

IBBM 13TH GRADUATION AND AWARDS CEREMONY
SATURDAY, MAY 22, 2010
TAMING SARI GRAND BALLROOM
THE ROYALE CHULAN HOTEL, KUALA LUMPUR

ADMINISTRATIVE DETAILS

Note: Please pay particular attention to the following details to ensure an orderly flow of events.

1. PROGRAMME

8.00 a.m. – 8.45 a.m. Registration of graduates and prize winners (Taman Mahsuri).
Graduates and prize winners to be seated in the Taming Sari Grand Ballroom after registration (by 8.45am)

8.45 a.m. – 9.30 a.m. **Compulsory briefing** for graduates and prize winners
(Taming Sari Grand Ballroom)

[10.05 a.m. : All graduates, guest of graduates and prize winners must be seated]

10.15 a.m. Commencement of Graduation and Awards Ceremony 2010

10.20 a.m. Welcome and Graduation Address by
YBhg Tan Sri Dato' Seri Azman Hashim
Chairman, Institut Bank – Bank Malaysia

Special Remarks by Guest of Honour
YBhg Tan Sri Dato' Sri Dr Zeti Akhtar Aziz
Governor, Bank Negara Malaysia

10.40 a.m. Presentation of:

- Certificate of Appreciation to Examination Committee Members
- Long Service Awards to IBBM's Resource Partners

10.55 a.m. Presentation of graduates and prize winners

11.50 a.m. Live Performance

11.55 a.m. Presentation of graduates

12.15 p.m. End of Ceremony
Followed by refreshments at Taman Mahsuri

Note: The above is subject to change without prior notice.

2. PUNCTUALITY

Please be **punctual**. Graduates and prize winners must register within the stipulated time frame (refer item 3 below) and their guests should be seated in the Taming Sari Grand Ballroom before 10.05 a.m. Please note that the Institute reserves the right to disallow late-comers from participating in the ceremony (refer to Appendix 3 for Hotel Map).

3. REGISTRATION

Registration counter is at Taman Mahsuri (refer to Appendix 5 for Hotel Layout). Please follow the directional signs to go to the relevant counter for your qualification.

Graduates and prize winners **must register** their attendance between **8.00 a.m. to 8.45 a.m.** Please register early to avoid last-minute rush. Upon registration, all graduates and prize winners will receive the following:

- ◆ **A colour-coded ribbon**

Please wear the ribbon at all times for identification purposes.

- ◆ **A graduate ticket with your name and designated seat number**

Please bring your graduate ticket to the compulsory briefing session and keep it with you at all times. You will be required to hold the graduate ticket while in queue to receive your certificate and pass it over to the Master of Ceremony (MC) to announce your name.

4. COMPULSORY BRIEFING

All graduates and prize winners **must** attend this briefing session which will commence at **8.45 a.m. sharp**.

Graduates and prize winners must be seated according to the seat number indicated on their respective registration cards. They will then be informed of the procession flow.

5. GUESTS

Guests need not register, but **must** present their invitation cards (attached with the registration confirmation letter, if applicable) outside the Taming Sari Grand Ballroom.

Children **below 10 years of age** will **not** be allowed into the Taming Sari Grand Ballroom.

6. DRESS CODE

Graduates and Prize Winners

Gentlemen : Plain dark blue or black suit, white shirt, tie, and dark-coloured shoes.

Ladies : Plain dark blue or black suit (skirt of knee length or below, or pants).

If you wish to wear traditional attire, please ensure it is appropriate for the occasion.

Please note that the Institute reserves the right to disallow improperly dressed graduates and prize winners to participate in the ceremony.

Guests

Formal dressing / Office attire

7. PHOTOGRAPHS

No cameras and video/digital camcorders are allowed in the Grand Ballroom.

The Institute has engaged a professional photographer to capture the event, including the receipt of certificates and examination prizes for each graduate and/or prize winner.

Each graduate and/or prize winner will be given one complimentary 4R-sized photograph, together with a CD of the said photograph. Your photo and CD will be sent via registered mail to the address provided in your registration form. Should there be a change in address, please fill up the form in Appendix 2 and fax it to the Institute at 03-2095 2322 by May 20, 2010.

IBBM will not be held liable for any photos and CDs that are lost or damaged in postal delivery.

8. PARKING

Parking is available at The Royale Chulan Hotel car park at a flat rate of RM8.00 per entry with validation. You may validate your parking token at our Customer Service Counter.

9. REFRESHMENTS

Graduates, prize winners and guests are invited for refreshments at the Taman Mahsuri after the ceremony.

10. HOTEL ACCOMMODATION

Accommodation is available at preferential rates of RM280++ (refer to Appendix 4 for Hotel Reservation Confirmation Form). All reservations must be made directly with The Royale Chulan Hotel. Please note that the Institute will not make any reservations on behalf of any graduate/prize winner.

SUMMARY OF EVENTS

Registration

8.00 a.m. – 8.45 a.m.

Taman Mahsuri

(Please follow the directional signs to go to the relevant counter for your qualification.)



Compulsory Briefing

8.45 a.m. – 9.30 a.m.

Taming Sari Grand Ballroom

(Please be seated according to the seat number on your ticket

Please remain seated from 9.45 a.m. to 10.15 a.m.)



Graduation and Awards Ceremony 2010

Commences at 10.15 a.m. sharp



Refreshments

12.15 p.m.

Taman Mahsuri