

FACT SHEET FOR PARTICIPANTS

LINK TO JOIN

1. The link to join the conference will be emailed from Zoom to your registered email address on
 - a) 29 September 2022 for Day 1 and
 - b) 30 September 2022 for Day 2.
2. You will receive 2 separate emails from the same email address for Day 1 and Day 2.
3. It is recommended to use the individual email address either personal or company's email BUT NOT the company's general email address.
4. If you are using the company's email address, please ensure that your company does not block the email from Zoom. Please check your spam mailbox as well.
5. If you want to change the email address, please notify us by sending an email to ac2022@maicsa.org.my before 3 October 2022, with the subject 'CHANGE EMAIL ADDRESS FOR AC2022'.
6. Two (2) reminder emails will be sent to your email one (1) day and one (1) hour before the conference.
7. **Only one login** will be given to each delegate.
8. You cannot login to Zoom with multiple devices.

ON THE CONFERENCE DAY

1. The Zoom platform will be broadcasted to the participants at **8.30 am on both days.**
2. Please ensure that you stay at all times during the proceeding of the conference. The HRDF officer will normally carry out an inspection during the conference.
3. When you join, your microphone will be muted and will remain so for the entire duration of the conference.
4. Type in the Q & A column to post questions relating to the session's topic.
5. Type in the Chat box if you are having a problem in terms of the audio and visual or any other Zoom technical problem.
6. The Chat box will be disabled, 5 minutes after each session starts. If you need any assistance during this time, please email ac2022@maicsa.org.my with the subject "Chat Box".

7. If you are joining late for the conference or your line is disconnected, you will not be able to see the questionnaires posted earlier in the Q&A column as well as in the Chat column.

CONFERENCE MATERIAL

- The softcopy of the conference slides for certain sessions will be made available at the end of each Conference day.
- The link to download the presentation slides will be shared in the Chat Box at the end of each Conference day.
- No part of the e-material may be reproduced in any form, stored in a retrieval system, transmitted by any means electronically or mechanically, photocopied or recorded, without prior permission of the author or MAICSA.

E-CERTIFICATE OF ATTENDANCE

1. E-Certificate of Attendance will be issued to participants upon attending the entire duration of the conference AND upon receipt of full payment.
2. You may check their E-certificates from this link <https://www.maicsa.org.my/resources/cpd-training/e-certificate-of-attendancee-confirmation-letter-of-attendance>, within 5 working days after the conference, subject to full payment.

E-CONFIRMATION LETTER OF ATTENDANCE

1. Non-full attendance participants will be issued with the e-confirmation letter of attendance with a minimum of 1 CPD Hour.
2. You may check their e-confirmation letter from this link <https://www.maicsa.org.my/resources/cpd-training/e-certificate-of-attendancee-confirmation-letter-of-attendance>, within 5 working days after the conference, subject to full payment.

CPD HOURS

1. For MAICSA members, the CPD hours will be credited into the CPD Tracker System, subject to full payment.

2. For non-MAICSA members, please contact your professional body or regulator for the calculation and recognition of CPD Hours for the conference.

FEEDBACK FORM

The feedback form for each day conference is available after the conference ends. The form will appear in your browser after a while.

IMPORTANT NOTES:

1. Please ensure that your device is fully charged or connected to the charger during the conference.
2. Kindly ensure that you are connected to the internet at all times to participate. You are advised to ensure that connectivity for the duration of the conference is maintained.

Note: The quality of the connectivity to our virtual conference is highly dependent on the bandwidth and stability of the internet connection available at the location of the remote users.

3. As a backup for the internet connection, please turn on your Mobile Hotspot.

DISCLAIMER

All information contained in this brochure is correct and accurate at the time of printing. MAICSA reserves the right to change the speaker(s), and date(s) and to cancel the conference should circumstances beyond its control arise. MAICSA also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. MAICSA accepts no responsibility for death, illness, injury, loss or damage of any property belonging to, or financial loss by any persons attending the conference, whatever the cause. MAICSA shall not be responsible for any costs, damages or losses incurred by the participant due to the changes and/or cancellation and unconfirmed registration.

If you have any enquiries, please feel free to contact:

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