ExCEL Activity Report

Cyberlympics 2022

Name : Muhammad Riyaaz Bin Kamal

Matric Number : A21EC0092

Programme: Bachelor of Computer Science (Computer Network and Security)

Academic Advisor : Ts. Dr. Siti Hajar Binti Othman

Programme Information

Date 18 January 2023 – 21 January 2023

Venue : : Faculty of Computing, UTM

Organizer : Persatuan Mahasiswa Sains Komputer (PERSAKA)

Position / Role in Activities : Committee Member (Registration Unit)

Graduate Attributes

1. Communication Skills
2. Global Citizen
3. Leadership Skills

Justification in Joining the Activities

The primary reason I decided to join the Cyberlympics 2023 as a committee member is my genuine passion for the event's purpose, goals, or theme. The event aligns closely with my personal and professional interests, and I believe in the positive impact it can make within its target audience or industry. As a committee member, I have contributed to the realization of these goals and to work alongside like-minded individuals who share the same passion.

The Graduate Attributes that are Focused On

As a committee member, I engaged in frequent communication with team members and participants. This event provides a platform to enhance my written and verbal communication skills, including active listening, effective presentation, and concise messaging. Clear and compelling communication is crucial for coordinating tasks, conveying information, and building relationships.

This event helps me to obtain global citizen attribute. I had the opportunity to engage with individuals from diverse backgrounds and cultures, fostering a global perspective

Lastly, this event helps me to develop leadership skills. Being a committee member enables me to cultivate leadership and teamworking skills. I collaborated with diverse individuals, delegate tasks, and coordinate efforts to achieve common goals.

Content of the Activities

1. Designing Registration Forms:

My first task is to design comprehensive and user-friendly registration forms. These forms should collect essential participant information, including personal details, contact information and any specific requirements or preferences.

2. Managing Registration Data:

As participants register for the event, I responsible for managing the registration data. This includes regularly checking the registration database, reviewing the submitted forms for accuracy and completeness, and contacting participants for any missing information or clarifications.

3. Coordinating On-site Registration:

During the event, I oversee on-site registration for participants who may not have completed the online registration process. This involves setting up registration counters, verifying participant information, and issuing identification badges or event materials.

4. Distributing E-Certificates:

Once the event is successfully concluded, it's time to distribute e-certificates to the participants. Generate electronic certificates that recognize participants' attendance, contributions, or achievements during the event.

Self-Reflection

Participating in the event as a committee member responsible for registration and e-certificate distribution has provided me with valuable insights and opportunities for personal growth. Reflecting on my experience, I would like to share my observations regarding the impact of the activities on the development of students' graduate attributes, my own strengths in carrying out these tasks, and the challenges I encountered and overcame throughout the process.

1. Impact of the Activities on the Development of Graduate Attributes:

Communication Skills: Engaging with participants throughout the registration process has enhanced my ability to communicate effectively. Clear and concise communication was essential for providing instructions, addressing inquiries, and ensuring participants felt informed and supported.

Leadership and Teamworking Skills: Collaborating with other committee members and coordinating with volunteers during on-site registration demonstrated my leadership and teamworking skills. Effective delegation, clear instructions, and fostering a positive team environment were crucial in ensuring a smooth registration experience.

Global Citizen: Interacting with participants from diverse backgrounds fostered a sense of global citizenship. Respecting cultural differences, appreciating diversity, and forging connections with individuals from different nationalities contributed to my growth as a global citizen.

2. Self-Strengths/Advantages towards the Activities:

Organizational Skills: My strong organizational skills allowed me to manage large volumes of registration data efficiently. I established a systematic approach to track and verify participant information, ensuring accuracy and timeliness.

Attention to Detail: Attention to detail was crucial in the registration process to ensure accurate data entry and a seamless participant experience. My ability to focus on the small but essential details helped avoid errors and maintain a high level of professionalism.

3. Challenges and How to Overcome:.

Time Management: Balancing various responsibilities within the registration process and meeting deadlines posed challenges in time management. To address this, I prioritized tasks, set realistic timelines, and delegated responsibilities effectively. I also implemented efficient communication channels to avoid delays.

Certificate/Proof of Event

Figure 1 : Certificate