

REGISTRATION TO ATTENDANCE GUIDE

IC-GOVCAP 2026

International Conference on Strengthening Government Institutional Capacity for
Sustainable Development Policies

1	Registration	2	Confirmation Email	3	Participant Portal
4	Full Paper / LoA	5	Attendance Access	6	QR / Online Attendance

Conference website: event.dwijendra.ac.id/ic-govcap-2026/

Registration page: event.dwijendra.ac.id/ic-govcap-2026/registration/

This guide is intended for Presenters and Participants, both Offline and Online. The illustrations follow the current Dwijendra Event Portal workflow; visual placement may vary slightly by device or event configuration.

Quick Workflow

Follow the steps below from registration until your attendance is successfully recorded. Presenters have additional steps for abstract submission, LoA, and full paper.

Stage	Presenter	Participant
1. Registration	Choose Offline/Online, enter details, paper, abstract, and payment	Choose Offline/Online, enter details, and payment
2. Confirmation	Open the email and keep the Participant Portal link	Open the email and keep the Participant Portal link
3. Portal	Edit permitted data, check invoice/LoA, replace permitted paper	Edit permitted registration information
4. Offline Attendance	Show your personal QR for committee scanning	Show your personal QR for committee scanning
5. Online Attendance	Open Attendance Portal and confirm attendance	Open Attendance Portal and confirm attendance

Important for Offline Presenters: the Primary Presenter is not included in the Additional Presenter quantity. If you choose 2 Additional Presenters, enter exactly 2 Additional Authors rows for those presenters.

Important for Online Presenters: no Additional Presenter quantity is required. Add co-authors under Additional Authors; each valid name and email can receive individual attendance and certificate access.

1. Open the IC-GOVCAP 2026 website

1. Open the official IC-GOVCAP 2026 website.
2. Click Register Now or Open Registration.
3. Make sure the page is on the event.dwijendra.ac.id domain.

IC-GOVCAP 2026

Dwijendra University | Bali, Indonesia

1. Open the IC-GOVCAP 2026 website

Start from the official conference page, then open the registration page.

CALL FOR PAPERS - 2026

INTERNATIONAL CONFERENCE

**Strengthening Government Institutional Capacity for
Sustainable Development Policies**

Nov 13th-14th, 2026 | Dwijendra University, Bali

Register Now

Conference Home

Click Register Now / Open
Registration.

Use an up-to-date browser on your phone or laptop for reliable form submission and file uploads.

Illustration: sample interface to help you follow the step.

2. Choose your participation type

1. Choose one: Presenter (Offline), Presenter (Online), Participant (Offline), or Participant (Online).
2. Presenters submit an abstract/paper; Participants join without a paper submission.
3. Offline means on-site attendance; Online means remote participation.

2. Choose your participation type

Select the correct category: Presenter/Participant and Offline/Online.

Participation Type

Choose participation type *

- ☒ Presenter (Offline)
- ☐ Presenter (Online)
- ☐ Participant (Offline)
- ☐ Participant (Online)

Choose carefully

- Presenter: submits an abstract/paper and gives a presentation.
- Participant: joins without submitting a paper.
- Offline: attends on-site and uses QR Check-in.
- Online: joins remotely and completes online attendance.

This choice affects the next fields, payment, attendance method, and whether a physical QR Check-in is used.

Illustration: sample interface to help you follow the step.

3. Complete your personal details

1. Enter your Full Name as you want it to appear on conference documents.
2. Enter affiliation, active email, WhatsApp number, and country.
3. For Presenter registrations, Full Name is the Primary / 1st Author.

3. Complete your personal details

Use an active email address because confirmation, portal access, LoA, attendance, and certificate notifications are sent by email.

Personal Details

Full Name *

Dr. Sample Presenter

Affiliation *

Dwijendra University

Email *

presenter@example.com

WhatsApp Number *

+62 812 0000 0000

Country *

Indonesia

For authors, enter the Primary / 1st Author in Full Name.

Use the correct email address. Confirmation, portal access, LoA, attendance, and certificate notifications depend on it.

Illustration: sample interface to help you follow the step.

4. Additional Presenter / Additional Authors

1. Offline Presenter: select the number of Additional Presenters attending on-site, then enter the same number of Additional Authors rows.
2. Online Presenter: do not select an Additional Presenter quantity; simply add each co-author under Additional Authors.
3. Make sure every Additional Author who needs attendance/certificate access has a valid name and email.

4. Additional Presenter / Additional Authors

The rule is different for Offline and Online Presenters.

Offline Presenter

Additional Presenter

- ☐ No Additional Presenter
- ☐ 1 Additional Presenter
- ☒ 2 Additional Presenters
- ☐ 3 Additional Presenters

Additional Authors

Full Name	Email	Affiliation	Country
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Additional Presenter 1			
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Additional Presenter 2			
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Online Presenter

No Additional Presenter quantity is required.

Add each co-author in Additional Authors. Each valid name + email can receive individual attendance and certificate access.

Offline: the number of Additional Authors rows must match the selected number of Additional Presenters.

The Primary Presenter is always outside the Additional Presenter count.

Illustration: sample interface to help you follow the step.

5. Paper Details and Abstract Upload

1. Enter the paper title carefully.
2. Choose the most relevant sub-theme.
3. Upload the abstract in an accepted format.

5. Complete Paper Details (Presenter)

This section is shown for presenter registrations.

Paper's Title *

Strengthening Institutional Capacity for Sustainable Development

Sub-theme *

- ☒ Integrated and sustainable urban planning
- ☐ Strengthening sustainable agricultural and rural development
- ☐ Equitable regional growth and development

Upload Your Abstract *

abstract_icgovcap.pdf

Choose / Replace File

This step applies to Presenter registrations. Participant registrations may not display paper-submission fields.

Illustration: sample interface to help you follow the step.

6. Payment and Submit

1. Review the total shown by the registration form.
2. Transfer payment using the bank information shown on the registration page.
3. Upload your payment receipt.
4. Accept the Terms & Conditions, then click Submit Registration.

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6. Review payment details and submit

Pay according to the information shown on the registration form and upload a clear payment receipt.

Payment Details

Total

IDR 1,920,000

Before submitting, recheck your name, email, participation type, Additional Authors, paper title, and uploaded files.

Upload Your Payment Receipt *

payment_receipt.pdf

Choose File

☒ I Agree to Terms & Conditions

Submit Registration

Do not close the page until you see a successful registration confirmation.

Illustration: sample interface to help you follow the step.

7. Keep the confirmation email

1. Open the registration confirmation email.
2. Click Open Participant Portal and keep the link.
3. If it is not in your Inbox, check Spam/Junk.

7. Open the confirmation email

After successful registration, keep the confirmation email and your private portal link.

IC-GOVCAP 2026 - Registration Confirmation

To: presenter@example.com

Dear Dr. Sample Presenter,

Your registration has been received. Please keep your private portal link to review your registration and manage your submission.

Open Participant Portal

**Do not share your private portal link
with anyone else.**

If you cannot find the email, check Spam/Junk or contact the committee.

The Participant Portal link is private. Do not share it.

Illustration: sample interface to help you follow the step.

8. Manage your registration through the portal

1. Review your registration details.
2. Use Edit Registration Information for fields that are allowed to be edited.
3. Presenters can use Replace Abstract and Full Paper.

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8. Use your Participant / Presenter Portal

Use the portal to review registration data and, for presenters, manage submission files.

Submission Summary

Sample Presenter

presenter@example.com

Dwijendra University

Paper

Strengthening Institutional Capacity

Abstract: Uploaded

Full Paper: Pending

Registration Details

Edit Registration Information

Full Name

Sample Presenter

Email

presenter@example.com

Institution / Affiliation

Dwijendra University

Save Changes

Replace Abstract

Full Paper

Payment and workflow fields may be read-only to protect registration integrity.

Illustration: sample interface to help you follow the step.

9. Upload / Replace the Full Paper

1. Download the official full-paper template if needed.
2. Prepare the final manuscript according to the template.
3. Upload or replace the Full Paper through the Presenter Portal.

9. Upload / replace the Full Paper (Presenter)

Use the official template and upload the final manuscript before the full-paper deadline.

Full Paper

Upload or Replace Full Paper

Current file

IC-GOVCAP_Full_Paper_Sample.docx

Download

Choose final manuscript (.doc / .docx)

IC-GOVCAP_Final_Manuscript.docx

Choose File

Replace Full Paper

The IC-GOVCAP 2026 full-paper deadline is 16 October 2026.

Illustration: sample interface to help you follow the step.

10. Letter of Acceptance (LoA)

1. The LoA is not sent with the initial registration confirmation.
2. After abstract acceptance, the presenter receives a separate LoA notification.
3. Download the LoA from the email button or Presenter Portal.

10. Presenter receives the LoA after abstract acceptance

The Letter of Acceptance is sent in a separate notification after the abstract has been accepted.

IC-GOVCAP 2026 - Abstract Accepted / LoA

Your abstract has been accepted for IC-GOVCAP 2026. Your Letter of Acceptance is available below.

Download LoA

Open Participant Portal

Valid Primary and Additional Presenters can receive LoA notifications according to the event configuration.

Valid Additional Presenters can follow the LoA notification workflow according to the event configuration.

Illustration: sample interface to help you follow the step.

11. Attendance Notification

1. Attendance notifications are sent when the Attendance Window opens.
2. Offline: the email includes a personal QR Check-in.
3. Online: the email includes access to the Attendance Portal.

11. When attendance opens, check the attendance email

Offline attendees receive a QR Check-in; Online attendees receive online attendance access.

OFFLINE

Attendance Access

Show your QR Check-in to the committee when you arrive at the venue.



Personal QR

ONLINE

Online Attendance

No physical QR is used. Open the attendance link when the attendance window is active.

Open Attendance Portal

Use the same email address used for registration.

The QR is personal to each attendee, including valid Additional Presenters.

Illustration: sample interface to help you follow the step.

12. Offline Attendance - QR Check-in

1. Open the QR from your email or Participant Portal.
2. Show the QR to the committee.
3. The committee scans it using a camera or physical scanner.
4. A successful scan records Check-in and Attendance at the same time.

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12. Offline Attendance: QR Check-in

Show the QR from your email or portal. The committee scans it and attendance is recorded automatically.

Your QR Check-in



Sample Presenter
Status: Not Checked In

QR Check-in Scanner



CHECK-IN SUCCESSFUL

Sample Presenter | Presenter | 09:21 WITA
Attendance recorded.

Scanning the same person again does not create duplicate attendance.

Illustration: sample interface to help you follow the step.

13. Backup: Manual Attendance

1. If the QR cannot be scanned or the scanner fails, provide your name/email to the committee.
2. The committee can record attendance manually.
3. The result is stored in the same attendance record.

13. Backup option: Manual Attendance

If scanning fails, the committee can search for the attendee and record attendance manually.

Manual Attendance

Search name / email

Sample Presenter

Search

Sample Presenter

presenter@example.com | Offline Presenter

Mark Attendance

Use this only if the QR cannot be scanned or the scanner is unavailable.

You do not need to register again because of a scanner problem.

Illustration: sample interface to help you follow the step.

14. Online Attendance

1. Open the Attendance Portal from your email.
2. Make sure the attendance window is active.
3. Click Confirm Attendance.
4. Wait until the success status appears.

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14. Online Attendance

Online attendees open the Attendance Portal when the attendance window is active.

Online Attendance

IC-GOVCAP 2026

Sample Presenter

Online Presenter

The attendance window is open. Confirm your attendance below.

Confirm Attendance

Online Presenters/Participants do not use a physical QR Check-in.

Illustration: sample interface to help you follow the step.

15. Confirm Attendance Success

1. Make sure the page shows Attendance Successful or an equivalent success status.
2. You do not need to submit attendance again.
3. Keep your email and portal link until the conference process is complete.

15. Confirm that attendance was successful

Keep the success status as confirmation. The certificate follows the release schedule set by the committee.



ATTENDANCE SUCCESSFUL

Sample Presenter

13 November 2026 | 09:21 WITA

Your attendance has been recorded. You do not need to submit attendance again.

Certificate download becomes available according to the release schedule set by the committee.

After attendance, a certificate may already be prepared by the system but becomes downloadable only according to the release schedule set by the committee.

Illustration: sample interface to help you follow the step.

Checklist Before the Conference

Checklist	Offline Presenter	Online Presenter	Offline Participant	Online Participant
Registration submitted	OK	OK	OK	OK
Confirmation email saved	OK	OK	OK	OK
Participant Portal opens	OK	OK	OK	OK
Abstract accepted / LoA	OK	OK	-	-
Final Full Paper	OK	OK	-	-
QR Check-in available	OK	-	OK	-
Attendance link available	OK	OK	OK	OK

Need help? If you experience problems with registration, submission, payment, portal access, or attendance, use the committee contact button on the IC-GOVCAP 2026 website.

[Open IC-GOVCAP 2026 Website](#)