

## ADMINISTRATIVE DETAILS

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

### 1. AGENDA

- 8.00 a.m. – 8.45 a.m. Registration of graduates and prize winners.  
Graduates and prize winners to be seated in the Grand Ballroom after registration (by 8.45am).
- 8.45 a.m. – 9.15 a.m. **Compulsory briefing** for graduates and prize winners  
(at the Grand Ballroom – refer to Appendix 2B)

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

- 10.00 a.m. Commencement of Graduation and Awards Ceremony 2007  
◆ IBBM Multimedia Presentation
- 10.05 a.m. Welcome Address by  
*Dr Kamal Khir*  
*Chief Executive Officer, Institut Bank-Bank Malaysia*
- Graduation Address by  
*YBhg Tan Sri Dato' Sri Dr Zeti Akhtar Aziz*  
*Chairman, Institut Bank-Bank Malaysia*
- 10.20 a.m. Presentation of Certificates to graduates in the order of:  
◆ Diploma in Banking and Financial Services (DBFS)  
◆ Banking and Financial Services Certificate (BFSC)  
◆ Certificate in Offshore Financial Services and Administration (COFSA)  
◆ Certificate in Internal Auditing for Financial Institutions (CIAFIN)  
◆ Pasaran Kewangan Malaysia Certificate (PKMC)
- 10.40 a.m. Presentation of awards to DBFS, BFSC, COFSA and PKMC examination prize winners
- 10.50 a.m. Presentation of Certificates to graduates in the order of:  
◆ Certified Credit Professional (CCP)  
• CCP (Business)  
• CCP (Consumer)
- Presentation of Congratulatory Notes to graduates in the order of:  
◆ Commercial Credit Professional  
◆ Certified Documentary Credit Specialist (CDCS)
- 11.40 a.m. Presentation Ceremony:  
◆ Chairman's Awards  
◆ Certificate of Appreciation to Examiners, Reviewers and Exam Committee Members  
◆ Token of Appreciation to BFSC and COFSA Examiners and Reviewers
- 11.55 a.m. IBBM-UUM MoU Signing Ceremony
- 12.00 p.m. End of Ceremony.  
Followed by refreshments at the foyer, outside the Grand Ballroom

**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 Grand Ballroom before 9.50 a.m. Please note that the Institute reserves the right to disallow late-comers from participating in the ceremony.

**3. REGISTRATION**

Registration counter is at the foyer, outside the Grand Ballroom. 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 registration card with your name and designated seat number**

Please bring your registration card to the compulsory briefing session and keep it with you at all times. You will be required to hold the registration card 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 Grand Ballroom.

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

**6. DRESS CODE**

**Strictly Formal**

Graduates and Prize Winners

Men : 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)

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 its negative. Your photo 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 2D and fax it to the Institute at 03-2095 2322 by May 10, 2007.

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

**8. PARKING**

Parking is available at Shangri-La Hotel car park.

For those parking at the hotel car park, a flat rate of RM8.00 per entry will apply.

**9. REFRESHMENTS**

Graduates and prize winners and guests are invited for refreshments at the foyer (outside the Grand Ballroom) after the ceremony.

**10. HOTEL ACCOMMODATION**

Accommodation is available at special package rates (refer to Appendix 2C for Hotel Reservation Confirmation Form). All reservations must be made directly with Shangri-La 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.

Foyer, outside the Grand Ballroom

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



### **Compulsory Briefing**

8.45 a.m. – 9.15 a.m.

Inside the Grand Ballroom

(Please be seated according to the seat number on your registration card.

Please remain seated from 9.30 a.m. to 10.00 a.m.)



### **Graduation and Awards Ceremony 2007**

Commencement at 10.00 a.m. sharp



### **Refreshments**

12.00 noon

At the foyer, outside the Grand Ballroom