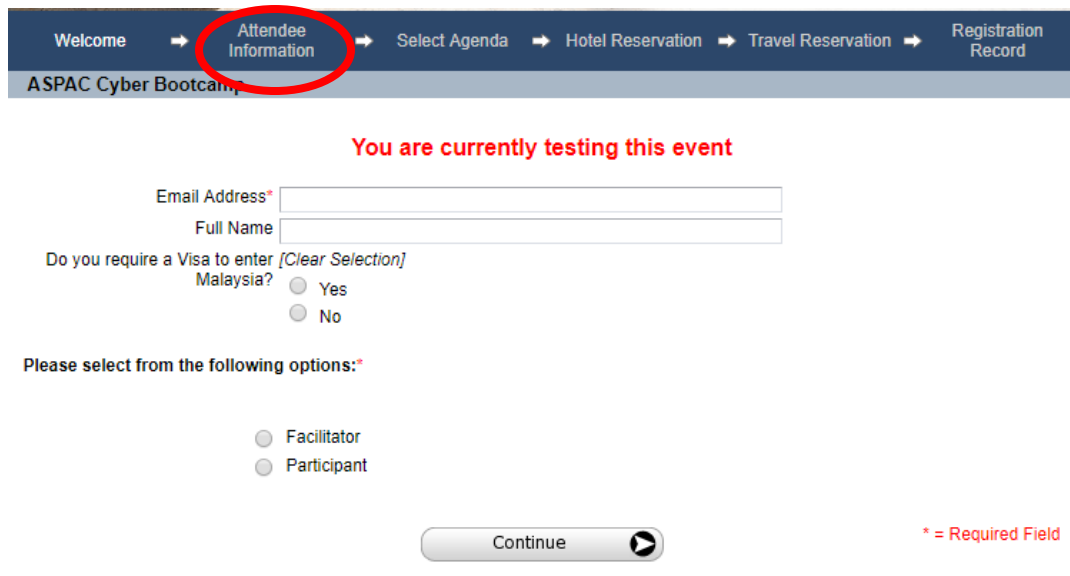
- 1) If you are attending the KPMG ASPAC Professional Development Event 2017, click on the link below:-

<https://au.eventscloud.com/aspaccyberbootcamp>

- 2) To register for this event, please click on the 'New Registration' button. See image below.



- 3) After clicking on 'New Registration', you will be directed to the Registration page as shown below.

A screenshot of the registration form. At the top, a dark blue navigation bar shows a sequence of steps: Welcome, Attendee Information (circled in red), Select Agenda, Hotel Reservation, Travel Reservation, and Registration Record. Below the navigation bar, the page title is 'ASPAC Cyber Bootcamp'. A red heading reads 'You are currently testing this event'. The form contains several fields: 'Email Address*' (required), 'Full Name', and a question 'Do you require a Visa to enter [Clear Selection] Malaysia?' with radio buttons for 'Yes' and 'No'. Below this is a section 'Please select from the following options:*' with radio buttons for 'Facilitator' and 'Participant'. At the bottom, there is a 'Continue' button with a right-pointing arrow and a legend '* = Required Field'.

Fill up your details in the required columns. Please indicate your KPMG email address and your full name as per passport / National identity card.

If you require a Visa to enter Malaysia, please ensure you tick the Visa box accordingly. More information about Visa application and types of Visa is available at the home page under the Visa tab.

- 4) After filling up the required details, click continue and you will be directed to the next page 'Attendee Information'

You are required to fill up all the mandatory fields as shown below in red asterisk.

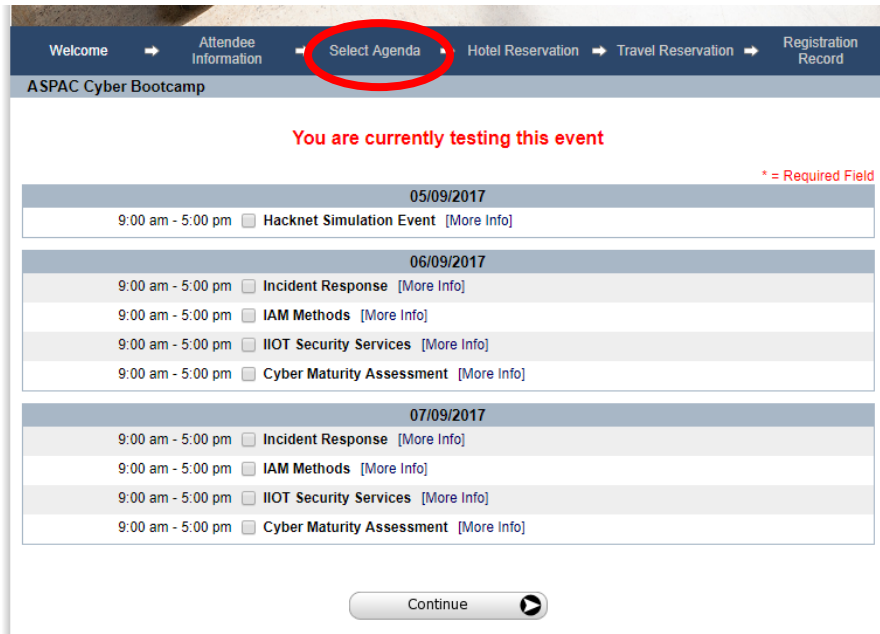
Kindly fill up the Billing Entity for billing purpose.

Click continue when you are done.

The screenshot shows the 'Attendee Information' page of the ASPAC Cyber Bootcamp registration process. The breadcrumb trail at the top includes 'Welcome', 'Attendee Information' (highlighted in red), 'Select Agenda', 'Hotel Reservation', 'Travel Reservation', and 'Registration Record'. The event title 'ASPAC Cyber Bootcamp' is displayed below the breadcrumb. A red message states 'You are currently testing this event'. A legend indicates that an asterisk (*) denotes a required field. The form contains the following fields: 'Verify Email Address*' (text), 'First Name*' (text), 'Last Name*' (text), 'Job Title*' (text), 'Function*' (text), 'Country*' (dropdown), 'Work Phone*' (text), 'Extension' (text), 'Mobile Phone' (text), 'Emergency Contact Name' (text), 'Emergency Contact Number*' (text), 'Dietary Requirement' (text area), and 'Billing Entity' (text area). At the bottom, there are radio buttons for 'Your T-Shirt Size' with options S, M, L, and XL. A 'Continue' button with a right-pointing arrow is located at the bottom center.

- 5) You will then be directed to the 'Select Agenda' page. If you are attending this event as a Participant, please tick the appropriate box beside the session name of those sessions which you will be attending.

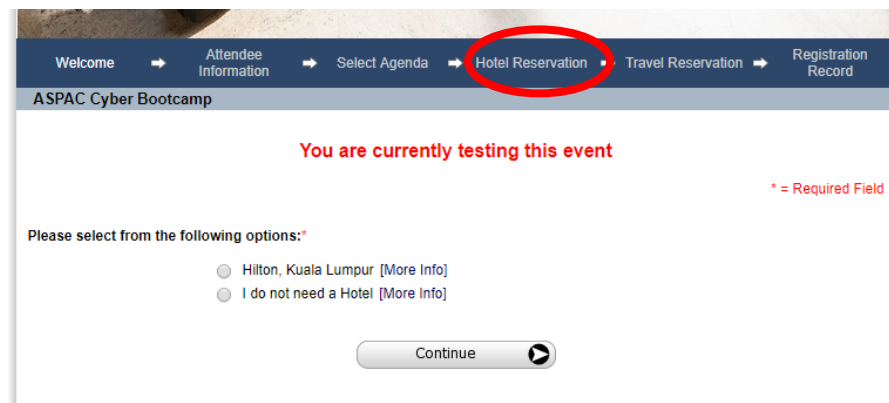
Note: Facilitator are not required to fill this section and will be directed to the next page, Hotel Reservation page.



6) Hotel Reservation

The following section will be the Hotel Reservation. Please select Hilton, Kuala Lumpur if you need an accommodation. Or select the other option, if you do not need Hotel/Accommodation as shown below.

a)



b) If you select "Hilton, Kuala Lumpur", the site will direct you to the page as per image below;

Welcome → Attendee Information → Select Agenda → **Hotel Reservation** → Travel Reservation → Registration Record

ASPAC Cyber Bootcamp

You are currently testing this event

* = Required Field

Hotel Selection Hilton, Kuala Lumpur [Edit Selection]

Check-in Date* dd mm yyyy

Check-out Date* dd mm yyyy

Single or Double Occupancy*

Bed Preference

Smoking Preference*

Additional Info/Requirements

If you are sharing room, please state the full name and email of the person you are sharing room with?*

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Continue

- c) If you select “ I do not need a Hotel”, the site will direct you to the page as shown below;

Welcome → Attendee Information → Select Agenda → **Hotel Reservation** → Travel Reservation → Registration Record

ASPAC Cyber Bootcamp

You are currently testing this event

* = Required Field

Hotel Selection I do not need accomodation [Edit Selection]

Continue

- 7) Travel Details. **Please note that you are responsible to book your own flight.**

This page is for ASPAC LnD to obtain your Flight Details for us to synchronize with the hotel for Check-In purpose.

a) Please choose either one of the options.

Welcome → Attendee Information → Select Agenda → Hotel Reservation → **Travel Reservation** → Registration Record

ASPAC Cyber Bootcamp

You are currently testing this event

* = Required Field

Please select from the following options:*

- Flight Details [More Info]
- Not applicable to me

Continue

b) Below is the following page if you select the Flight Details.

Welcome → Attendee Information → Select Agenda → Hotel Reservation → **Travel Reservation** → Registration Record

ASPAC Cyber Bootcamp

You are currently testing this event

* = Required Field

Travel Selection Flight Details [Edit Selection]

Arrival Details

Origin Airport*

Arrival Airport*

Arrival Airline*

Arrival Flight No*

Arrival Date* dd mm yyyy

Arrival Time*

Continue

8) Registration Record.

The last section of the registration page will be the registration record. All attendee details will be capture in this page.

Attendee can either print the record or go back to the Home Page. Example as per image below;

Attendee Information → Select Agenda → Hotel Reservation → Travel Reservation → **Registration Record**

KPMG ASPAC PROFESSIONAL DEVELOPMENT EVENT 2017

Print Record ▶ Event Home Page ▶

Attendee Information	
Reference Number	116981330
Email Address	tammylim@kpmg.com.my
First Name	Tammy
Last Name	Lim
Job Title	Associate Director
Country	Malaysia
Work Phone	+6037777123
Extension	7703
Mobile Phone	+6017-3339045

Selection	
Attendee Category	I'm attending as both Facilitator and Participant
15/05/2017	Introduction to IRM in the Audit 9:00 am - 5:30 pm
16/05/2017	Audit Foundations Level 3 - Day 1 9:00 am - 5:30 pm
18/05/2017	Audit Foundations Level 2 - Day 1 9:00 am - 5:30 pm

Hotel Reservation	
Hotel Selection	Ritz Carlton Kuala Lumpur
Check-in Date	14/05/2017
Check-out Date	17/05/2017
Single, Double or Triple	Single
Occupancy	Single
Bed Preference	King
Smoking Preference	Non-Smoking

9) Modify Registration

a) Attendee need to click on the Event Home Page button to return to the home page

Attendee Information → Select Agenda → Hotel Reservation → Travel Reservation → **Registration Record**

KPMG ASPAC PROFESSIONAL DEVELOPMENT EVENT 2017

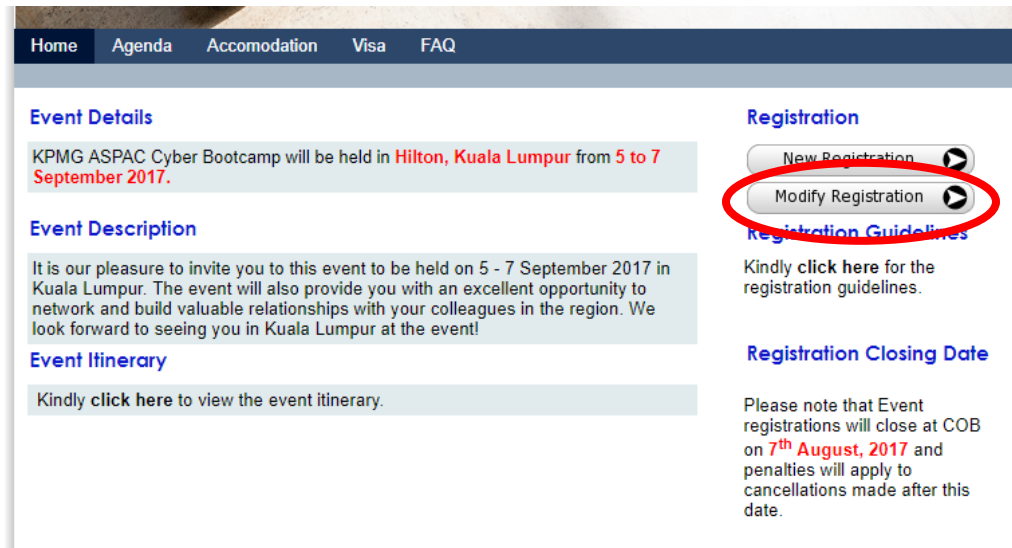
Print Record ▶ **Event Home Page** ▶

Attendee Information	
Reference Number	116981330
Email Address	tammylim@kpmg.com.my
First Name	Tammy
Last Name	Lim
Job Title	Associate Director
Country	Malaysia
Work Phone	+6037777123
Extension	7703
Mobile Phone	+6017-3339045

Selection	
Attendee Category	I'm attending as both Facilitator and Participant
15/05/2017	Introduction to IRM in the Audit 9:00 am - 5:30 pm
16/05/2017	Audit Foundations Level 3 - Day 1 9:00 am - 5:30 pm
18/05/2017	Audit Foundations Level 2 - Day 1 9:00 am - 5:30 pm

Hotel Reservation	
Hotel Selection	Ritz Carlton Kuala Lumpur
Check-in Date	14/05/2017
Check-out Date	17/05/2017
Single, Double or Triple	Single
Occupancy	Single
Bed Preference	King
Smoking Preference	Non-Smoking

b) Click on the Modify Registration and it will direct the attendee to the following page.



c) The page should show as per the image below. Key in all the required field and attendee can make changes accordingly.

