

# GUIDELINE IIRC 2024



1. **FLOW ORDER TICKET**  
 1.1. Term and Conditions

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## REGISTRATION TERMS & CONDITIONS

**REGISTRATION FEES**  
 Participants are required to register via the online registration system. Registration fee are

CATEGORY	NORMAL PRICE	EARLY BIRD PRICE
FOREIGNER	500 USD	400 USD
INDONESIAN	5.000.000 IDR	4.000.000 IDR

All fees (i) will be converted to IDR – Indonesian Currency. (ii) are the net amount due to the Organizer (all transfer costs are for the participant) and (iii) include the applicable service charge & VAT rate (the standard Indonesian VAT rate is 11%).

- You will be given the ticket code after you register.
- Benefit for Delegates are access to All Sessions on Venue, including :
  - Day 1 : Coffee Break + Welcoming Cocktail
  - Day 2 : Coffee Break + Lunch + Networking Dinner
  - Day 3 : Fieldtrip
- The Registration is noncancelable and nonrefundable

**PAYMENT METHODS**  
 The online registration platform is a secured site. Major credit cards (VISA, MasterCard, and JCB) are accepted.  
 For payments by credit card, the payment confirmation is notified upon completion of the registration process. Please make sure that your credit card has an OTP code (Indonesian Regulation). Participants will receive a confirmation email including a link to their digital invoice. The invoice will reflect the

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**FORCE MAJEURE**  
 Force majeure reasons include but are not limited to war or threat of war, riots, civil strife, terrorist activity, industrial disputes, natural or nuclear disaster, adverse weather conditions, epidemics, pandemics, health risks, fire and closure of airports or airspace, government decisions or administrative injunctions, including without limitation possible restrictions, recommendations, guidelines or other measures imposed or recommended to be taken by (health) authorities. It is moreover expressly agreed that the unforeseeability condition does not have to be fulfilled for any health-related event (such as for instance coronavirus related pandemic, another pandemic or epidemic and/or quarantine measures) to qualify as an event of force majeure.

**EVENT RULES AND REGULATIONS**  
 Whilst participating in the Event, you are required to comply with any policies or directions (such as but not limited to security, health, and safety regulations) in force at the time of the Event, given by the Organizer or Committee or any other relevant third party, including the person responsible for the premises where the Event takes place or any competent authority.  
 In particular, if the Organizer or Committee will supply ID badges for security purposes, participants must wear their badge at all times. Badges are strictly personal and may not be transferred to another person, nor modified.  
 The Organizer or Committee accept no responsibility for any belongings that participants bring at the Event. Any loss or damage to such belongings is at the participant's own risk.

**REGISTRATION GUIDELINES**  
 To access detailed step-by-step registration instructions, please download our comprehensive guide [here](#)

agree to Terms & Conditions

FOREIGNER

INDONESIAN



## 1.2. Order e-Ticket

### 1.2.1. Indonesian

#### A. Order Data

**Order Data**

Email \*  
Enter your email here

Repeat order

Full Name \*  
Enter your full name

Phone \*  
+62  Enter your phone number here

NIK number \*  
Enter your NIK number

Job title \*  
Enter your job title

Company/Institution \*  
Enter your company / institution

Next

#### B. OTP

**Verification Code**

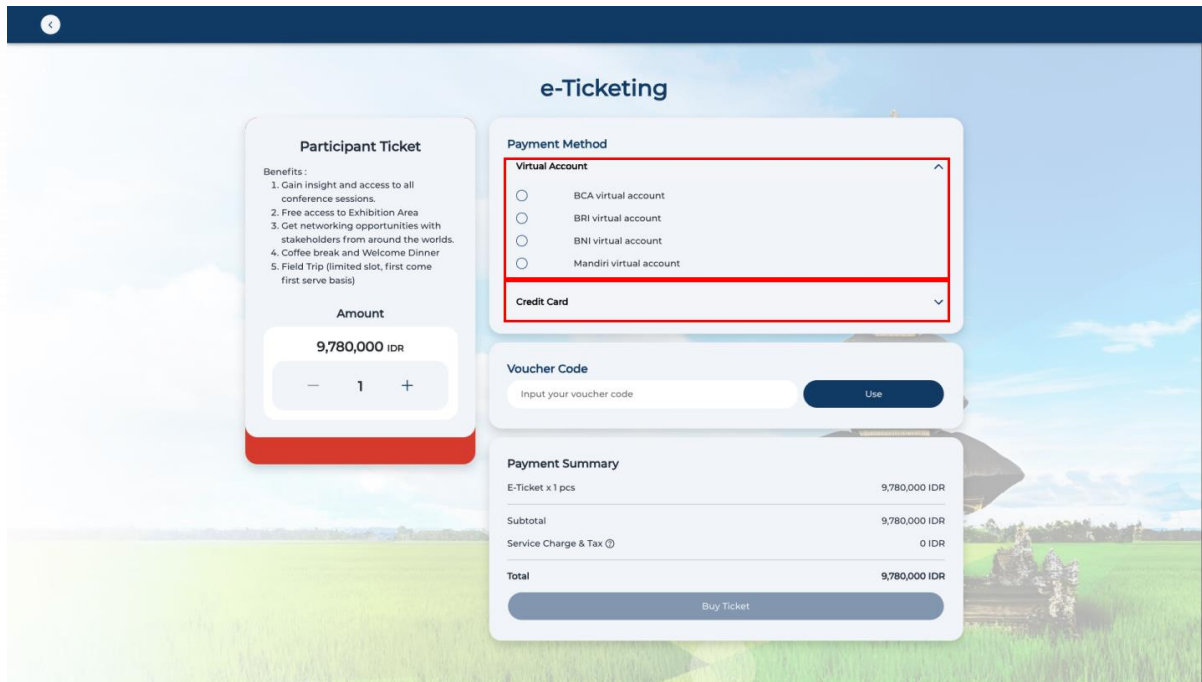
We have sent the verification code to your email address  
john.doe@example.com

(01:28)

Verify OTP

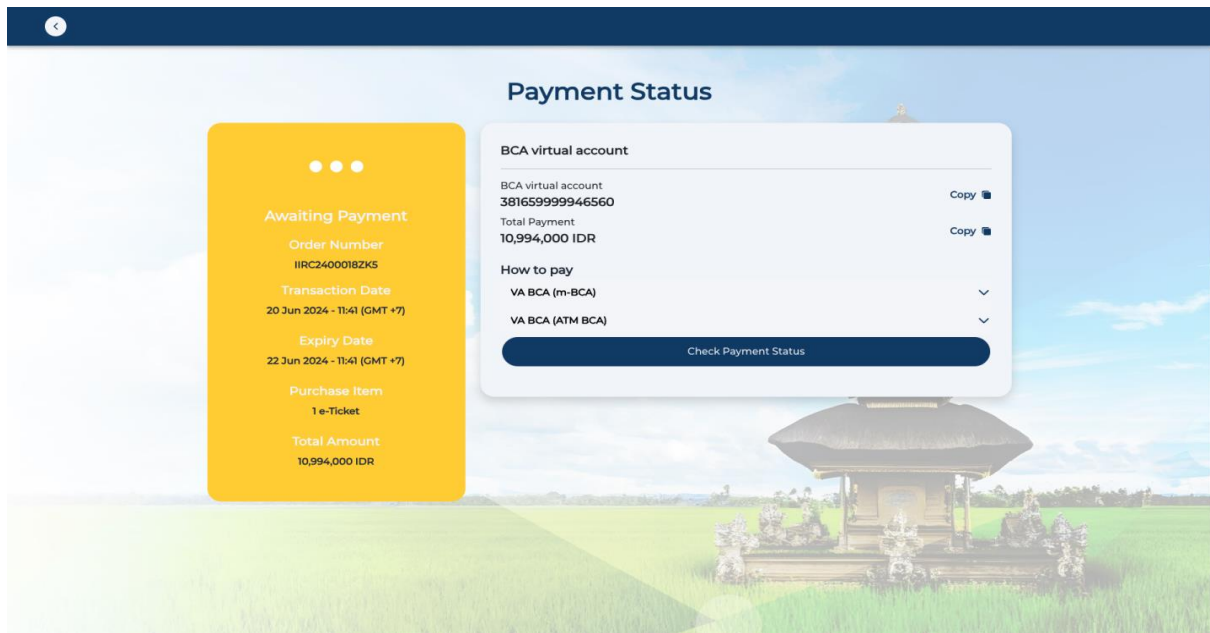


C. Payment e-Ticket (Virtual Account / Credit Card)

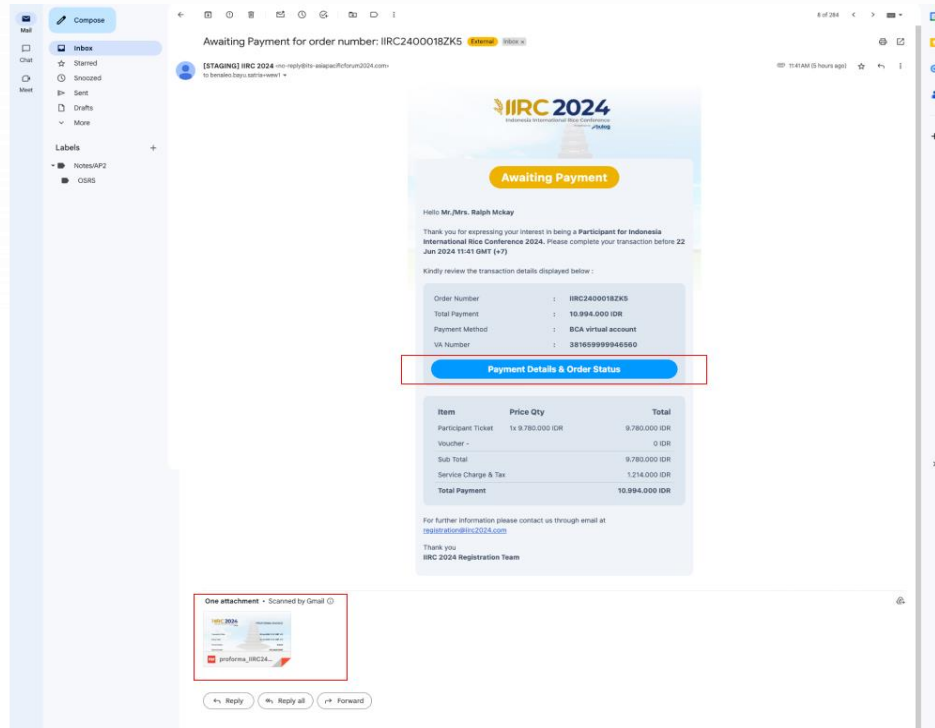


- Indonesian Payment e-Ticket Participant have 2 method for payment
  - o Virtual Account
  - o Credit Card

D. Awaiting Payment Status



**E. Email Notification Awaiting Status**

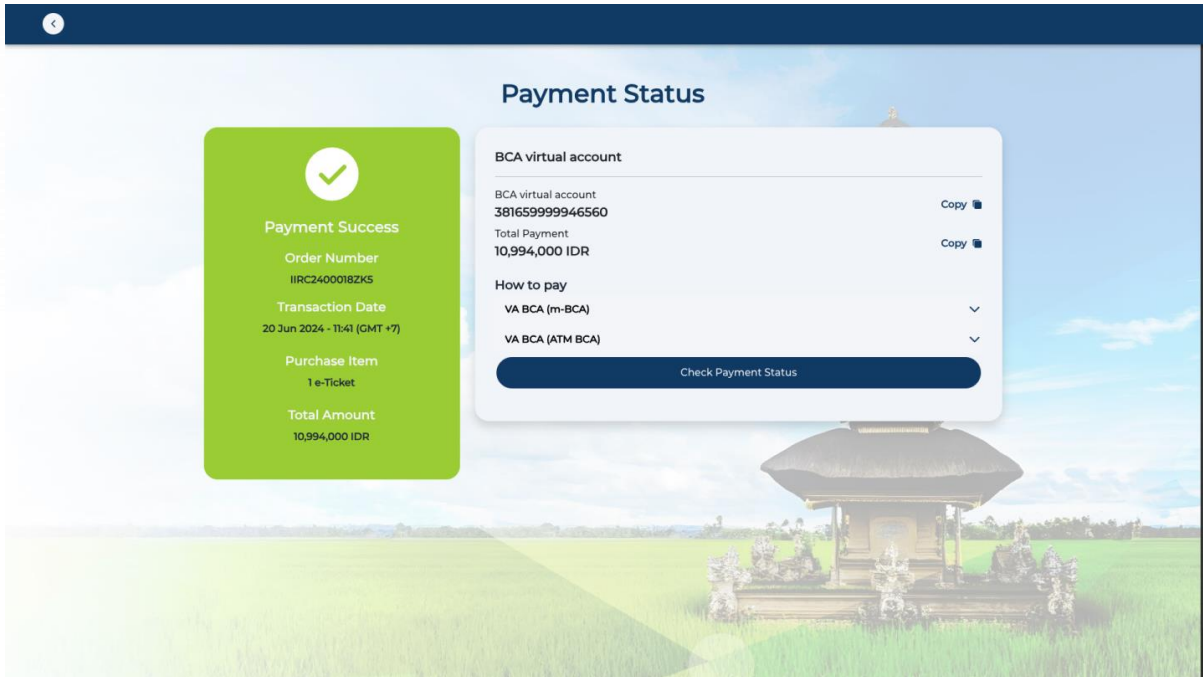


- Awaiting Notification Email have 2 case you can do :
  - o Button for back the payment status page
  - o Attachment the Proforma Invoice

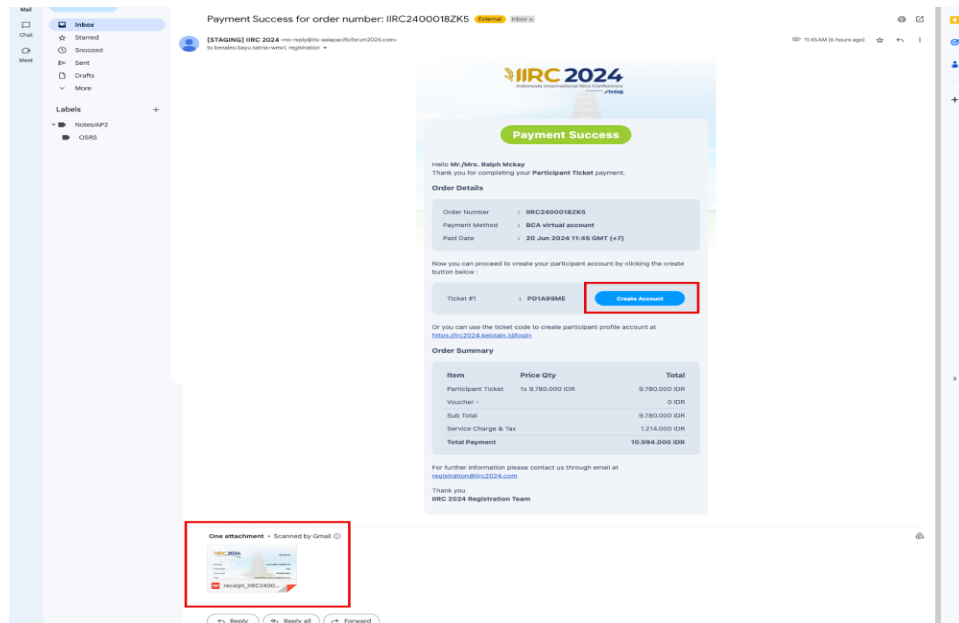
**F. Proforma Invoice**



G. Success Payment Status



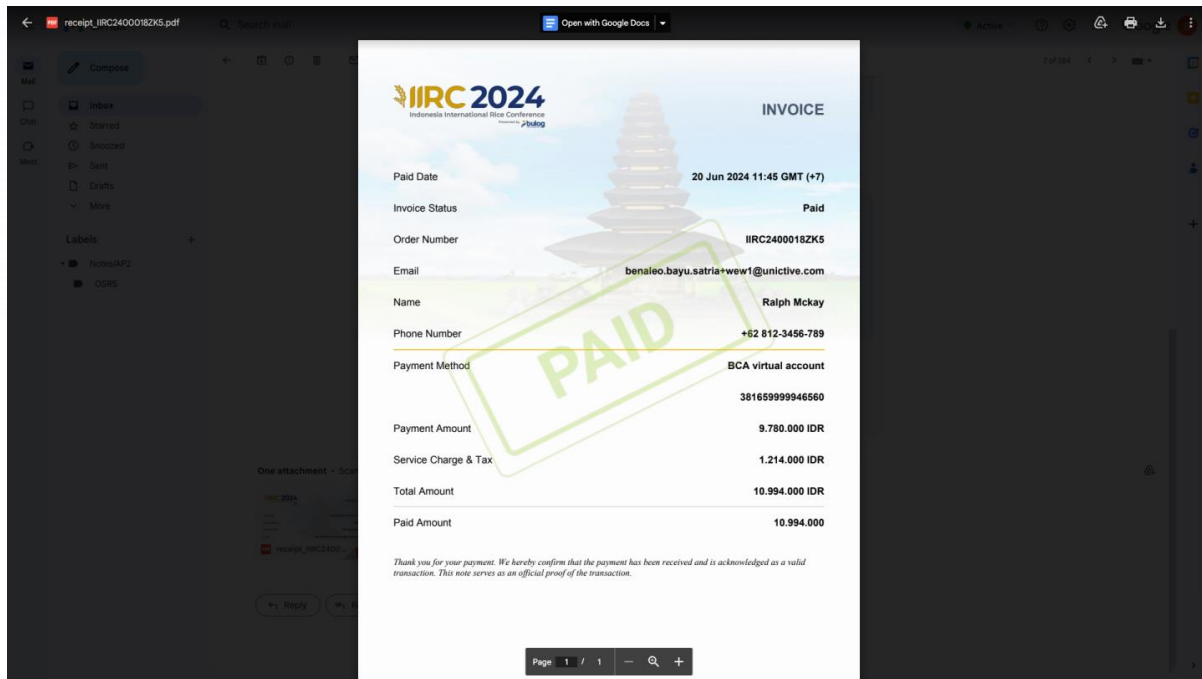
H. Email Notification Success Status



- Success Notification Email have 2 case you can do :
  - o Button for use e-Ticket and register the participant
  - o Attachment the Invoice



## I. Invoice



### 1.2.2. Foreigner

#### A. Order Data

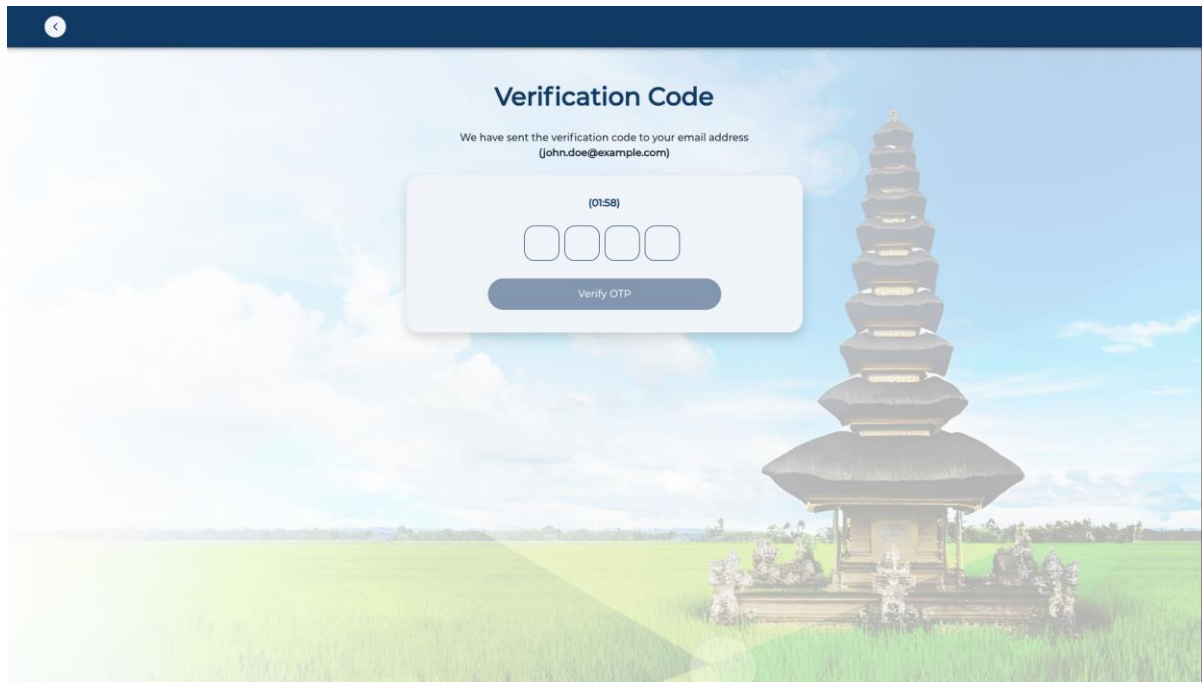
The image shows a screenshot of a web form titled "Order Data". The form is set against a background image of a traditional Indonesian pagoda in a field. The form fields are as follows:

- Email \***: Enter your email here
- Repeat order
- Full Name \***: Enter your full name
- Phone \***: +65 (dropdown) Enter your phone number here
- Job title \***: Enter your job title
- Company/Institution \***: Enter your company / institution

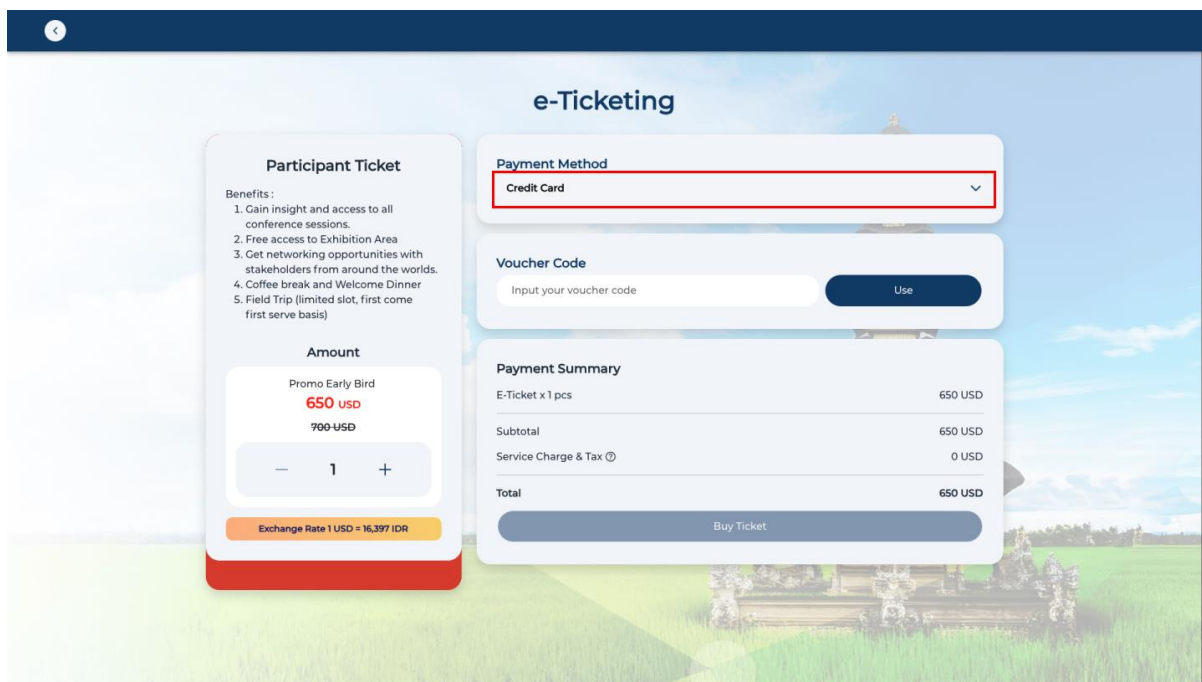
At the bottom of the form is a "Next" button.



## B. OTP



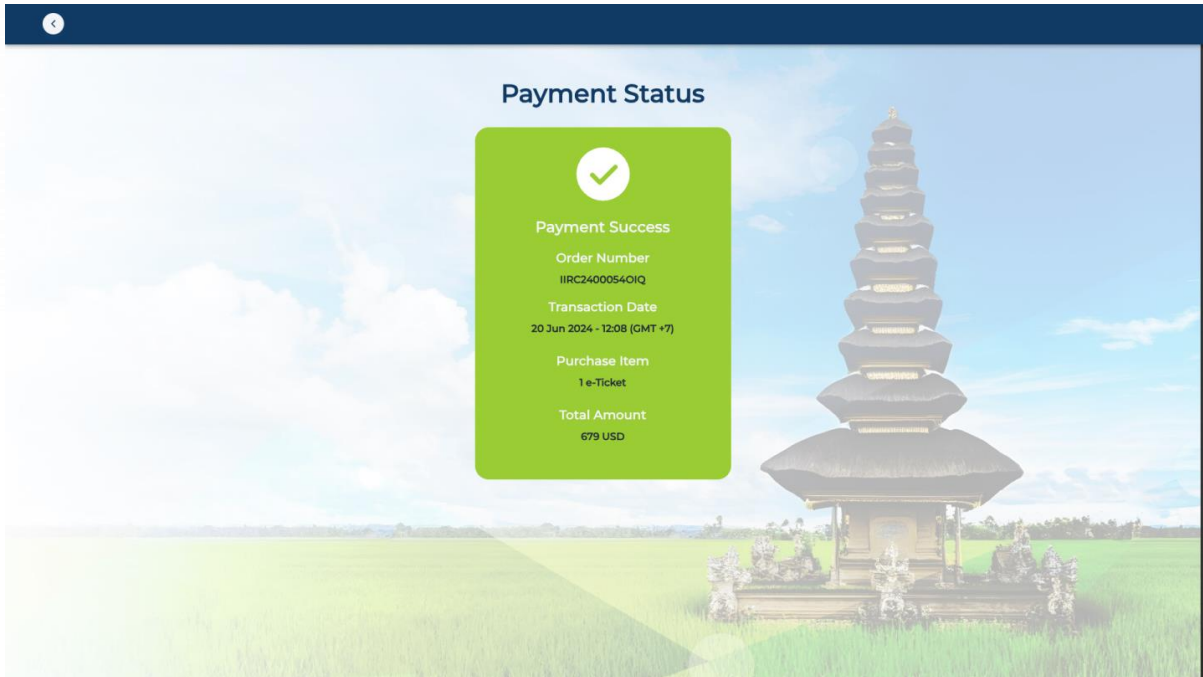
## C. Payment e-Ticket (Credit Card)



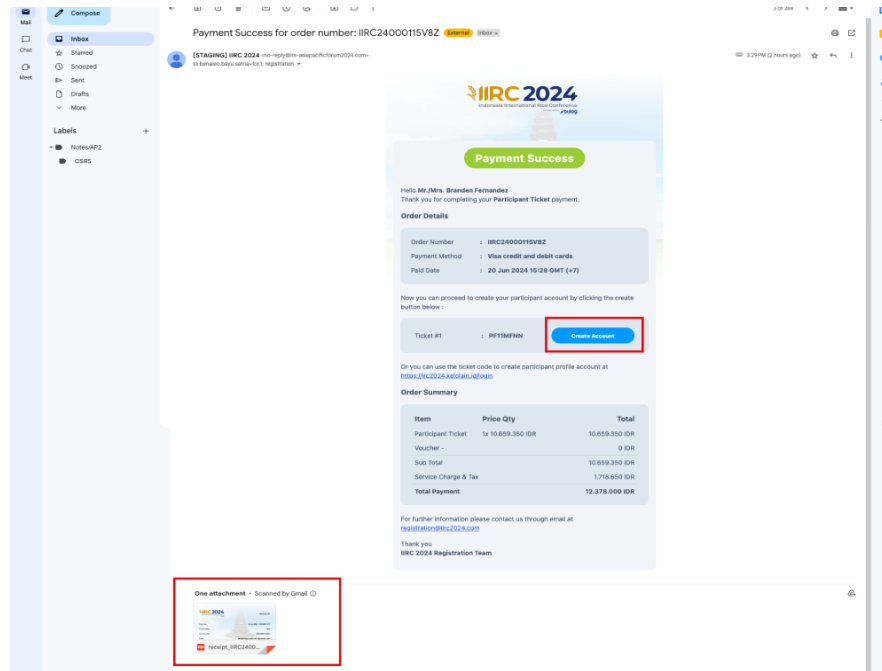
- Foreigner Payment e-Ticket Participant have 1 method payment with Credit Card



D. Success Payment Status



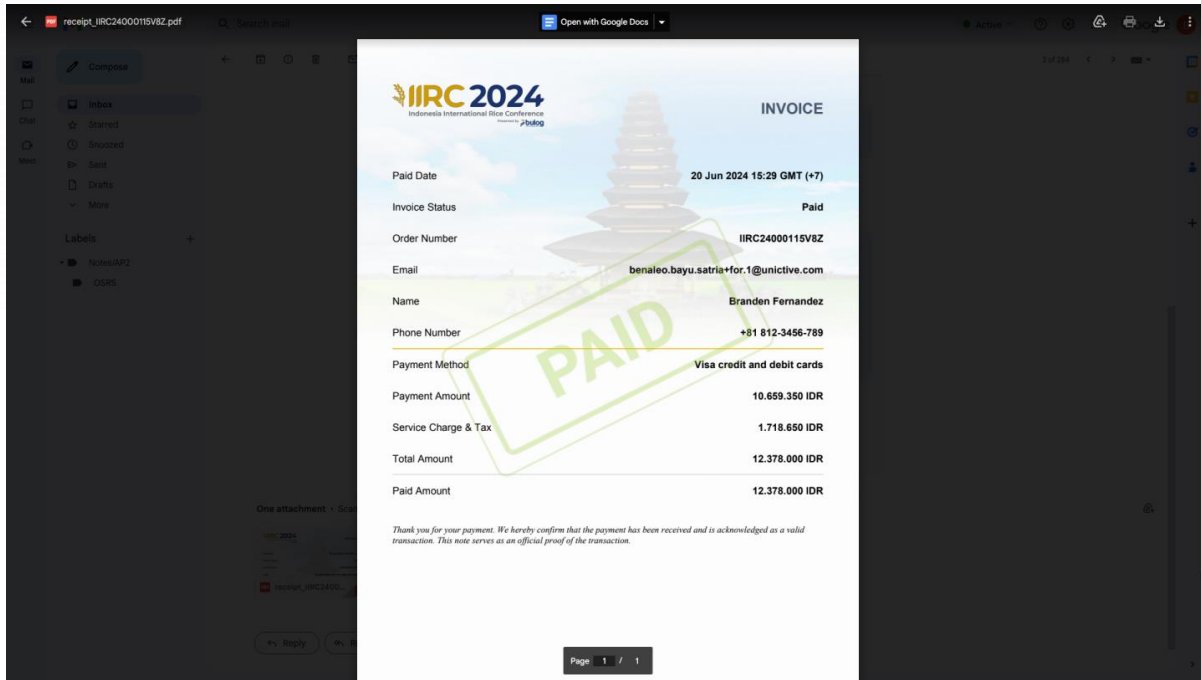
E. Email Notification Success Status



- Success Notification Email have 2 case you can do :
  - o Button for use e-Ticket and register the participant
  - o Attachment the Invoice

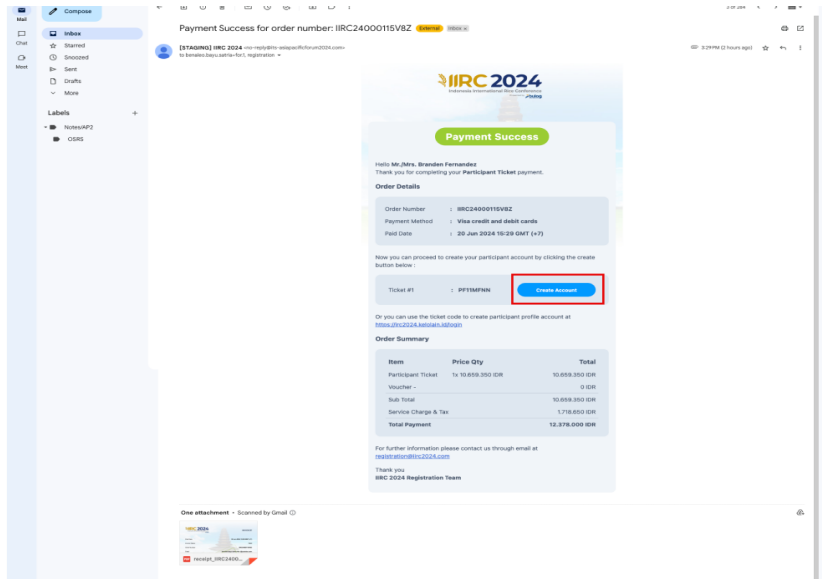


F. Invoice



1.3. Registration e-Ticket

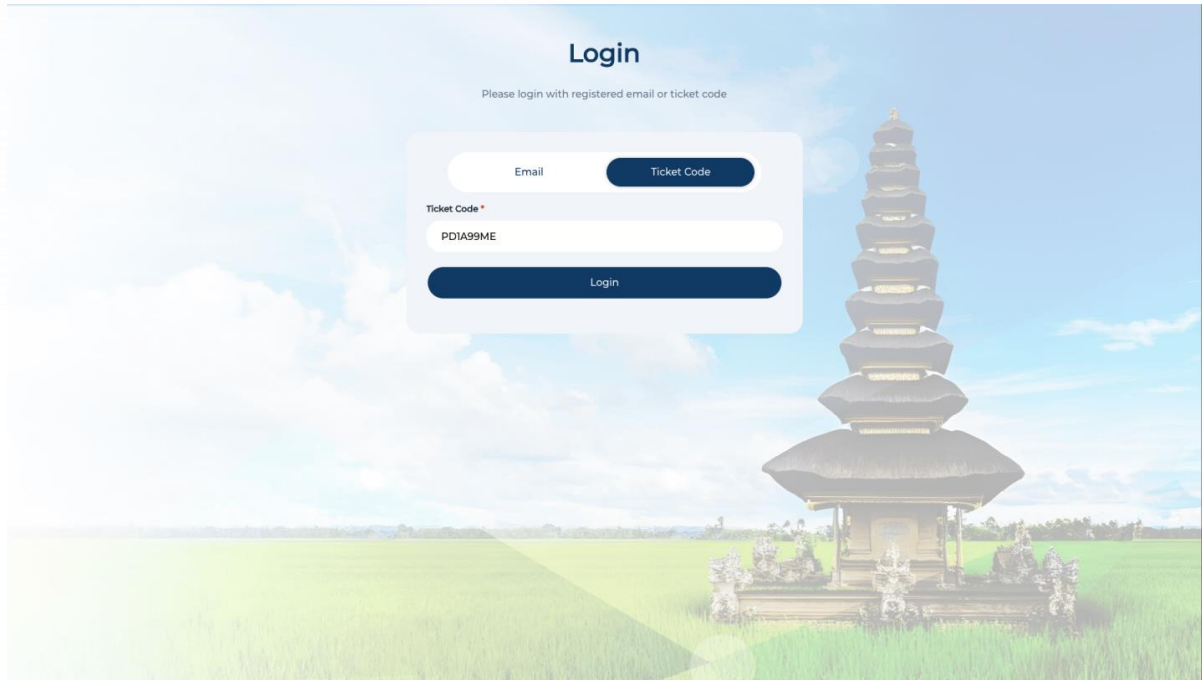
1.3.1. Check Email Success Payment



- Click 'Create Account' on the body email



1.3.2. Use e-Ticket



1.3.3

Registration Form

**Register Form**

**Email \***  
Enter Email  
**Same as order**

**Country \***  
Select

**Prefix \***  
Select

**Last Name \***  
e.g Doe

**First Name \***  
e.g John

**Name on Badge \***  
your name with maximum 16 character

**Phone \***  
+62 e.g 812xxxxxxxx

**Job Title \***  
Enter Job Title

**Company/Organization \***  
Enter Company/Organization

**Photo Profile \***  
**Upload**

**Dietary \***  
 Vegetarian  Not Vegetarian

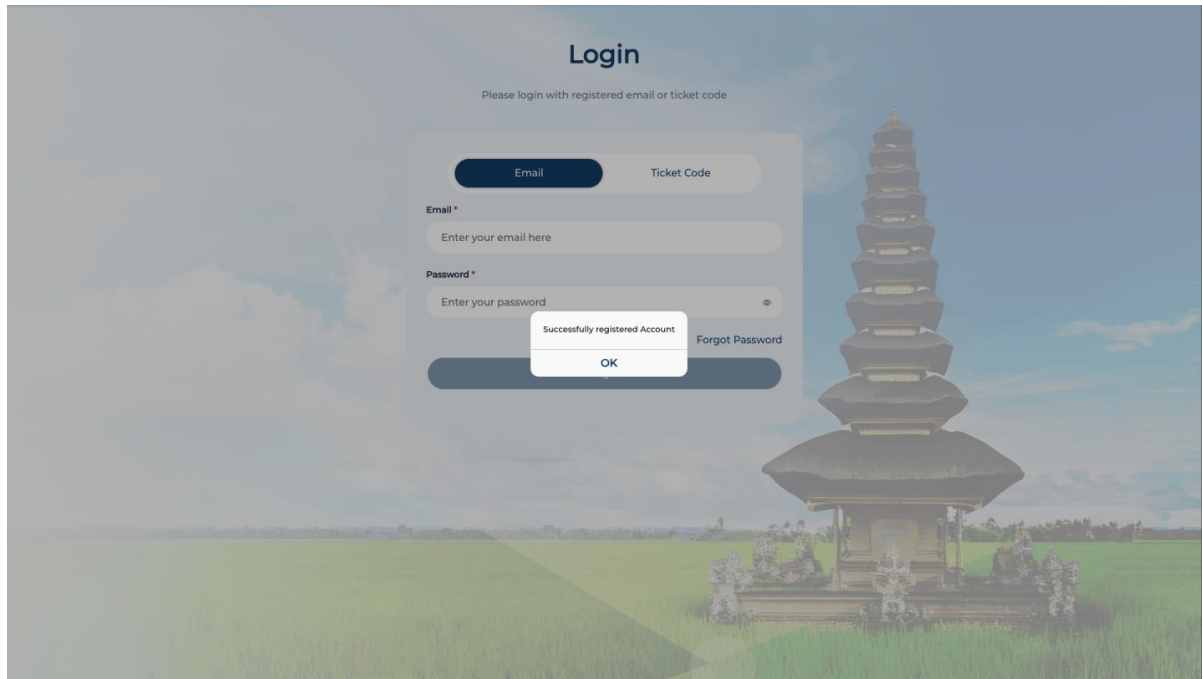
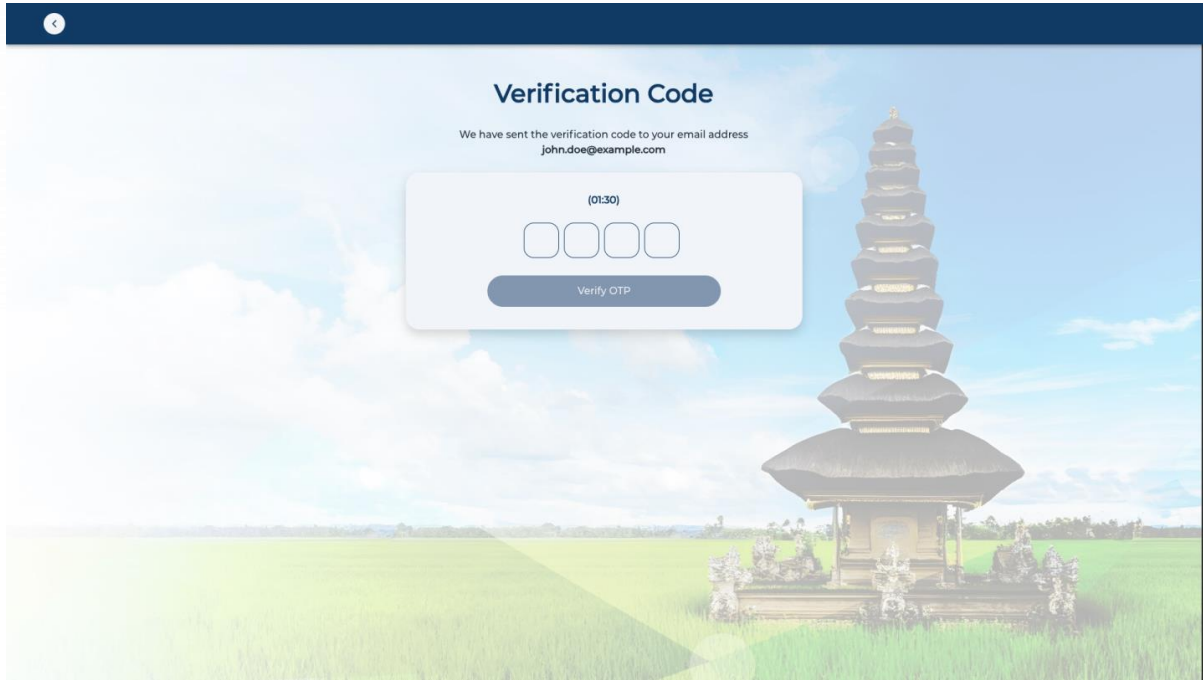
**Password \***  
Enter Password

**Password Confirmation \***  
Enter Password Confirmation

**Next**

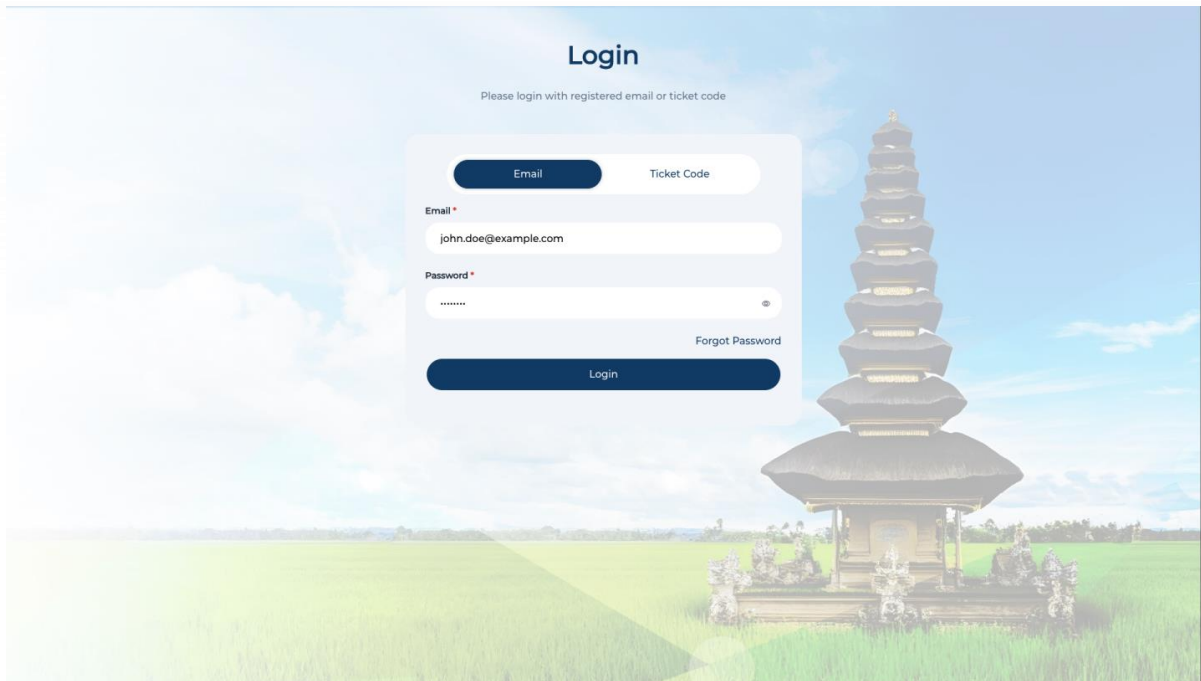


1.3.4. OTP

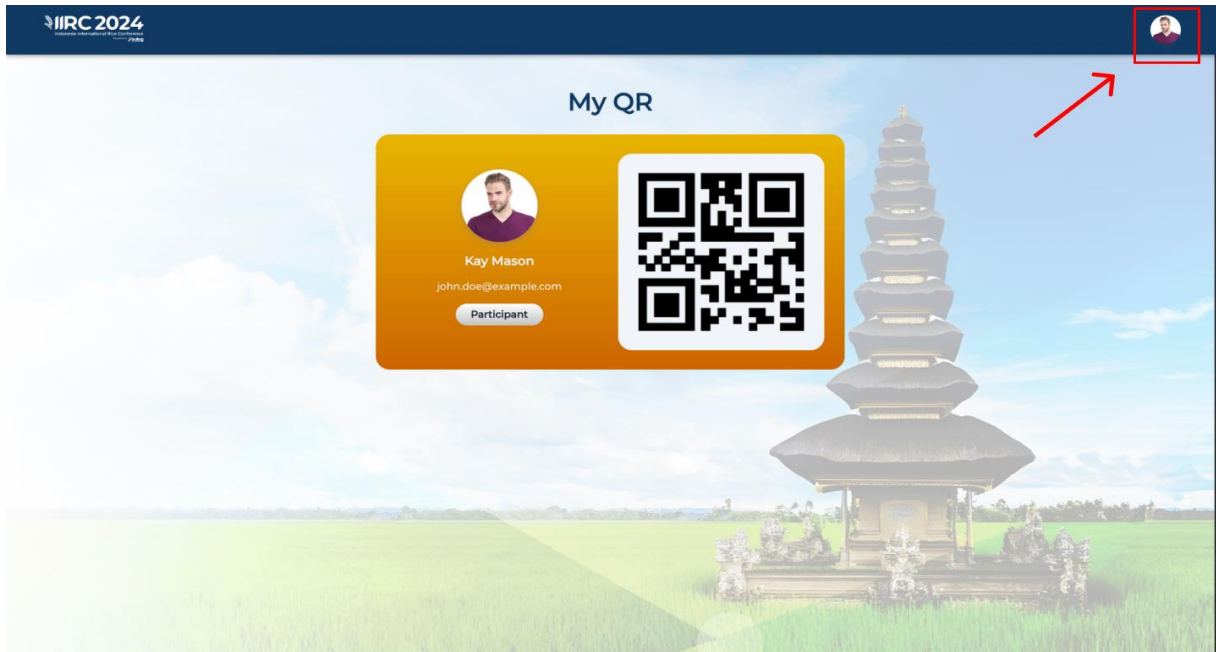


## 1.4. Login

### 1.4.1. Login Page



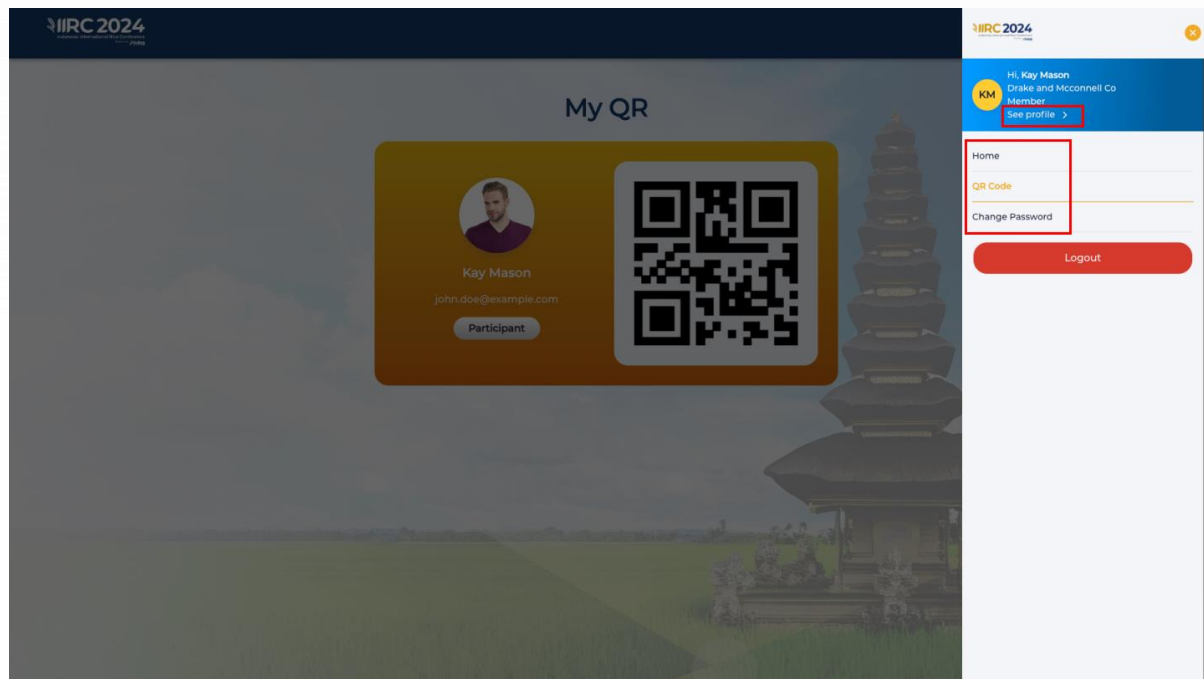
### 1.4.2. My QR Page



- You can click the Photo Profile to expand the sidebar



### 1.4.3. Sidebar



- On the sidebar you can do:
  - o See Profile : to edit profile
  - o Home : go to home page
  - o QR Code : showing QR code
  - o Change Password : change the password

