

IBBM 12TH GRADUATION AND AWARDS CEREMONY
SATURDAY, 23 MAY 2009
SAPPHIRE ROOM, MANDARIN ORIENTAL, 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 (Emerald Room).
 Graduates and prize winners to be seated in the Sapphire Room after registration (by 8.45am).
- 8.45 a.m. – 9.15 a.m. **Compulsory briefing** for graduates and prize winners
 (Sapphire Room)

[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 2009
 ♦ IBBM Multimedia Presentation
- 10.05 a.m. Welcome Address by
Dr Mohd 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 graduates
- 11.10 a.m. Presentation of awards to PKMC examination prize winners
- 11.15 a.m. Live Performance
- 11.25 a.m. Presentation of graduates
- 12.15 p.m. Presentation Ceremony:
 ♦ Certificate of Appreciation to Examination Committee Member
 ♦ Conferment of Associate Fellow and Fellow Membership
- 12.30 p.m. End of Ceremony.
 Followed by refreshments at the foyer

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 Sapphire Room 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 inside Emerald Room. 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 Sapphire Room.

Children **below 10 years of age** will **not** be allowed into the Sapphire Room.

6. DRESS CODE

Strictly Formal Attire

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

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, 2009.

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

8. PARKING

Parking at a flat rate of RM8.00 per entry with stamp validation is available at Mandarin Oriental Hotel car park. You may stamp your parking ticket at our Customer Service Counter.

9. REFRESHMENTS

Graduates, prize winners and guests are invited for refreshments at the foyer (outside the Sapphire Room) after the ceremony.

10. HOTEL ACCOMMODATION

Accommodation is available at preferential rates of RM480.00++ (refer to Appendix 4 for Hotel Reservation Confirmation Form). All reservations must be made directly with Mandarin Oriental 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.

Emerald Room

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



Compulsory Briefing

8.45 a.m. – 9.15 a.m.

Sapphire Room

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

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



Graduation and Awards Ceremony 2009

Commences at 10.00 a.m. sharp



Refreshments

12.15 p.m.

Foyer