

IGEM 2026 Registration Guide for Participants

Visitor and Media Registration

Table of Contents

Table of Contents	2
Version Control.....	3
Terms & Abbreviations.....	4
Introduction	5
Step 1: Accessing the IGEM 2026 Registration Form	6
Step 2: Specifying Your Email Address	7
Step 3: Specifying Your Participant Category	8
Step 4: Specifying Your Registration Type	9
Step 5: Specifying Your Organisation Type	10
Step 6: Specifying Your Organisation Details	11
Step 7: Filling in the Details of the Participant(s)	12
Step 8: Submitting Your Registration.....	15
Step 9: Confirmation Email	17

Version Control

Version	Date	Prepared By
0.1.0	17 August 2026	Aideaz Integrated Sdn Bhd
1.0.0	18 August 2026	Aideaz Integrated Sdn Bhd

Terms & Abbreviations

Term / Abbreviation	Description
IGEM	International Greentech & Eco Products Exhibition & Conference Malaysia
QR Code	Quick Response Code that can be scanned, in this case, to verify participant registration for IGEM 2026
B2B	Business-to-Business matching facility provided by the IGEM 2026 Registration Portal

Introduction

This document is a step-by-step guide for registering for the **International Greentech & Eco Products Exhibition & Conference Malaysia (IGEM) 2026** through the **IGEM 2026 Online Registration System**.

If you are joining IGEN 2026 as a Visitor or as a member of the Media, this document will assist you to register either yourself as an individual, or yourself along with your colleagues as a group.

If you are joining IGEN 2026 as an Exhibitor, Vendor or anything else other than Visitor or a member of the Media, then this guide is **not** for you.

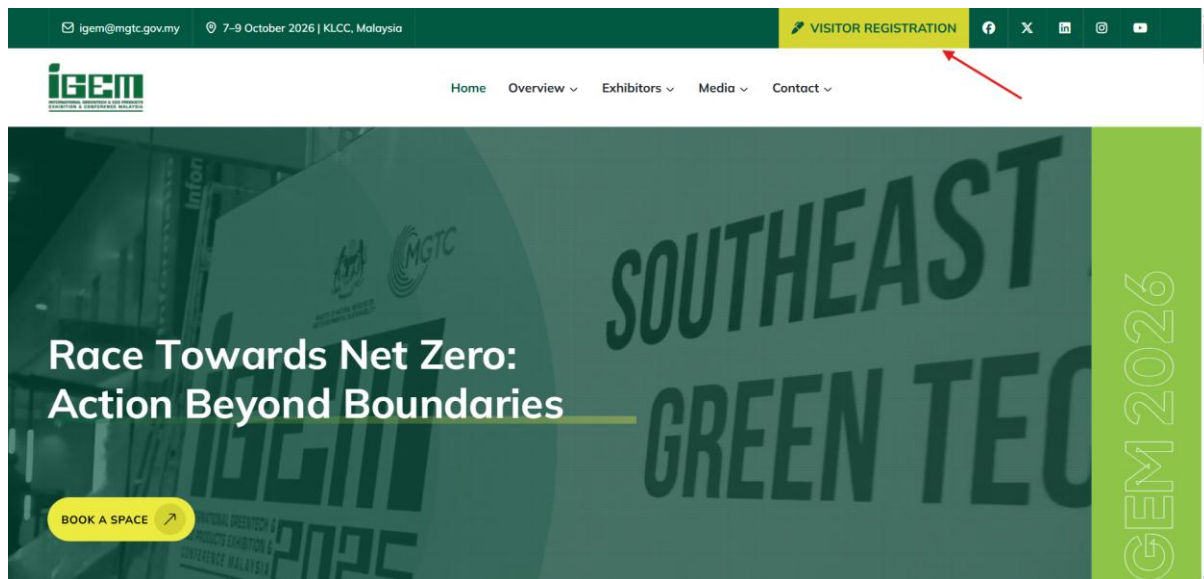
The following section contains step-by-step instructions to complete your registration for IGEN 2026 as a Visitor or a member of the Media.

Step 1: Accessing the IGEN 2026 Registration Form

You can access the **IGEM 2026 Registration Form** at the following URL:

<https://igem2026.com/Registration>

Alternatively, you can go to the IGEN 2026 website at <https://igem.my/> and click on the “**VISITOR REGISTRATION**” link at the top of the page as shown by the red arrow in the screenshot below.

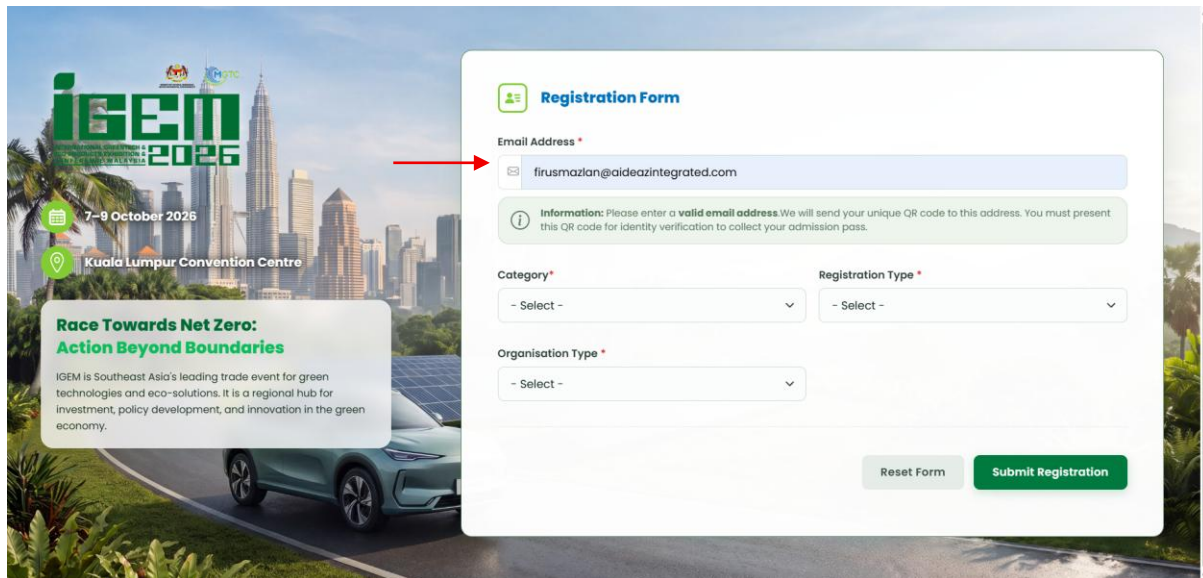


The IGEN 2026 Registration Form initially looks like this:

A screenshot of the IGEN 2026 Registration Form. The form is titled 'Registration Form' and is set against a background image of a city skyline. It includes a date and location section: '7-9 October 2026' and 'Kuala Lumpur Convention Centre'. A banner reads 'Race Towards Net Zero: Action Beyond Boundaries'. The form fields include: 'Email Address' (with a placeholder 'name@example.com'), 'Category' (a dropdown menu), 'Registration Type' (a dropdown menu), and 'Organisation Type' (a dropdown menu). An information box states: 'Information: Please enter a valid email address. We will send your unique QR code to this address. You must present this QR code for identity verification to collect your admission pass.' At the bottom right, there are two buttons: 'Reset Form' and 'Submit Registration'.

Step 2: Specifying Your Email Address

Once you have opened the IGEM 2026 Registration Form, you can start filling it by specifying the main **'Email Address'** that will be used for registration correspondence. You can specify this at the top of the form, as shown in the following.

The image shows a screenshot of the IGEM 2026 Registration Form. On the left, there is a promotional banner for IGEM 2026, featuring the event logo, dates (7-9 October 2026), location (Kuala Lumpur Convention Centre), and a tagline "Race Towards Net Zero: Action Beyond Boundaries". The main part of the image is the registration form itself, titled "Registration Form". It has a white background with a light blue border. The first field is "Email Address *", which is highlighted with a red arrow. The email address entered is "firusmazlan@aideazintegrated.com". Below this field is an information box that says: "Information: Please enter a valid email address. We will send your unique QR code to this address. You must present this QR code for identity verification to collect your admission pass." Below the email field are three dropdown menus: "Category *", "Registration Type *", and "Organisation Type *", all of which currently show "- Select -". At the bottom right of the form are two buttons: "Reset Form" and "Submit Registration".

Make sure it is an active, valid, working email address that you can access and that you use regularly.

Any notifications sent by the system in the future, such as successful registration and the announcement of the commencement of the B2B business matching program, will be sent to this email.

Most importantly, the QR Code(s) that you need to present to the organiser during the event in order to collect your Official Pass will also be sent here.

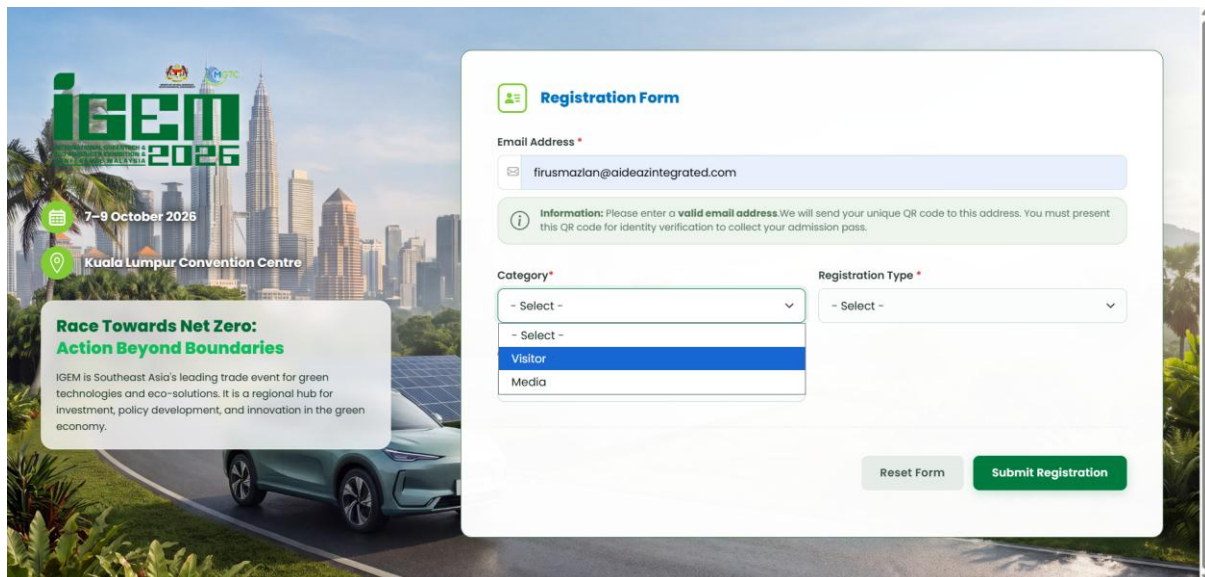
Step 3: Specifying Your Participant Category

Once you have specified a valid email address, the next step is to specify the **'Category'** that you are registering as. For the purposes of registering through the IGEN 2026 Registration Portal, you can only select one of two options:

1. **Visitor**
2. **Media**

If you are not registering as a Visitor or a member of the Media, then the registration portal and this guide is not for you.

If you are registering as a visitor, select **'Visitor'** from the **'Category'** dropdown, as shown below.



The screenshot displays the IGEN 2026 Registration Form. On the left, a promotional banner for IGEN 2026 (7-9 October 2026, Kuala Lumpur Convention Centre) is visible, along with a call to action: "Race Towards Net Zero: Action Beyond Boundaries". The main form area is titled "Registration Form" and includes an "Email Address" field with the value "firusmazlan@aideazintegrated.com". Below this is an information box stating: "Information: Please enter a valid email address. We will send your unique QR code to this address. You must present this QR code for identity verification to collect your admission pass." The "Category" dropdown menu is open, showing three options: "Select", "Visitor" (highlighted in blue), and "Media". The "Registration Type" dropdown menu is also present, showing "Select". At the bottom right of the form are "Reset Form" and "Submit Registration" buttons.

Otherwise, if you are registering as a member of the media, select **'Media'** from the **'Category'** dropdown.

Step 4: Specifying Your Registration Type

Once you have specified your participant category, you can proceed by specifying your '**Registration Type**'. There are two (2) registration types that you can choose from, namely:

1. **Individual Registration**
2. **Group Registration**

As a participant who is joining IGEM 2026 as a Visitor or a member of the Media, you may be coming on your own or with one or more other members of your organisation.

If you are registering **only one (1) person** from your organisation, select '**Individual Registration**' from the '**Registration Type**' dropdown, as shown below.

The screenshot displays the IGEM 2026 Registration Form. On the left, a promotional banner for IGEM 2026 (7-9 October 2026, Kuala Lumpur Convention Centre) is visible. The form itself is a white overlay with the following fields:

- Email Address ***: A text input field containing 'firusmazlan@aideazintegrated.com'.
- Information**: A green box stating: 'Please enter a valid email address. We will send your unique QR code to this address. You must present this QR code for identity verification to collect your admission pass.'
- Category ***: A dropdown menu with 'Visitor' selected.
- Organisation Type ***: A dropdown menu with '- Select -' selected.
- Registration Type ***: A dropdown menu with 'Individual Registration' selected (highlighted in blue).

At the bottom right of the form are two buttons: 'Reset Form' and 'Submit Registration'.

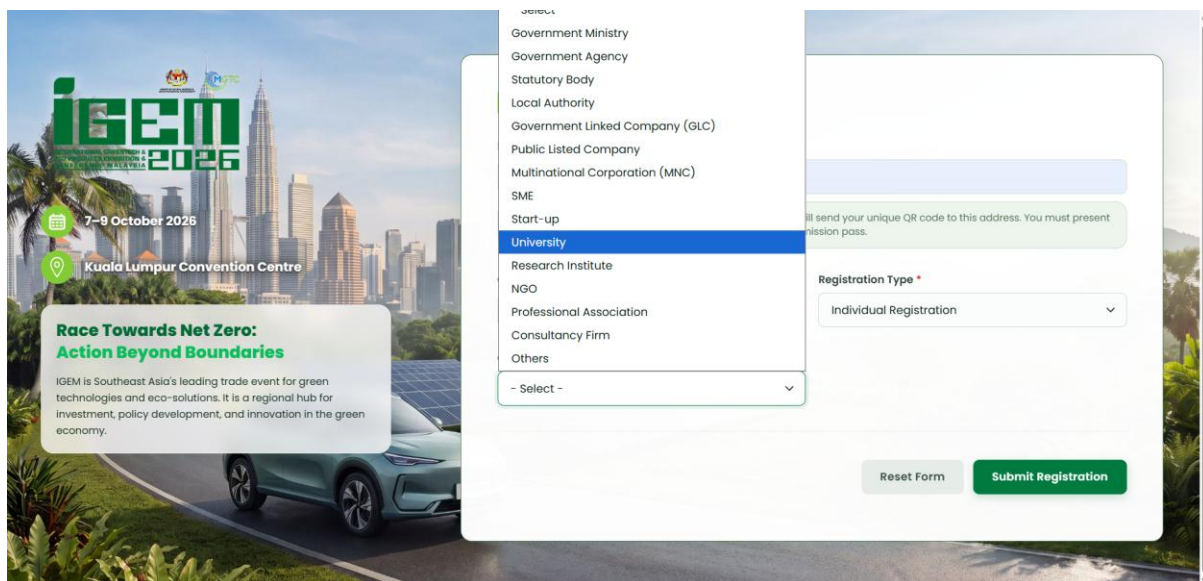
If you are registering **more than one (1) person** from the same organisation, select '**Group Registration**' from the '**Registration Type**' dropdown

Step 5: Specifying Your Organisation Type

Note: This step is not applicable if you are registering as a member of the Media.

Once you have specified whether you are registering one individual as a Visitor or more than one individuals as Visitors from your organisation, the next step is to specify your **'Organisation Type'**.

You can select your organisation type from the **'Organisation Type'** dropdown, as shown below.



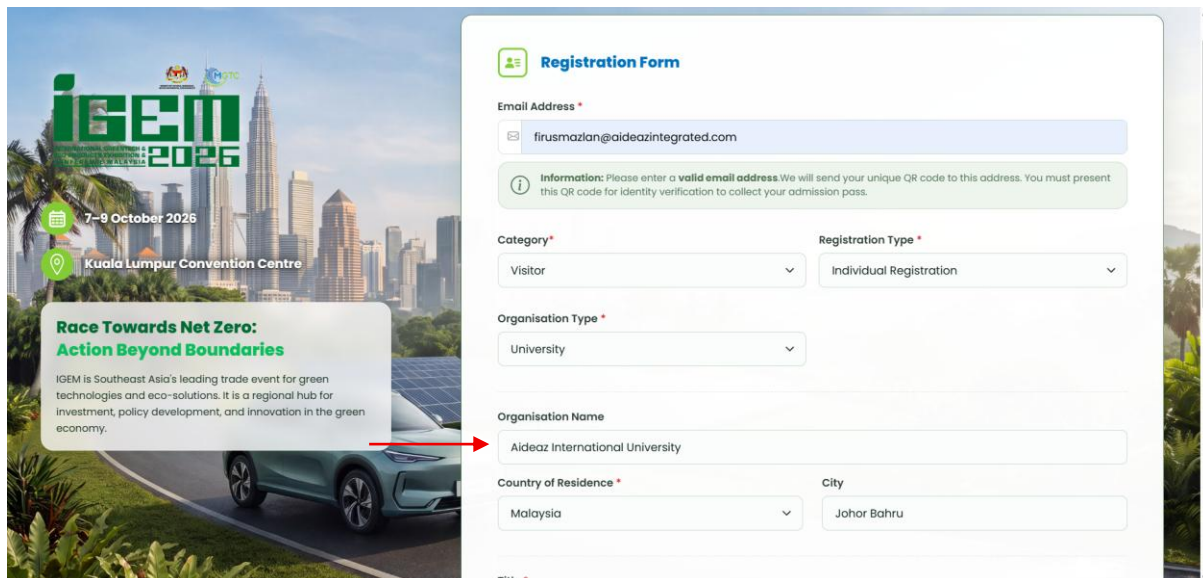
The screenshot displays the IGEM 2026 registration interface. On the left, a promotional banner for IGEM 2026 (7-9 October 2026, Kuala Lumpur Convention Centre) is visible. The main form area features a dropdown menu for 'Organisation Type' with the following options: Government Ministry, Government Agency, Statutory Body, Local Authority, Government Linked Company (GLC), Public Listed Company, Multinational Corporation (MNC), SME, Start-up, University (highlighted in blue), Research Institute, NGO, Professional Association, Consultancy Firm, and Others. Below the dropdown is a '- Select -' option. To the right of the dropdown, there is a 'Registration Type' dropdown currently set to 'Individual Registration'. At the bottom right of the form, there are 'Reset Form' and 'Submit Registration' buttons.

Please note that the **'Organisation Type'** dropdown will not be displayed nor selectable if you are registering as a member of the Media.

Once you have selected your organisation type, the rest of the form will be displayed for you to fill in.

Step 6: Specifying Your Organisation Details

If you picked **Visitor** in **Step 3**, you will now have to fill in the name of your organisation. Please enter the name of your organisation or company in the '**Organisation Name**' input box, for example:

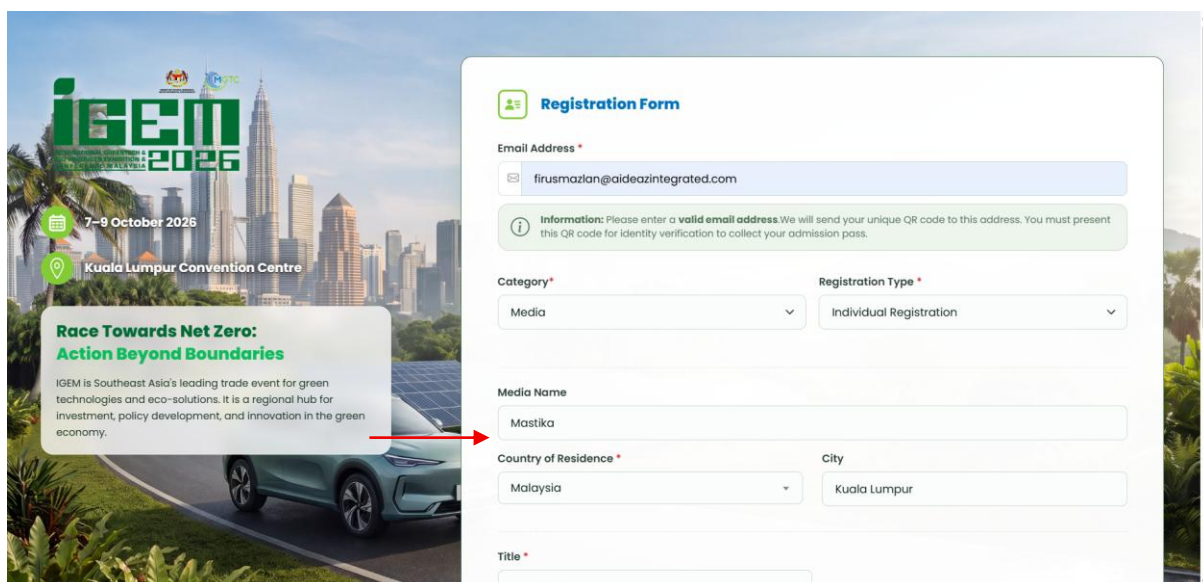


The screenshot shows the IGEM 2026 Registration Form. On the left, there is a promotional banner for IGEM 2026, featuring the event logo, dates (7-9 October 2026), location (Kuala Lumpur Convention Centre), and a slogan "Race Towards Net Zero: Action Beyond Boundaries". The banner also includes a description of IGEM as Southeast Asia's leading trade event for green technologies and eco-solutions. A red arrow points from the banner to the "Organisation Name" field in the registration form.

The registration form is titled "Registration Form" and includes the following fields:

- Email Address ***: firusmazlan@aideazintegrated.com
- Information**: Please enter a valid email address. We will send your unique QR code to this address. You must present this QR code for identity verification to collect your admission pass.
- Category ***: Visitor
- Registration Type ***: Individual Registration
- Organisation Type ***: University
- Organisation Name**: Aideaz International University
- Country of Residence ***: Malaysia
- City**: Johor Bahru
- Title ***

If you picked **Media** in **Step 3**, please enter the name of the media agency you are representing in the '**Media Name**' input box (for example, Berita Harian, Kosmo, Reuters, etc.).



The screenshot shows the IGEM 2026 Registration Form. On the left, there is a promotional banner for IGEM 2026, featuring the event logo, dates (7-9 October 2026), location (Kuala Lumpur Convention Centre), and a slogan "Race Towards Net Zero: Action Beyond Boundaries". The banner also includes a description of IGEM as Southeast Asia's leading trade event for green technologies and eco-solutions. A red arrow points from the banner to the "Media Name" field in the registration form.

The registration form is titled "Registration Form" and includes the following fields:

- Email Address ***: firusmazlan@aideazintegrated.com
- Information**: Please enter a valid email address. We will send your unique QR code to this address. You must present this QR code for identity verification to collect your admission pass.
- Category ***: Media
- Registration Type ***: Individual Registration
- Media Name**: Mastika
- Country of Residence ***: Malaysia
- City**: Kuala Lumpur
- Title ***

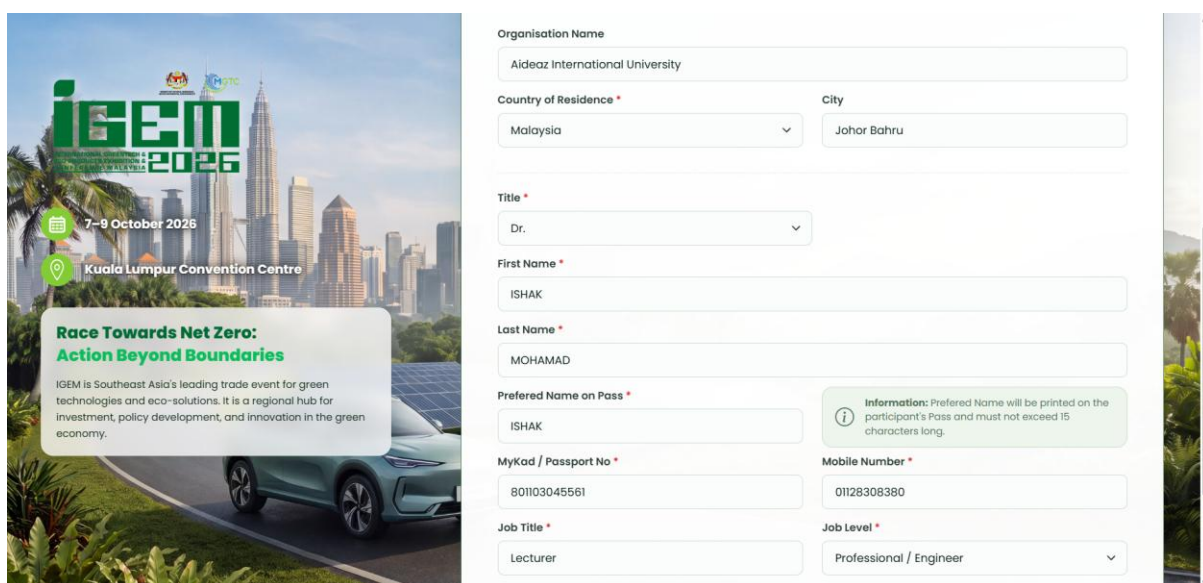
After specifying your '**Organisation Name**' or '**Media Name**', proceed with filling in the '**Country of Residence**' and '**City**' information for your organisation/media.

Step 7: Filling in the Details of the Participant(s)

Now that you have filled in the details of your organisation, it's time to fill in the details of the participant(s) from your organisation.

If you are registering for **a single person** (refer Step 4), you will only need to fill in the details for that particular person.

Fill in the rest of the form from the **'Title'** field onwards, for example:



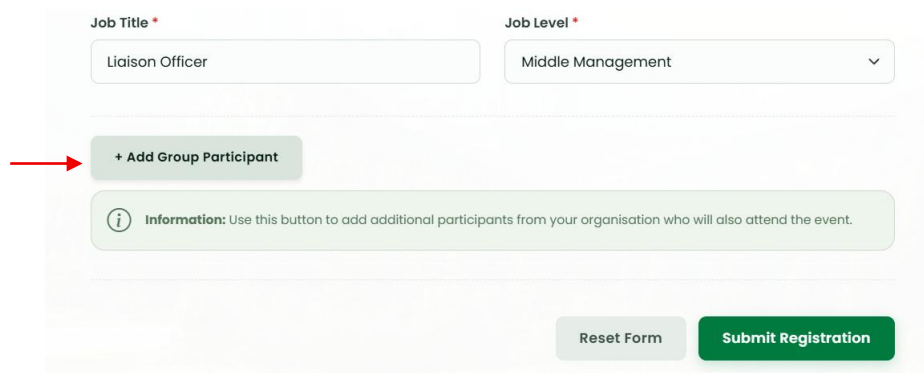
The screenshot shows the registration form for IGEM 2026. On the left is a promotional banner for the event, held from 7-9 October 2026 at the Kuala Lumpur Convention Centre, with the theme 'Race Towards Net Zero: Action Beyond Boundaries'. The form fields on the right are as follows:

- Organisation Name: Aideaz International University
- Country of Residence: Malaysia
- City: Johor Bahru
- Title: Dr.
- First Name: ISHAK
- Last Name: MOHAMAD
- Preferred Name on Pass: ISHAK
- MyKad / Passport No: 801103045561
- Job Title: Lecturer
- Mobile Number: 01128308380
- Job Level: Professional / Engineer

An information box states: 'Information: Preferred Name will be printed on the participant's Pass and must not exceed 15 characters long.'

On the other hand, if you are registering for **more than one (1) person** (refer Step 4), you will need to fill in the details of all of the participants under your organisation who will attend the event.

First, fill in the details of the first participant as shown above, and then, click on the **'+ Add Group Participant'** button.



This image shows a close-up of the bottom section of the registration form. It includes the 'Job Title' field (Liaison Officer) and the 'Job Level' dropdown (Middle Management). Below these is a green button labeled '+ Add Group Participant', which is highlighted by a red arrow. Underneath the button is an information box: 'Information: Use this button to add additional participants from your organisation who will also attend the event.' At the bottom right are two buttons: 'Reset Form' and 'Submit Registration'.

The system will display a pop-up window asking you to specify the number of participants you want to add to the form, as shown below.

The screenshot shows the IGEM 2026 registration interface. A pop-up window titled 'Group Registration' is centered on the screen. It contains an information icon, the title 'Group Registration', and a prompt: 'Please specify the number of additional group participants to create:'. Below this is a text input field containing the number '1'. A red arrow points to this input field. Below the input field is a pink warning message: '* A maximum of 15 participants can be added to a group.' At the bottom of the pop-up are two buttons: 'Add Participants' (green) and 'Cancel' (grey). In the background, the registration form is visible with fields for 'Last Name' (MOHAMAD), 'Preferred Name on Pass', 'Mobile Number' (01128308380), and 'Job Level' (Professional / Engineer). There are also 'Reset Form' and 'Submit Registration' buttons at the bottom right.

Enter the number of additional participants you want to add (or use the up and down arrows on the right-hand side of the input to specify the number) and click the **'Add Participants'** button.

The system will then display additional forms for you to fill in the details of the additional participants. Scroll down and fill in the forms one by one until completion.

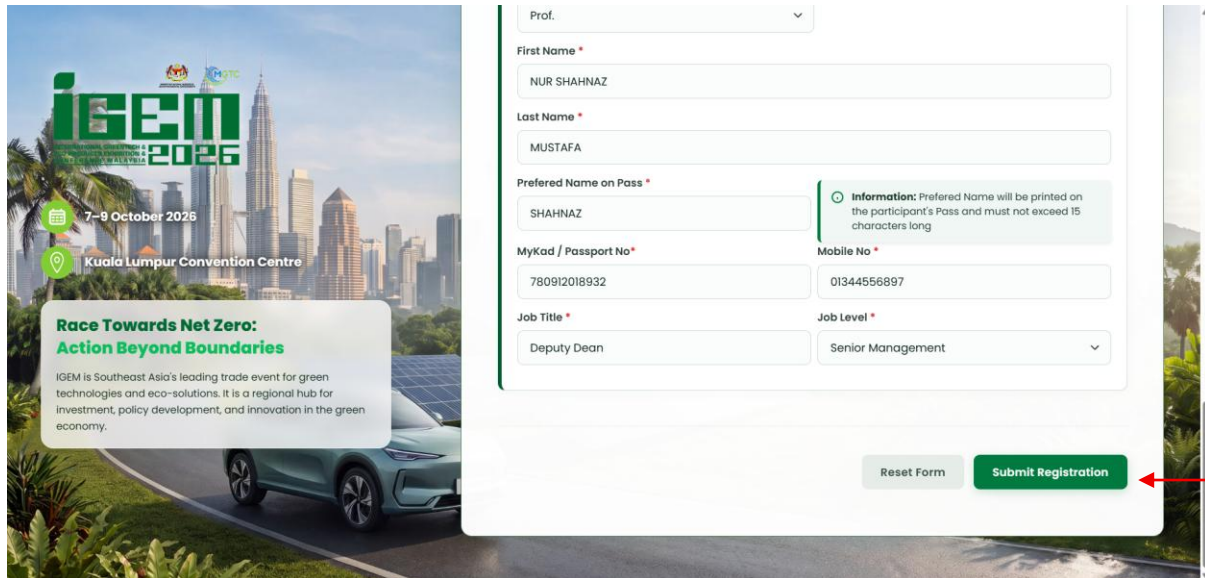
The screenshot shows the 'Group Member #1' registration form. A red arrow points to the 'Group Member #1' header. The form contains the following fields: 'Email Address' (sharizan@aideazintegrated.com), 'Title' (Prof.), 'First Name' (NUR SHAHNAZ), 'Last Name' (MUSTAFA), 'Preferred Name on Pass' (SHAHNAZ), 'MyKad / Passport No' (780912018932), 'Mobile No' (01344556897), 'Job Title' (Deputy Dean), and 'Job Level' (Senior Management). There are also information icons and messages: 'Information: Please include the participant's email address if they are interested in business matching.' and 'Information: Preferred Name will be printed on the participant's Pass and must not exceed 15 characters long'.

The **'Email Address'** fields for the additional participants are not mandatory. However, if the email addresses are specified, the participants will also receive a copy of the same emails sent to the main email address specified in Step 2.

Additionally, every participant of IGEM 2026 who wants to be involved in **business matching (B2B)** activities via the IGEM 2026 Registration Portal will need to use his/her own email address to log in into the system. Therefore, the email address field is important and should be specified for such participants.

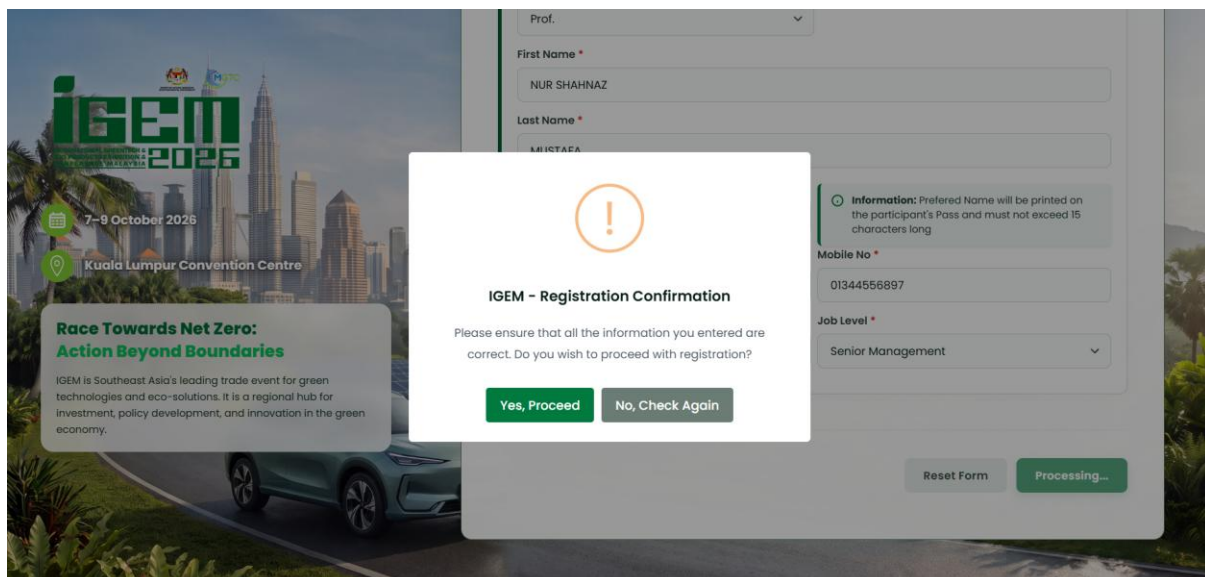
Step 8: Submitting Your Registration

Once you have completed filling up the form, click on the **'Submit Registration'** button.



The screenshot shows the registration form for IGEM 2026. The form includes fields for Prof. (dropdown), First Name (NUR SHAHNAZ), Last Name (MUSTAFA), Preferred Name on Pass (SHAHNAZ), MyKad / Passport No (780912018932), Mobile No (01344556897), Job Title (Deputy Dean), and Job Level (Senior Management). A green 'Submit Registration' button is highlighted with a red arrow. A 'Reset Form' button is also visible. An information box states: 'Information: Preferred Name will be printed on the participant's Pass and must not exceed 15 characters long'. The background features a banner for IGEM 2026 with the dates 7-9 October 2026 and the location Kuala Lumpur Convention Centre. A sidebar on the left contains the text 'Race Towards Net Zero: Action Beyond Boundaries' and a description of IGEM as Southeast Asia's leading trade event for green technologies and eco-solutions.

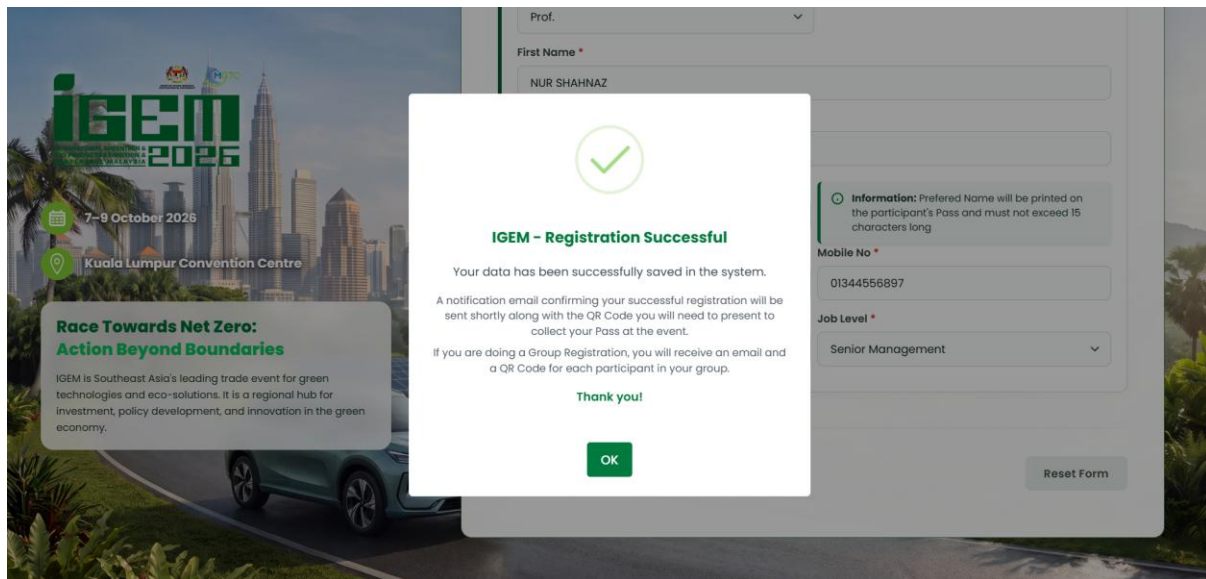
The system will display a pop-up message asking you to confirm whether you want to submit the registration.



The screenshot shows the registration form with a confirmation pop-up message. The pop-up has a title 'IGEM - Registration Confirmation' and a message: 'Please ensure that all the information you entered are correct. Do you wish to proceed with registration?'. There are two buttons: 'Yes, Proceed' and 'No, Check Again'. The background shows the same registration form as the previous screenshot, but the 'Submit Registration' button is now labeled 'Processing...'. The sidebar on the left remains the same.

Click **'Yes, Proceed'** if you want to proceed submitting the form, or click **'No, Check Again'** if you want to return to the form and do any revision.

Once you clicked **‘Yes, Proceed’**, the system will process and submit the form. Once submission is complete, the system will display a pop-up message confirming that the registration has been successful.



The screenshot shows a registration form for IGEM 2026. The form is partially filled out with the following information:

- Prof. (dropdown menu)
- First Name: NUR SHAHNAZ
- Mobile No: 01344556897
- Job Level: Senior Management (dropdown menu)

A pop-up message is displayed in the center of the screen, indicating successful registration:

IGEM – Registration Successful

Your data has been successfully saved in the system.

A notification email confirming your successful registration will be sent shortly along with the QR Code you will need to present to collect your Pass at the event.

If you are doing a Group Registration, you will receive an email and a QR Code for each participant in your group.

Thank you!

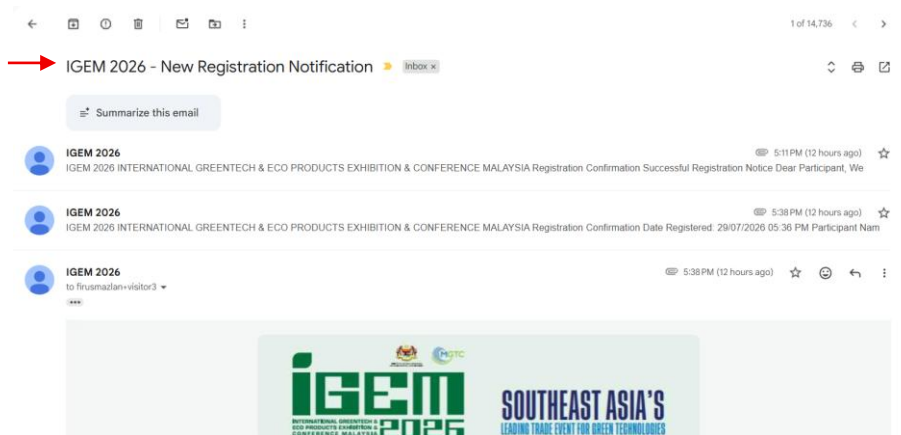
OK

The background of the form shows the IGEM 2026 logo, the dates 7-9 October 2026, and the location Kuala Lumpur Convention Centre. A banner at the bottom reads "Race Towards Net Zero: Action Beyond Boundaries" and mentions that IGEM is Southeast Asia's leading trade event for green technologies and eco-solutions.

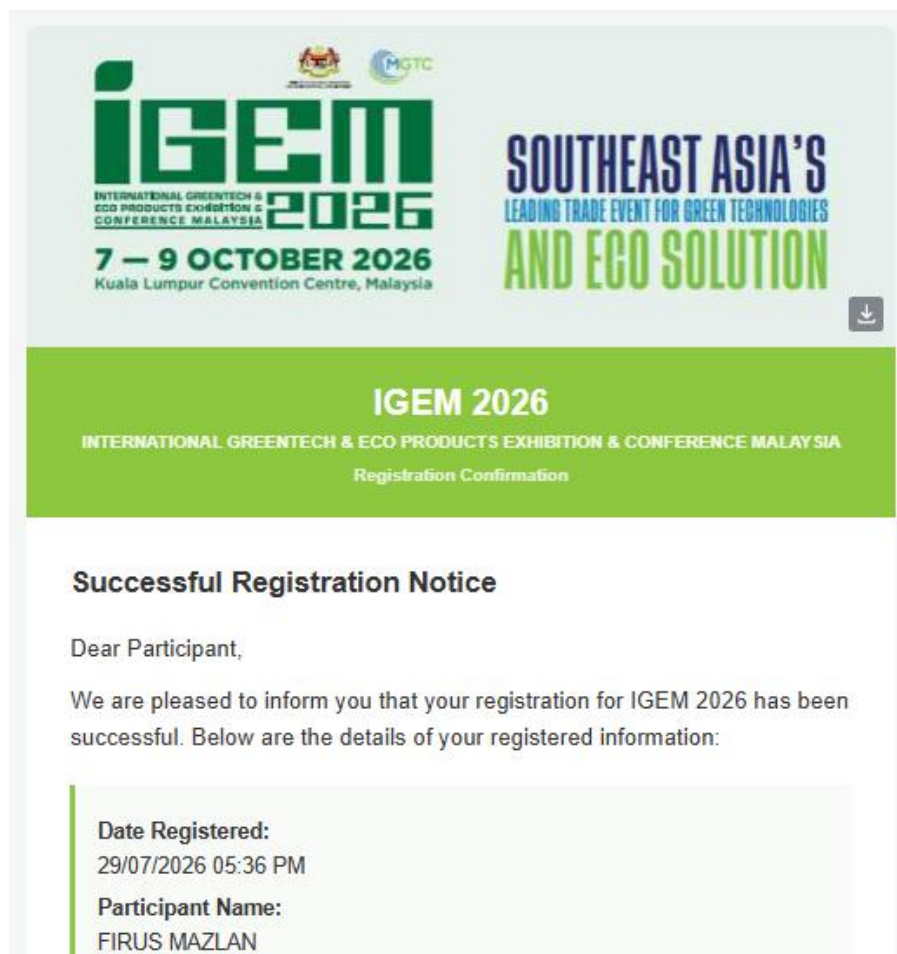
Click **‘OK’** and registration is now complete.

Step 9: Confirmation Email

After a minute or two, check the inbox of the main email that you registered at the top of the form in Step 2. You should see one or more emails (depending on whether you did Individual or Group Registration) with the title '**IGEM 2026 – New Registration Notification**', for example:



Open the email. You should see content similar to the following.



Participant Category:
Visitor

Organisation Type:
Company

Organisation Name:
FIRUS SDN BHD

YOUR QR CODE



Please present this QR code at our designated counter to claim your actual physical pass.

⚠ IMPORTANT POLICY NOTICE

Strictly **NO** third-party collection is allowed. Only the registered participant is permitted to collect the pass at the counter. Identity verification may be required.

Login Credentials for Business Matching

If you are interested in B2B business matching, you can sign in to the [IGEM Business Matching](#) portal using the following credentials.

Email Address: firusmazlan+visitor3@gmail.com

Temporary Password: 6hXY8ZqJXc

However, please note that the business matching features will only be activated 1 month prior to the event

Thank you for your attention and cooperation. We look forward to seeing you at IGEN 2026!

This email was automatically generated by the IGEN 2026 system. Please do not reply to this email.

Check and make sure that the email contains:

1. The participant information
2. A QR Code for claiming the Official Pass during the event
3. Temporary login credentials and a link to the IGEN 2026 business matching portal (this is not available for Media registration)

4. A PDF attachment containing the same QR Code as the email. This PDF file can be downloaded to the participant's mobile device so that the QR Code can still be used to claim the Official Pass should the participant have no access to the Internet during the day of the event