



# REGISTRATION MANUAL

## *For Conference Delegates*

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## A. SINGLE DELEGATE PASS REGISTRATION

### STEP 1: Registration Process

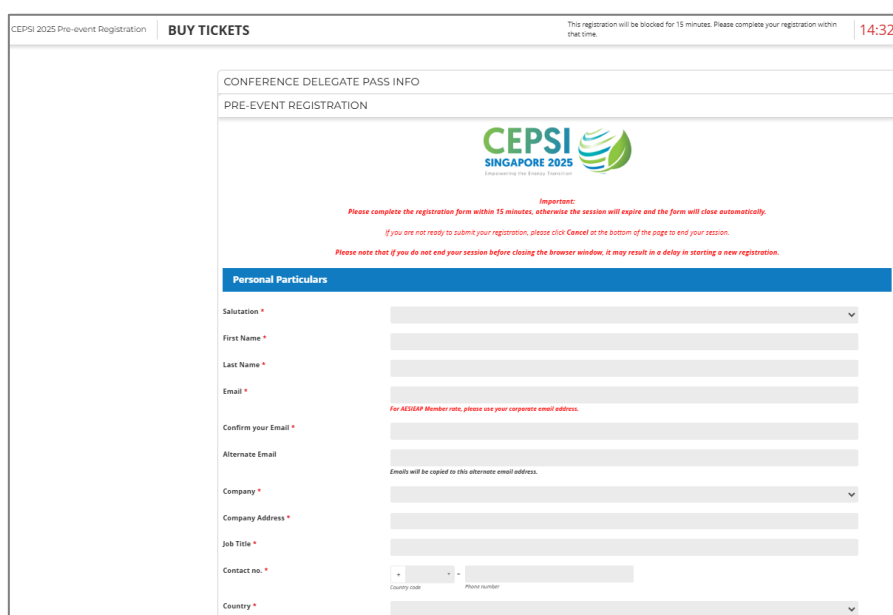
1.1 Visit <https://aesieap.com/conference-delegate-pass-registration/>

#### 1.2 Account Setup and Verification

a) **Pre-verification**

Complete all the mandatory fields in the Pre-event Registration page.

**Important:** Please use your corporate email in the Main Email contact field if you are an AESIEAP member to enjoy the exclusive member rate.

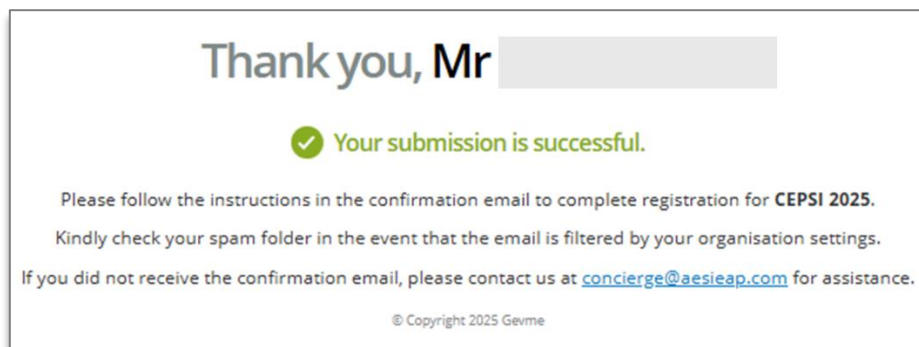


Enter an **'Alternate email'** if you wish to receive a backup copy of your registration confirmation.

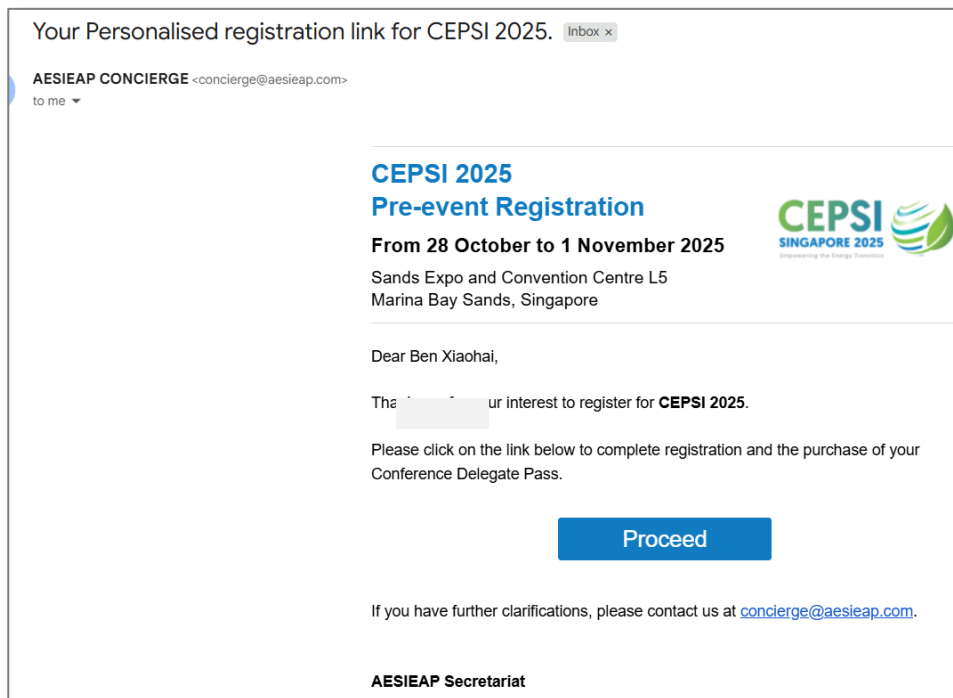
**Note:** The form must be completed within 15 minutes. Upon expiry, you will need to start the registration process again.

b) **Email Confirmation and Personalised Link**

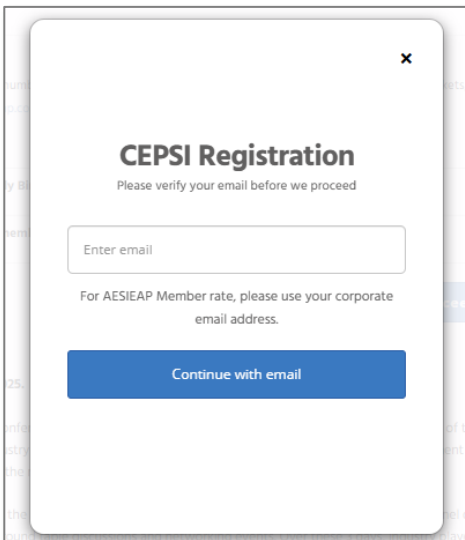
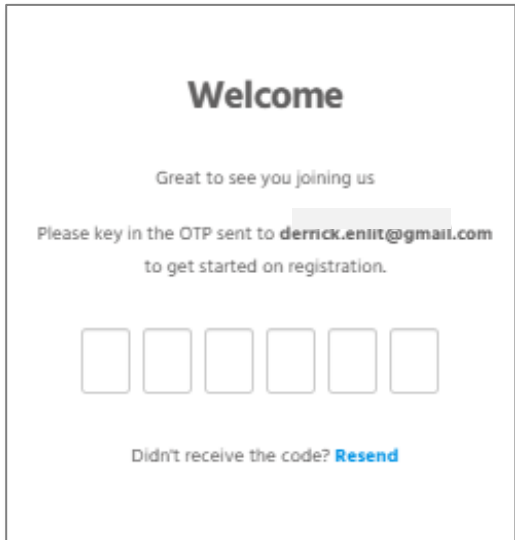
After submitting the form, you will receive a confirmation message as below.

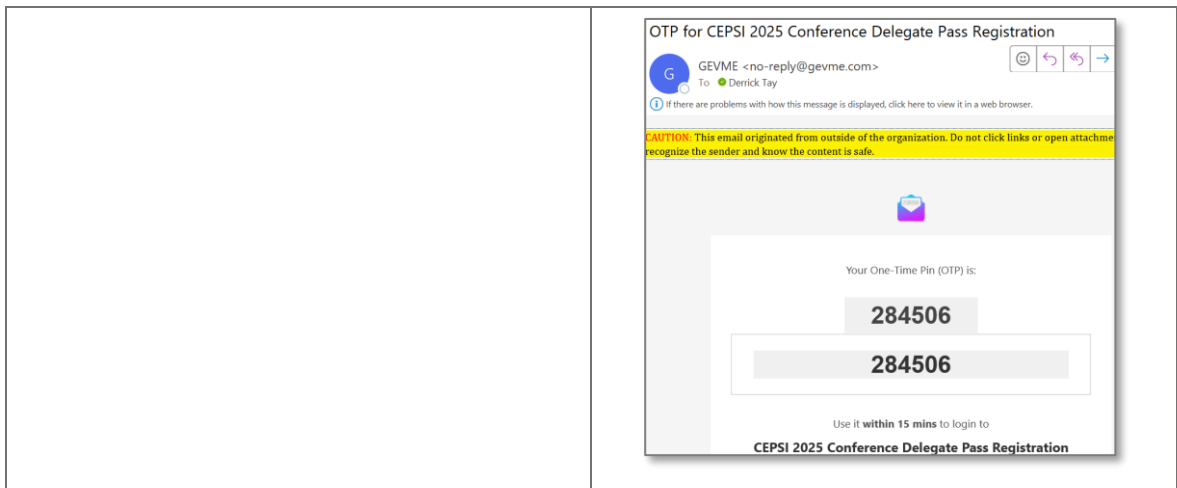


Check your mailbox for a confirmation email that contains your **personalised registration link**.  
Click the **'Proceed'** button in the confirmation email:



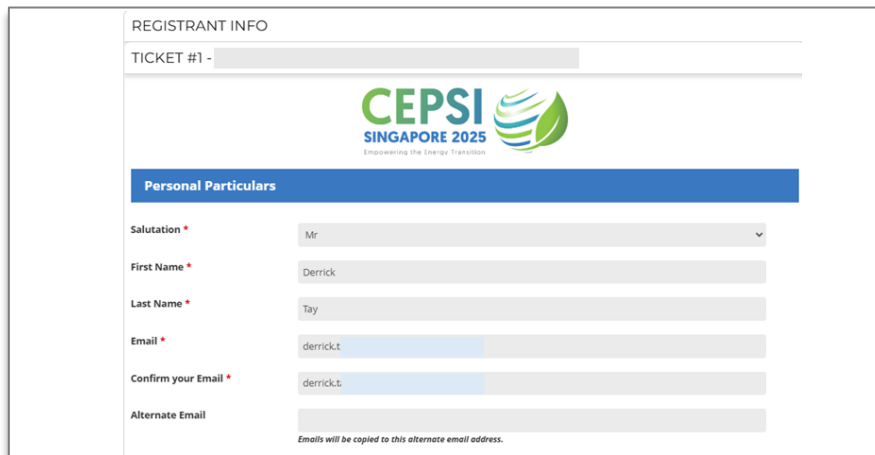
## c) Email Verification via OTP (One-Time PIN)

<p>Enter the same Main Email address you provided earlier in the pop-up window.</p>	<p>An email containing your <b>6-digit</b> One-Time PIN [OTP] will be sent to your Main Email address*. Enter the OTP to complete your email verification.</p>
 <p>The pop-up window is titled "CEPSI Registration" and asks the user to "Please verify your email before we proceed". It has a text input field for "Enter email" and a blue button labeled "Continue with email". A note below the input field says: "For AESIEAP Member rate, please use your corporate email address."</p>	 <p>The screen is titled "Welcome" and says "Great to see you joining us". It asks the user to "Please key in the OTP sent to <a href="mailto:derrick.enit@gmail.com">derrick.enit@gmail.com</a> to get started on registration." Below this is a row of six empty boxes for entering the OTP. At the bottom, it says "Didn't receive the code? <a href="#">Resend</a>".</p>



*\*If you do not receive the OTP, please check your spam or junk folder*

Upon successful verification, you will be taken back to the Conference Delegate Pass Registration form with your details pre-filled.



## 1.3 Pass Type Confirmation

The system will automatically apply the correct pass type based on your registered email address. There are two different pass categories:

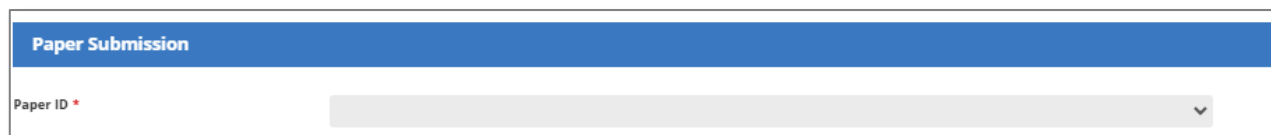
- **AESIEAP Members** – For delegates from all AESIEAP Member companies
- **Non-Member (Public)** – For all other delegates

**Important:** For AESIEAP member organisations, the member rate is only applicable if you register with your corporate email address. [Click here](#) for list of member companies.

## STEP 2: Registration Form Submission

### Paper ID Selection (for Presenting Authors only)

This section only applies to the **presenting author** of an accepted CEPSI 2025 paper. *Co-authors who are **not presenting** can skip this step and register as a regular delegate.*



#### a) Additional Instructions for Presenting Authors

##### i. Registration Deadline for Authors

Each accepted paper must have one registered presenting author by **14 September 2025** to confirm a presentation slot.

##### ii. CMT Primary Contact Requirement

The presenting author must also be the Primary Contact Author listed in the [CMT Portal](#).



AUTHORS*					
You may add your coauthors.					
Primary Contact	Email	First Name	Last Name	Organization	Country/Region
<input checked="" type="radio"/>	example@test.com	example	example	example	Singapore
<input type="radio"/>	example_2@test.com	example	example	example	Singapore

If you need to change the presenting author, please contact the Technical Programme Committee at [submissionsupport@aesieap.com](mailto:submissionsupport@aesieap.com) before proceeding with registration.

##### iii. Email and Paper ID Matching

The registration system will only display Paper IDs linked to the email address used in your CMT account.

**If your Paper ID does not appear**, please check that you are:

- using the same email address as your CMT account
- set as the Primary Contact Author for that paper (as stated in (ii) above)

##### iv. Registration and Paper Presentation Policy

Each presenting author can **only register for one accepted paper**. If you are presenting more than one paper, you must register separately for each additional paper.

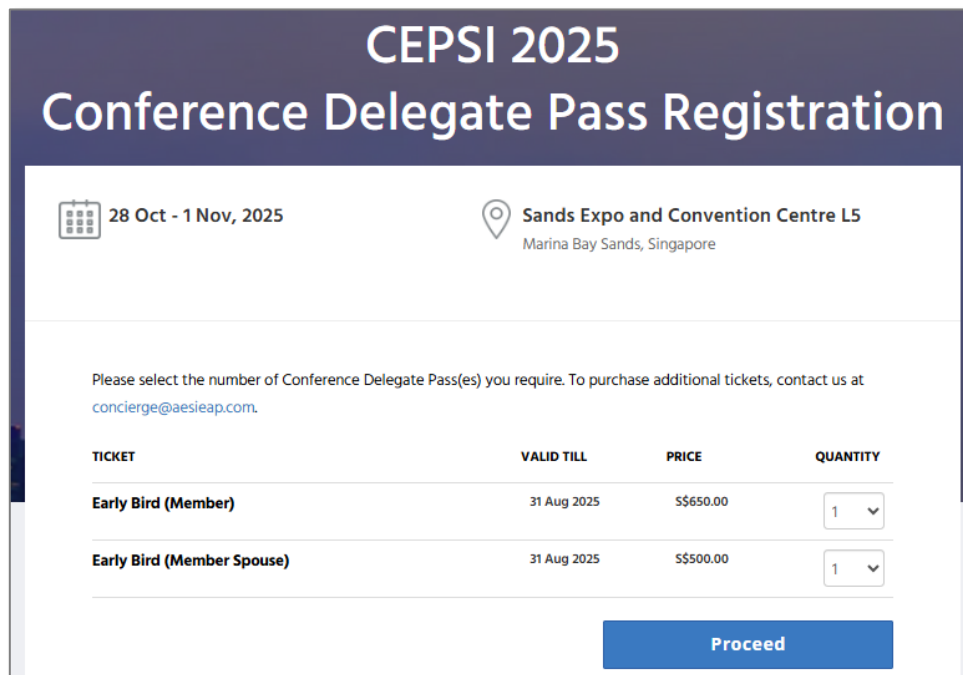
### STEP 3 (Optional) Spouse Pass

CEPSI 2025 delegates may register a spouse to attend selected social functions. The Spouse Pass includes access to:

- Welcome Reception [28 October 2025]
- CEPSI Dinner [29 October 2025]

#### 3.1 Registering for a Spouse Pass

When completing your own delegate registration, you may opt to include a Spouse Pass.



The screenshot shows the registration interface for CEPSI 2025. At the top, it says 'CEPSI 2025 Conference Delegate Pass Registration'. Below this, the dates '28 Oct - 1 Nov, 2025' and the venue 'Sands Expo and Convention Centre L5, Marina Bay Sands, Singapore' are displayed. A note asks the user to select the number of passes and provides contact information for additional tickets. A table lists two ticket options: 'Early Bird (Member)' and 'Early Bird (Member Spouse)', both valid until 31 Aug 2025. The prices are S\$650.00 and S\$500.00 respectively. Each row has a quantity dropdown set to 1. A blue 'Proceed' button is at the bottom right.

TICKET	VALID TILL	PRICE	QUANTITY
Early Bird (Member)	31 Aug 2025	S\$650.00	1
Early Bird (Member Spouse)	31 Aug 2025	S\$500.00	1

You will then be prompted to provide the following information:

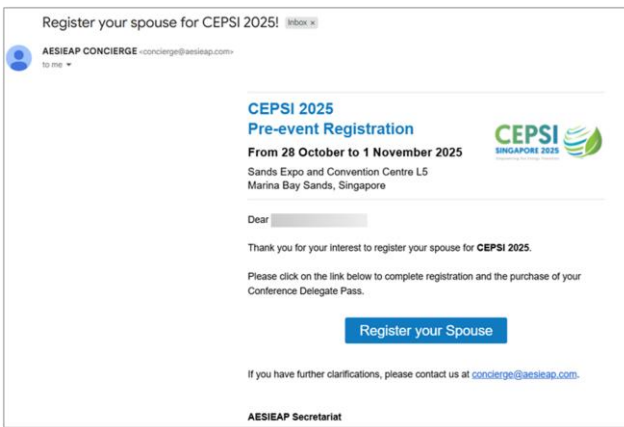
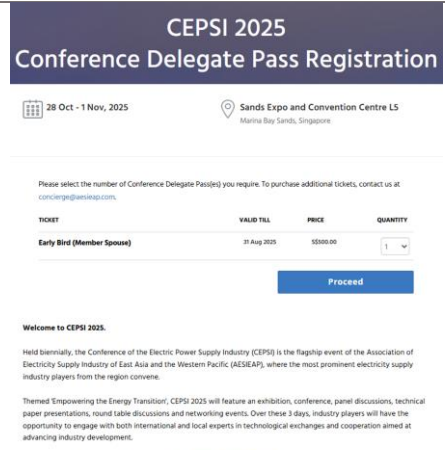
- Full Name (as per ID)
- Dietary requirements (if attending CEPSI Dinner)
- Spouse's email address (recommended, to receive QR code and event updates)

Once submitted, the registration confirmation email will show both the main delegate and spouse pass in the invoice and include QR codes for badge collection on-site.

## 3.2 Adding Spouse After Registration

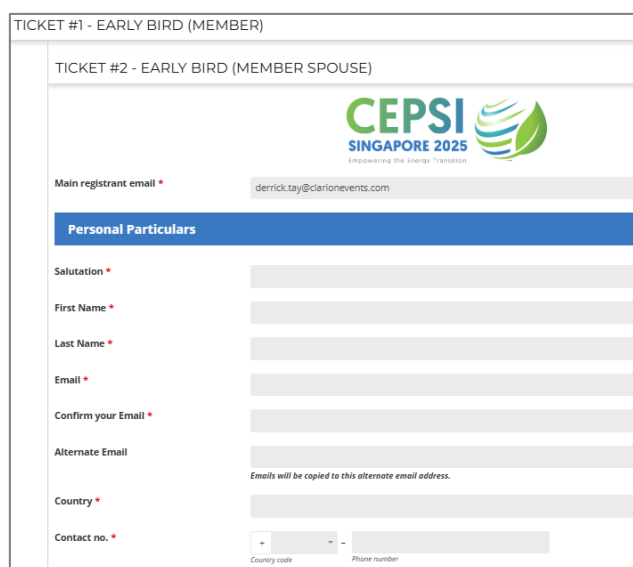
If you did not select the Spouse Pass during your original registration, you may still do so later by sending an email to [concierge@aesieap.com](mailto:concierge@aesieap.com) with your request.

The AESIEAP Concierge will respond with a personalised link to the Spouse Registration form.

<p>1) Click on <b>'Register your Spouse'</b></p>	<p>2) Click on <b>'Proceed'</b> for Member Spouse registration:</p>
	

## 3.3 Complete the Spouse Registration form and dietary requirements

**Important:** The spouse's **email address must be different** from the main registrant's email.



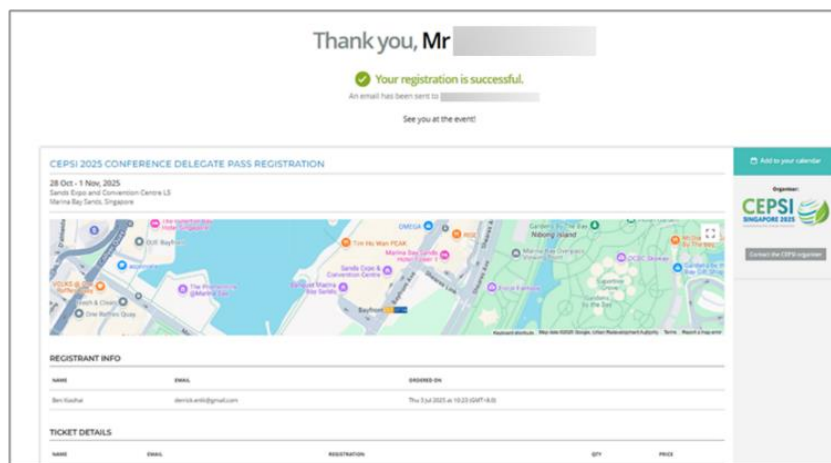
Once submitted, your spouse will receive a confirmation email with his/her QR code for badge collection. This addition will also be reflected in the updated invoice sent to your registered email.

## STEP 4: Payment

Once you have completed all required fields, click submit to proceed to payment. The following payment methods are accepted:

- Credit Card (Visa, MasterCard, American Express)
- WeChat Pay
- Alipay

Upon successful payment, you will see a confirmation message:



### 4.1 Confirmation Email and On-site Instructions

A confirmation email will be sent to your registered email address which will include the:

- Invoice
- QR code for on-site badge collection

Please keep this email accessible. The QR code must be presented at the CEPSI 2025 Registration Counter to collect your delegate badge.

If you do not receive the confirmation email within a few minutes of payment, please check your spam or junk folder, or contact [concierge@aesieap.com](mailto:concierge@aesieap.com) for assistance.

## STEP 5: Update Registration Details

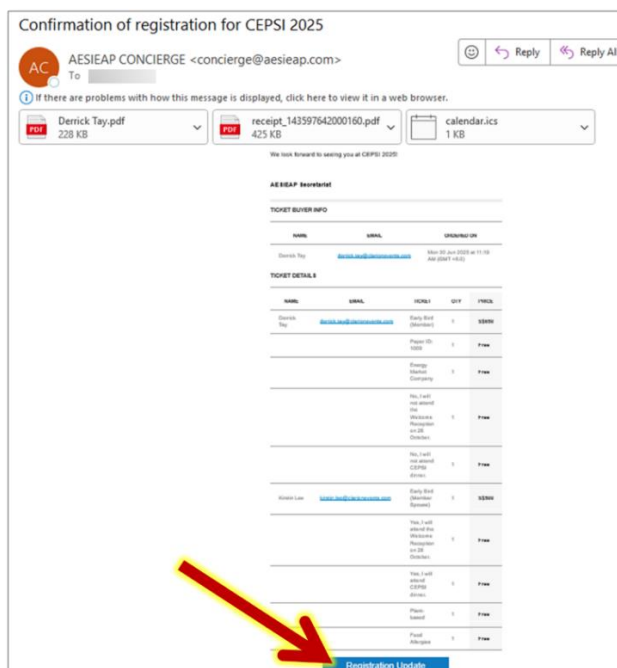
To make changes to your registration after submission, please use the personalised link provided in your confirmation email. **All changes must be made by 10 October 2025.**

**Only the following items can be modified:**

- ✓ Welcome Reception
- ✓ CEPSI Dinner + dietary requirements
- ✓ Technical Visit Site selection (Changes to be made by 26 September 2025)

## 5.1 Open Confirmation Email

In your confirmation email from the AESIEAP Concierge, click **'Registration Update'**.



## 5.2 One-Time PIN (OTP) Verification

For security purposes, a 6-digit OTP will be sent to your registered email. Enter the OTP when prompted to verify your identity.

## 5.3 Make and Save Changes

At the 'Delegate Pass Registration Page', make the necessary updates and click **'Save'** to confirm them.

CEPSI 2025 Conference Delegate Pass Registration Update

Save



Personal Particulars

Salutation \*  
Ms

First Name \*  
Kirstin

Last Name \*  
Lee

Email \*  
kirstin.lee@clarionevents.com

Welcome Reception Attendance

Will you be attending the Welcome Reception on 28 October? \*  
☐ Yes, I will attend the Welcome Reception on 28 October.  
☒ No, I will not attend the Welcome Reception on 28 October.

Dietary Requirement

Will you be attending CEPSI dinner? \*  
☐ Yes, I will attend CEPSI dinner.  
☒ No, I will not attend CEPSI dinner.  
To minimise food wastage, we would appreciate your confirmation of attendance.

Updates made to order

New total for Order #1571986251	\$51,150.00
New Amount due	\$50.00

REMOVED ITEMS

Yes, I will attend the Welcome Reception on 28 October.	\$50.00
Yes, I will attend CEPSI dinner.	\$50.00
Plant-based	\$50.00
Food Allergies	\$50.00

ADDED ITEMS

No, I will not attend CEPSI dinner.	\$50.00
No, I will not attend the Welcome Reception on 28 October.	\$50.00

Current order status

This ticket is part of Order #1571986251

Current total for Order #1571986251	\$51,150.00
Amount paid	\$51,150.00
Amount due	\$50.00

-- End of Single Delegate Pass Registration --

## B. GROUP REGISTRATION

For purchasing multiple passes, the Group Registration process will require two roles:

- B.1 Main **Liaison** – the main contact person for the group passes
- B.2 **Redeemer** – individual delegates who will complete their registration using a redemption code

### B.1 Main Liaison

#### STEP 1: Request Group Registration and Access Unique Link


To initiate a group registration, the Main Liaison will email a request to [concierge@aesieap.com](mailto:concierge@aesieap.com) with the following details:


- 1) Organisation Name
- 2) Main Liaison's Full Name
- 3) Main Liaison's Corporate Email Address
- 4) Number of delegate passes required.

The AESIEAP Concierge will respond with a unique Main Liaison Access Link. This link will automatically reflect the correct delegate pass pricing (**AESIEAP Member or Non-Member rate**).

**Members of AESIEAP**

### CEPSI 2025 Group Registration

 28 Oct - 1 Nov, 2025

 Sands Expo and Convention Centre L5  
Marina Bay Sands, Singapore

Please select the number of Conference Delegate Pass(es) you require. For purchases above 10 Passes, kindly contact us at [concierge@aesieap.com](mailto:concierge@aesieap.com).

TICKET	VALID TILL	PRICE	QUANTITY	
<b>Early Bird (Member)</b> <small>*Redemption strictly for Members Only.</small>	31 Aug 2025	S\$650.00	1	<input type="button" value="Buy"/>

**Welcome to CEPSI 2025.**

Held biennially, the Conference of the Electric Power Supply Industry (CEPSI) is the flagship event of the Association of Electricity Supply Industry of East Asia and the Western Pacific (AESIEAP), where the most prominent electricity supply industry players from the region convene.

Themed 'Empowering the Energy Transition', CEPSI 2025 will feature an exhibition, conference, panel discussions, technical paper presentations, round table discussions and networking events. Over these 3 days, industry players will have the opportunity to engage with both international and local experts in technological exchanges and cooperation aimed at advancing industry development.

For event related enquiries, please contact us at [concierge@aesieap.com](mailto:concierge@aesieap.com).

## Non-Members of AESIEAP (Public)

### CEPSI 2025 Group Registration

28 Oct - 1 Nov, 2025

Sands Expo and Convention Centre L5

Marina Bay Sands, Singapore

Please select the number of Conference Delegate Pass(es) you require. For purchases above 10 Passes, kindly contact us at [concierge@aesieap.com](mailto:concierge@aesieap.com).

TICKET	VALID TILL	PRICE	QUANTITY	
Early Bird (Non-member)	31 Aug 2025	\$5750.00	1	<div>Buy</div>

**Welcome to CEPSI 2025.**

Held biennially, the Conference of the Electric Power Supply Industry (CEPSI) is the flagship event of the Association of Electricity Supply Industry of East Asia and the Western Pacific (AESIEAP), where the most prominent electricity supply industry players from the region convene.

Themed 'Empowering the Energy Transition', CEPSI 2025 will feature an exhibition, conference, panel discussions, technical paper presentations, round table discussions and networking events. Over these 3 days, industry players will have the opportunity to engage with both international and local experts in technological exchanges and cooperation aimed at advancing industry development.

For event related enquiries, please contact us at [concierge@aesieap.com](mailto:concierge@aesieap.com).

## STEP 2: Purchasing Delegate Passes (Group Purchase)

### 2.1 Accessing the Registration Portal

Click on the [Main Liaison Access Link](#) to access the Group Registration page. Select the Quantity of passes from the dropdown.

### 2.2 Account Setup and Verification

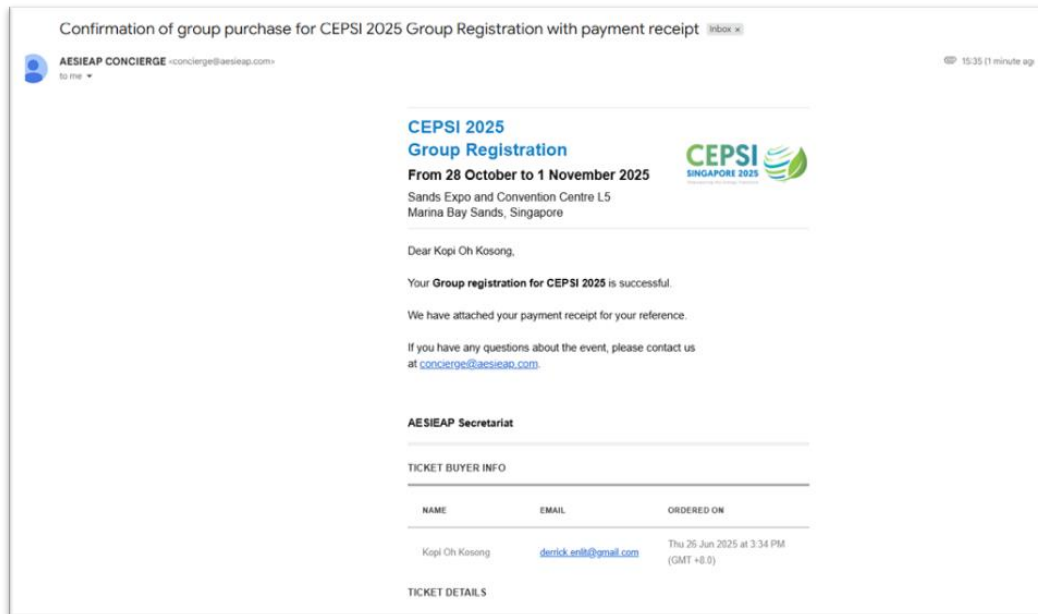
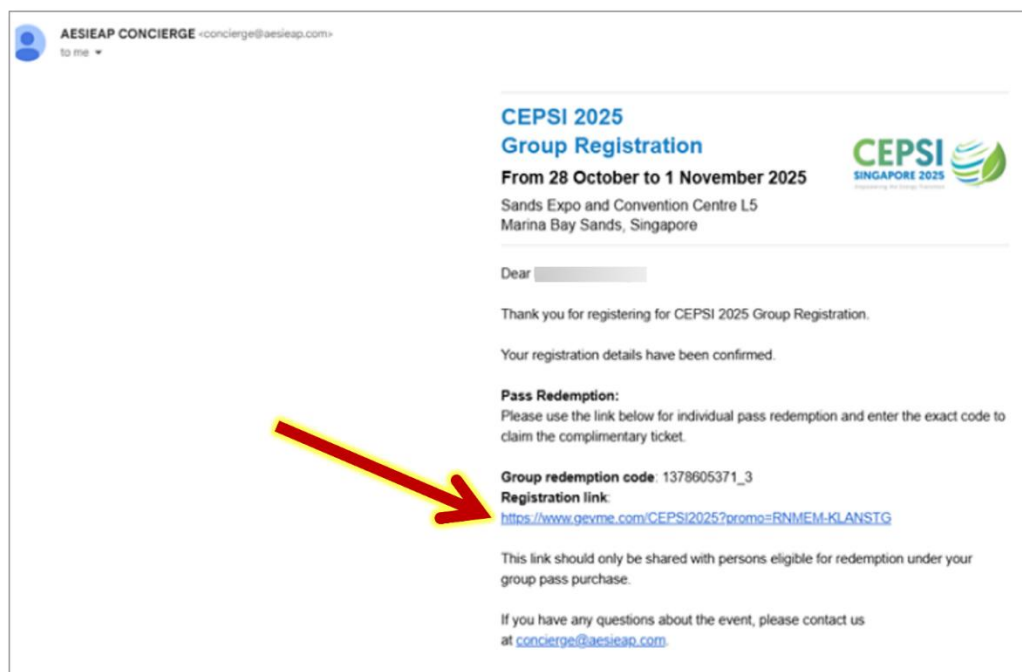
- Email Verification via OTP (One-Time PIN) - [Refer to image guide here](#)
- Complete the Main Liaison Registration Form

Upon successful email verification, complete all required fields and click submit to proceed to payment.

## STEP 3: Payment

Upon successful payment ([See accepted payment methods](#)), the Main Liaison will receive **confirmation emails with the invoice and the Redemption Codes** for the individual delegates:

☆ AESIEAP CONCIERGE	Confirmation of group purchase for CEPSI 2025 Group Registration with redemption code - CEPSI 2025 Group Registration From 28 October to 1 Nov...	15:35
☆ AESIEAP CONCIERGE	Confirmation of group purchase for CEPSI 2025 Group Registration with payment receipt - CEPSI 2025 Group Registration From 28 October to 1 Nov...	15:35

**Email 1: 'Confirmation of group purchase for CEPSI 2025 Group Registration with payment receipt'****Email 2: 'Confirmation of group purchase for CEPSI 2025 Group Registration with redemption code'**

[Forward Email 2 to each delegate so they can register individually using their unique code.]

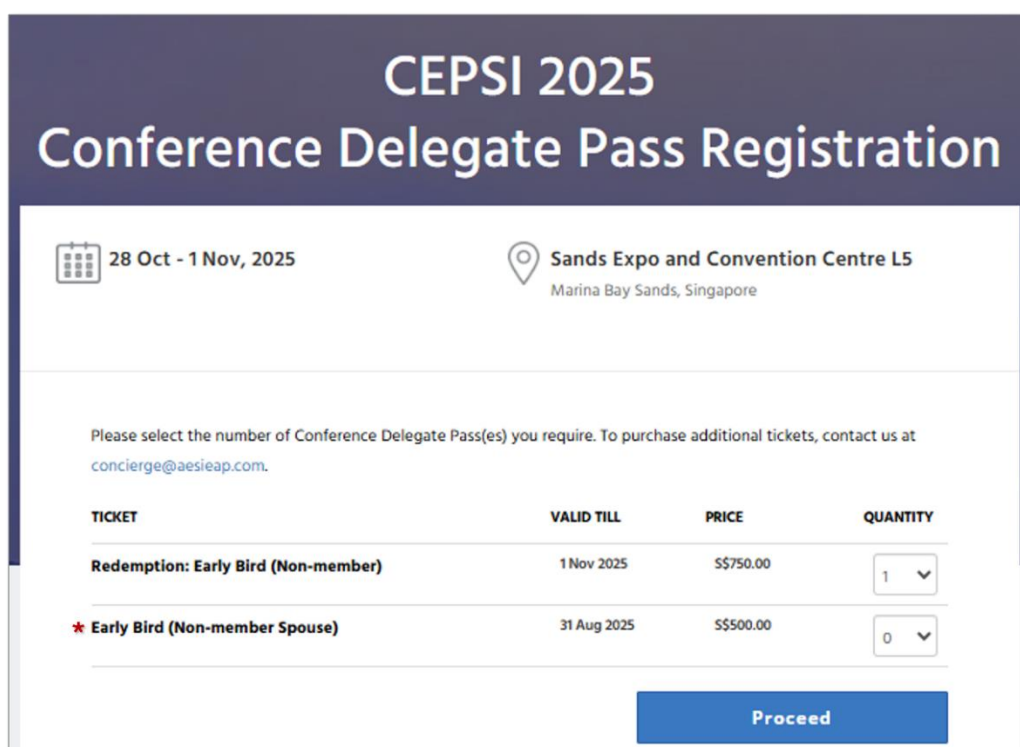
## B.2 Redeemer (Individual Delegate)

The Main Liaison will receive a set of unique Redemption Codes (one code per delegate pass) sent to the corporate email.

**Note:** Codes should only be shared with confirmed delegates. They cannot be used more than once.

### STEP 1: Accessing the Registration Link

Open the unique registration link provided by your Main Liaison to access the CEPSI 2025 Conference Delegate Pass Registration page:



The screenshot shows the registration page for CEPSI 2025. At the top, it says 'CEPSI 2025 Conference Delegate Pass Registration'. Below this, it shows the dates '28 Oct - 1 Nov, 2025' and the location 'Sands Expo and Convention Centre L5, Marina Bay Sands, Singapore'. A message asks the user to select the number of Conference Delegate Pass(es) they require, with a link to 'concierge@aesieap.com' for additional tickets. Below this is a table with columns: TICKET, VALID TILL, PRICE, and QUANTITY. The table lists two options: 'Redemption: Early Bird (Non-member)' with a valid till date of 1 Nov 2025, a price of S\$750.00, and a quantity of 1; and '★ Early Bird (Non-member Spouse)' with a valid till date of 31 Aug 2025, a price of S\$500.00, and a quantity of 0. A 'Proceed' button is located at the bottom right of the table.

TICKET	VALID TILL	PRICE	QUANTITY
Redemption: Early Bird (Non-member)	1 Nov 2025	S\$750.00	1
★ Early Bird (Non-member Spouse)	31 Aug 2025	S\$500.00	0

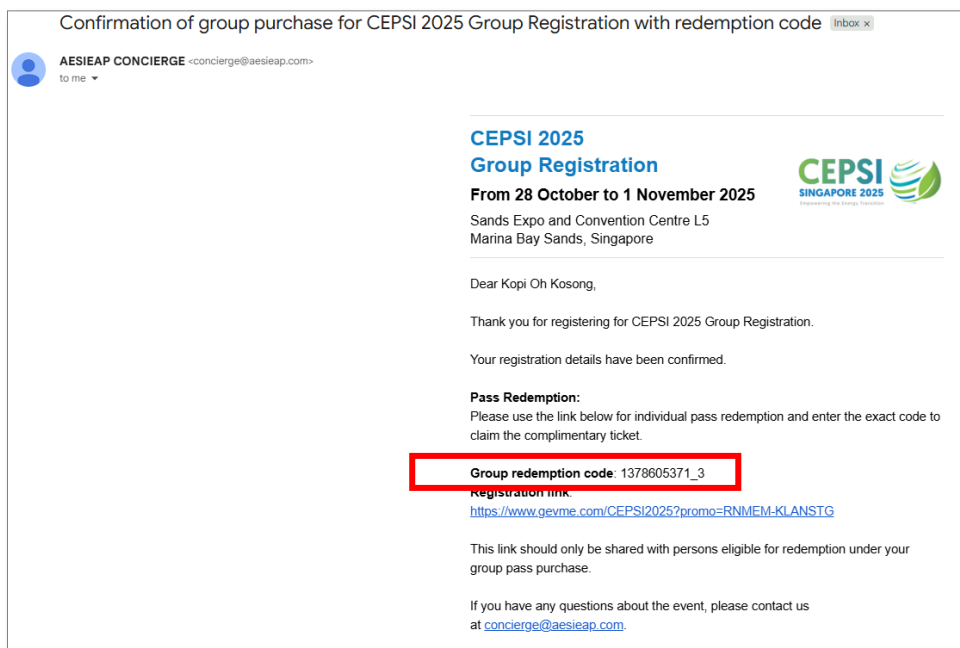
### STEP 2: Completing the Registration Form

#### 2.1 Account Setup and Verification

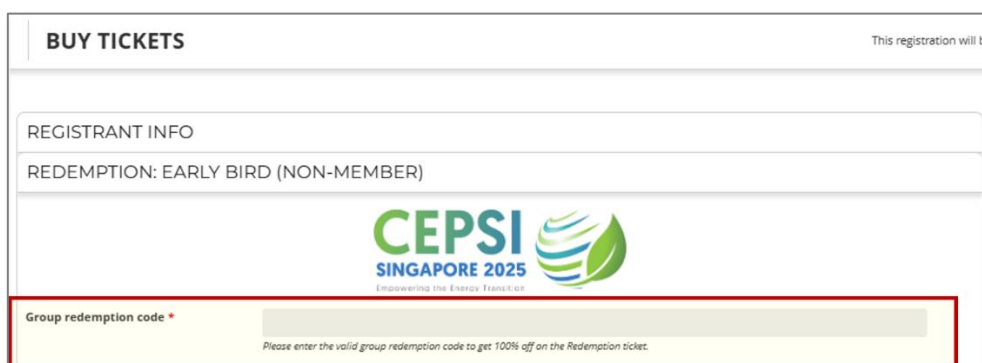
- Email Verification via OTP (One-Time PIN) – [Refer to image guide here](#)
- Upon successful verification, you will be taken to the Conference Delegate Pass Registration Form with your details pre-filled.

## 2.2 Group Redemption Code

**Important:** Copy the **unique Group Redemption Code** provided in the email from the Main Liaison.



- a) Paste it into the **“Group Redemption Code”** field in the Registration form.



**BUY TICKETS** This registration will be

REGISTRANT INFO

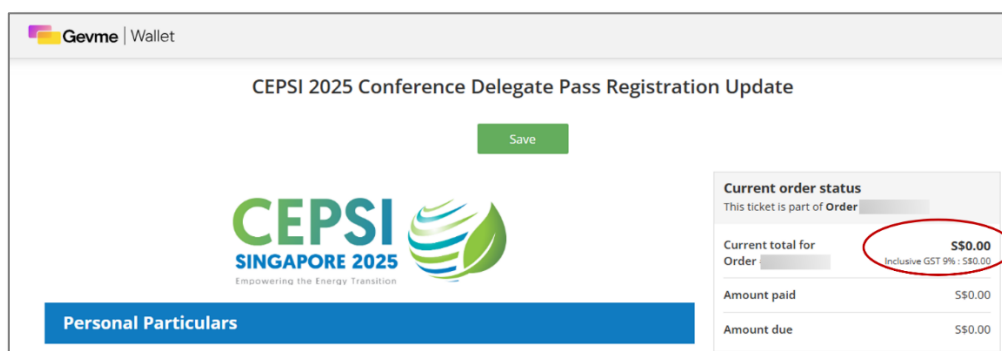
REDEMPTION: EARLY BIRD (NON-MEMBER)

**CEPSI SINGAPORE 2025**  
Empowering the Energy Transition

**Group redemption code \***

Please enter the valid group redemption code to get 100% off on the Redemption ticket.

- b) Once validated, the **payable amount in your cart will update to SGD \$0.**



**Gevme | Wallet**

**CEPSI 2025 Conference Delegate Pass Registration Update**

Save

**CEPSI SINGAPORE 2025**  
Empowering the Energy Transition

**Personal Particulars**

**Current order status**  
This ticket is part of Order

Current total for Order	<span style="border: 2px solid red; border-radius: 50%; padding: 2px;">S\$0.00</span> <small>Inclusive GST 9% : S\$0.00</small>
Amount paid	S\$0.00
Amount due	S\$0.00

## 2.3 Registration Form Submission

### Paper ID Selection (for Presenting Authors only)

This section only applies to the **presenting author** of an accepted CEPSI 2025 paper.

**See instructions for Presenting Authors**, otherwise co-authors who are **not presenting** can skip this step and register as a regular delegate.

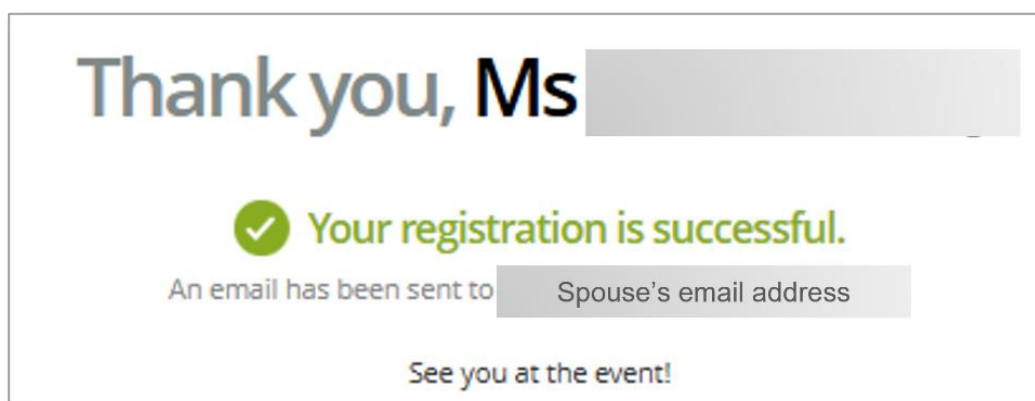
## STEP 3: (Optional) Spouse Pass

**See Spouse Pass registration instructions**

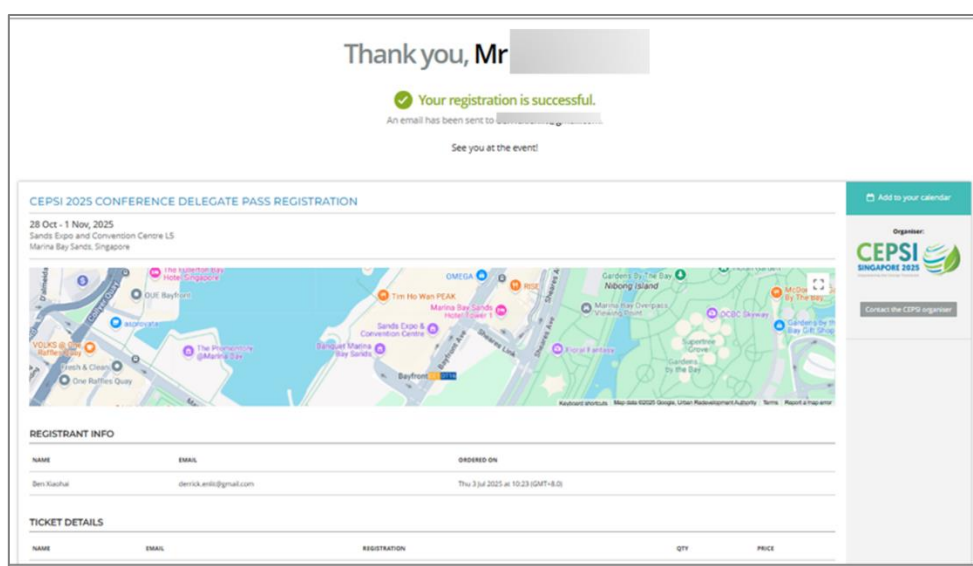
## STEP 4: Payment (if Spouse Pass added)

**See accepted payment methods**

Upon successful payment, a confirmation message will be shown, and an email will be sent to the spouse's email address.



If no Spouse Pass was added, no payment will be required. The Group Redemption Code will automatically zero out the base delegate fee, and registration is complete:



Thank you, Mr [REDACTED]

✓ Your registration is successful.

An email has been sent to [REDACTED]

See you at the event!

**CEPSI 2025 CONFERENCE DELEGATE PASS REGISTRATION**

28 Oct - 1 Nov, 2025  
Sands Expo and Convention Centre L5  
Marina Bay Sands, Singapore

**REGISTRANT INFO**

NAME	EMAIL	ORDERED ON
Ben Kachal	derrick.anti@gmail.com	Thu 3 Jul 2025 at 10:23 (GMT+8:0)

**TICKET DETAILS**

NAME	EMAIL	REGISTRATION	QTY	PRICE
------	-------	--------------	-----	-------

**Map:** A map of the Marina Bay Sands area showing the Sands Expo and Convention Centre, Sands Expo & Convention Centre L5, and Sands Expo & Convention Centre L6. The map also shows the surrounding area including the Marina Bay Sands Hotel, Sands Expo & Convention Centre, and Sands Expo & Convention Centre L5.

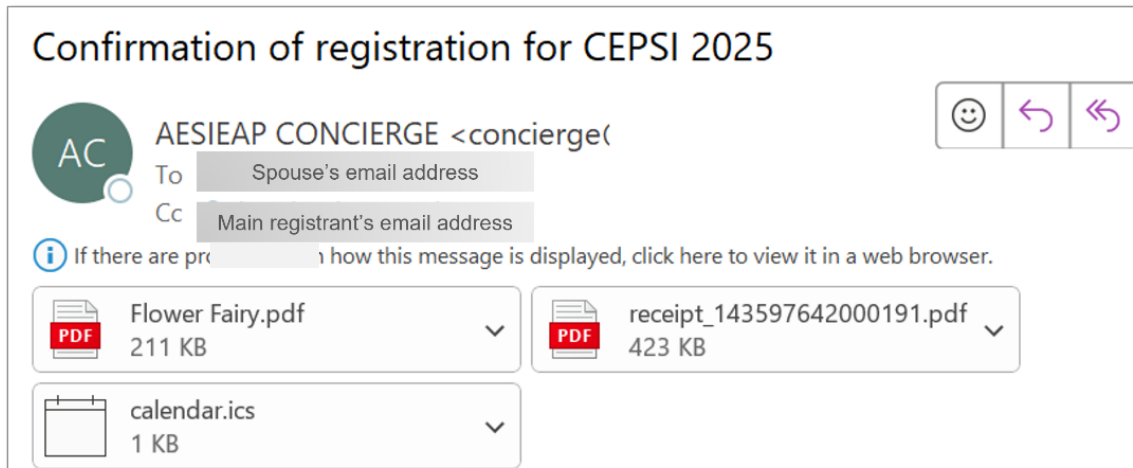
**Organiser:** CEPSI SINGAPORE 2025

**Add to your calendar**

**Contact the CEPSI organiser**

**STEP 5: Confirmation Email and On-site Instructions** ([Click here to view](#))

A separate confirmation email will also be sent to your spouse, containing their individual QR code for badge collection.



If you do not receive the confirmation email within a few minutes of payment, please check your spam or junk folder, or contact us at [concierge@aesieap.com](mailto:concierge@aesieap.com) for assistance.

**STEP 6: Updating Registration Details** ([See how to update registration details](#))

-- End of Group Registration --

**Contact and Support**

Please contact the CEPSI 2025 Organising Committee at [concierge@aesieap.com](mailto:concierge@aesieap.com) for any enquiries or assistance.