

KONVO
29



IBTE CONVOCAATION GUIDELINES

21 – 23 March 2022
Dewan Musyawarah, ICC

Version 3.2

DISCLAIMER

In assuring the success and safety of the Convocation Ceremony, we are pleased to share the Convocation Guidelines for IBTE's 29th Convocation Ceremony at the *Dewan Musyawarah*, ICC on 21st – 23rd March 2022. The Health and Safety information in this guideline is in accordance to the Ministry of Health's Standard Operating Procedure (SOP) on mass gathering. The IBTE Convocation Ceremony is included in the category of mass gathering in Early Endemic Phase (13th December 2021) which limits to 300 people only.

In this regard, we would advise you to adhere to the guidelines that are in accordance to the SOP on mass gathering from Prime Minister's Office.

The complete guidelines on mass gathering can be downloaded from the Prime Minister's Office website:

<https://www.pmo.gov.bn/EPG/Perkumpulan-ramai.aspx>

STEP 1 PERFORMING ART

For the ease of verifying the ART results, **students are required to do ART the night before** their respective ceremony. This will enable Group Leaders to **verify the results and update the registration team.**

1 Do ART a night before.

ART to be done **the night before** preferably before going to bed.

2 Submit ART result online.

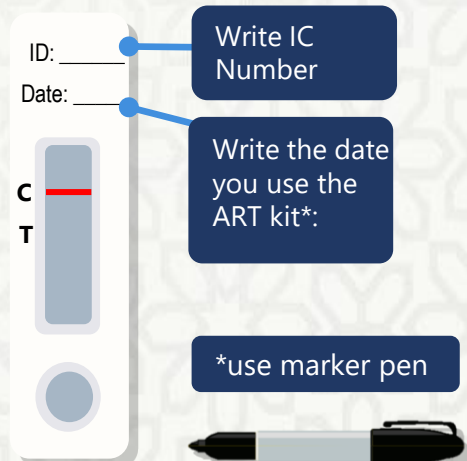
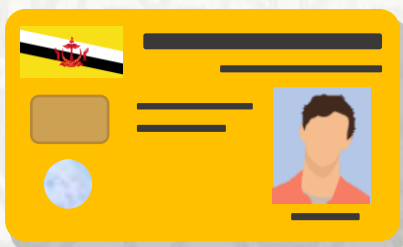
Take a photo of your ART result with identity card next to it and upload at https://ibte.edu.bn/r/ReportART* which is accessible by using your IBTE student email.

Click link

***Your Group Leader email address should be obtained and entered** for verification of ART Result at the last section of the IBTE ART Test Reporting Form

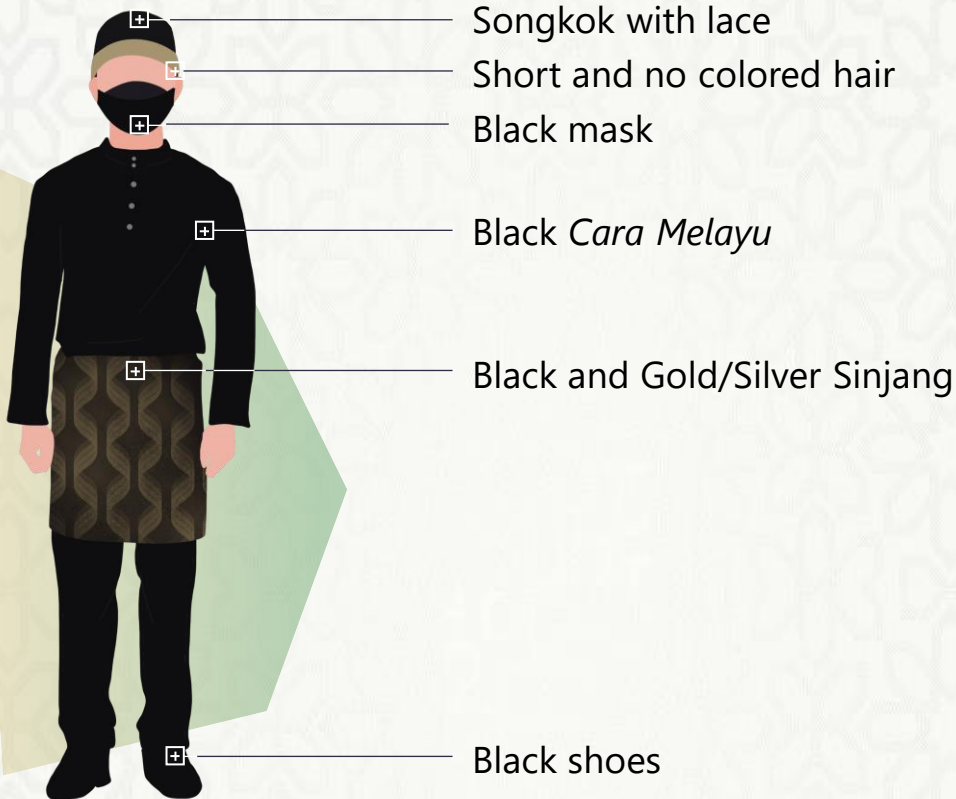
3 Show your ART picture at the registration table.

Show a photo of your ART kit result side by side with your Identity card.



STEP 2 CONVOCAATION ATTIRE

Full convocation attire and **mask** should be worn at all time during the ceremony. You may be refused admission to the ceremony if not dressed properly.



STEP 3 PARKING AREA

All graduates are permitted to use **CARPARK C** at ICC and proceed to the **Entrance Point (Entrance 3)**. **CARPARK D** is specifically allocated for students attending **2nd morning session Graduation ceremony** on **22nd and 23rd March 2022 only**. Parents and guardians can drop-off/pick-up the students only.



STEP 4 REGISTRATION AREA



1

Follow the **direction labels** provided and proceed to the **registration area at the Main Hall Lobby (Lobby Persidangan Utama).**



Keys:



Notice board
- Registration Information



Registration Tables



Direction Labels



Line Up Area

STEP 5 BRUHEALTH SCAN & TEMPERATURE CHECK



1

All graduates must **scan the Bruhealth QR code** before entering the premises.

Only code green and code yellow are allowed to enter.



2

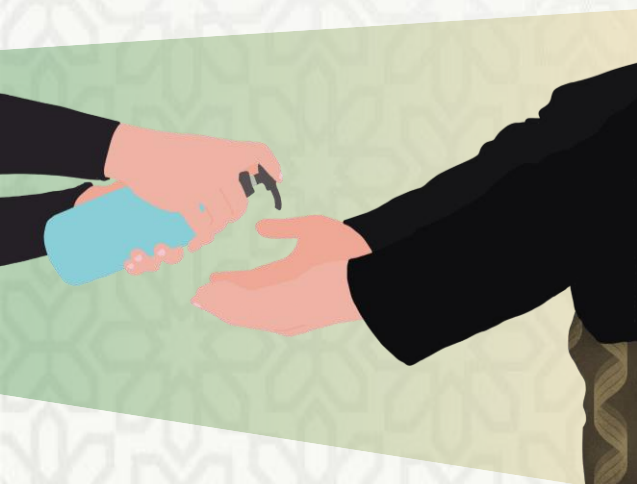
Body Temperature check is required prior to entering. Only temperature below 37.4°C are allowed to enter.

Anyone who is **above 37.4°C may not enter** and must remain at home.



3

Please sanitize your hands with the alcohol sanitizers provided.



STEP 6 ATTENDANCE

1

Check the **notice board** if you do not know which table to go for registration.

NOTICE BOARD



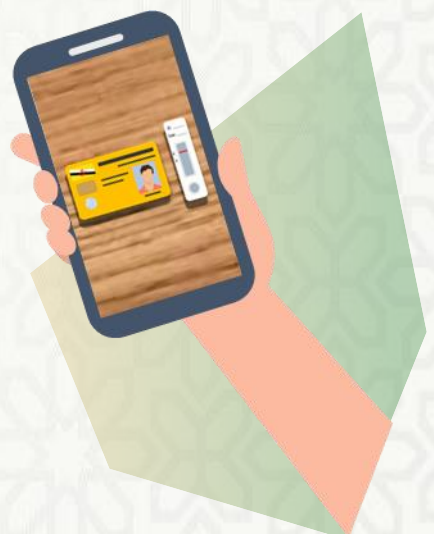
2

As you proceed to the registration area, **scan the second BruHealth QR Code**.



3

As you proceed to the registration area, show **a photo of your ART kit result side by side with your Identity card**.



1

2

3

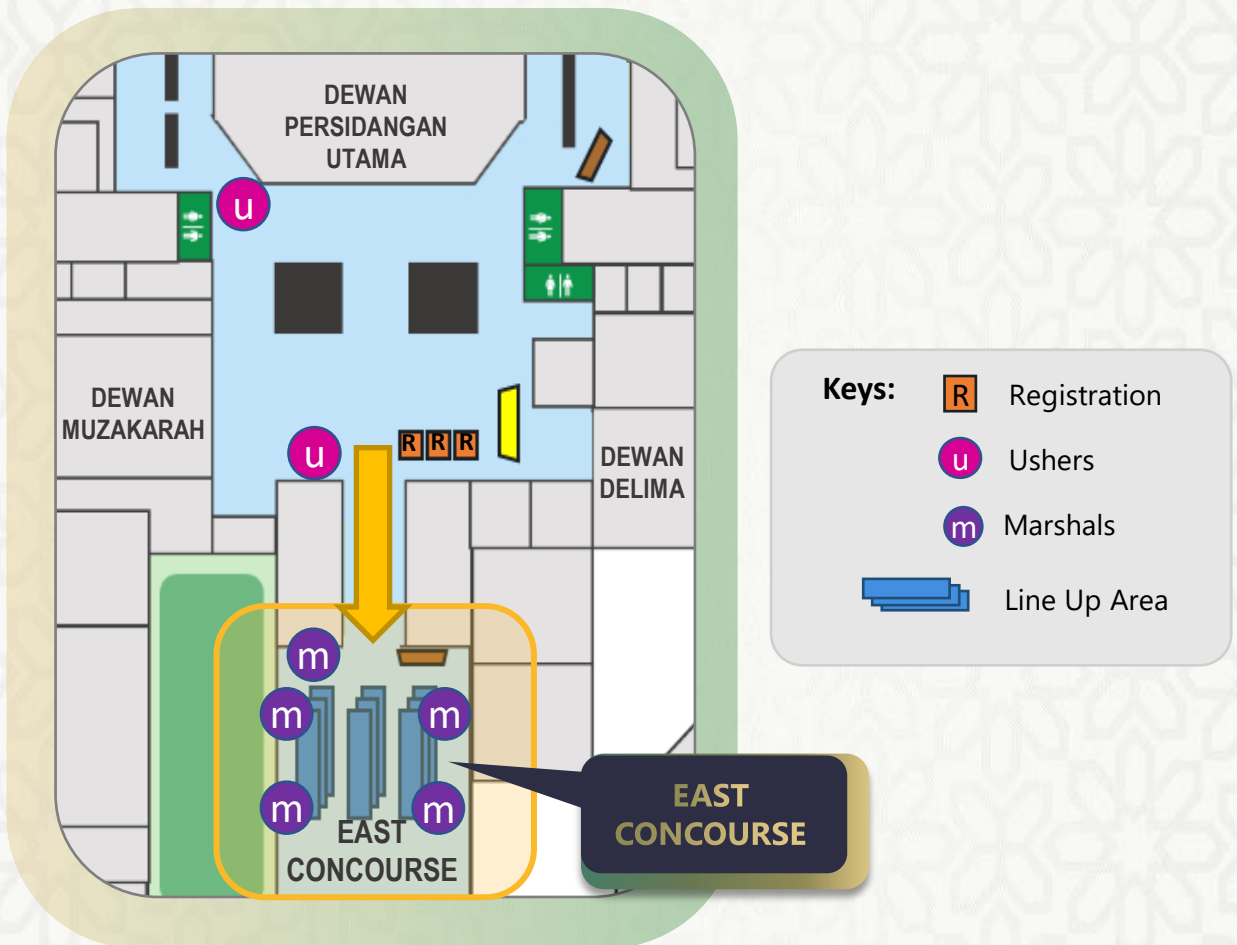
4

Be sure to sign the **THREE sets of attendance sheets** and get the **queue number**.



STEP 7 LINE UP AREA

- 1 After you have registered, proceed to **East Concourse**.

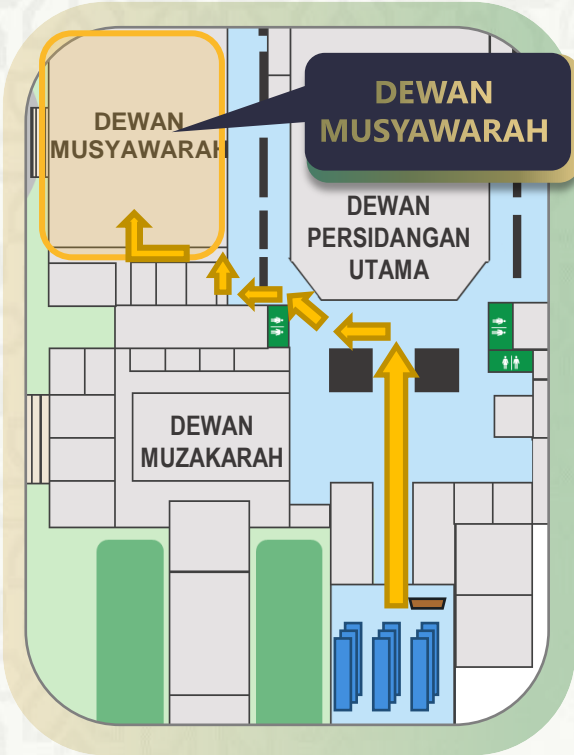


- 2 Line up according to the **queue number** given.

Graduates **must wait for instructions given by marshals**. The marshal will guide you inside the hall.



STEP 8 ENTERING HALL & SEATING



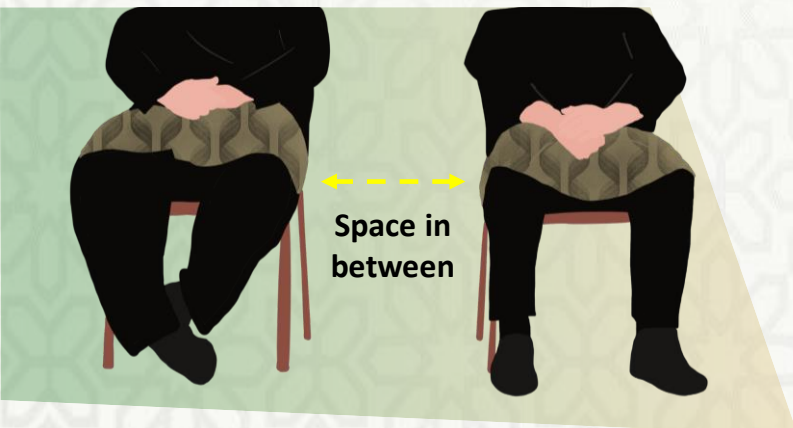
1

Once the marshal have given permission to enter the hall, **proceed to Dewan Musyawarah.**



2

Follow the usher as you enter the hall, and please be seated accordingly.



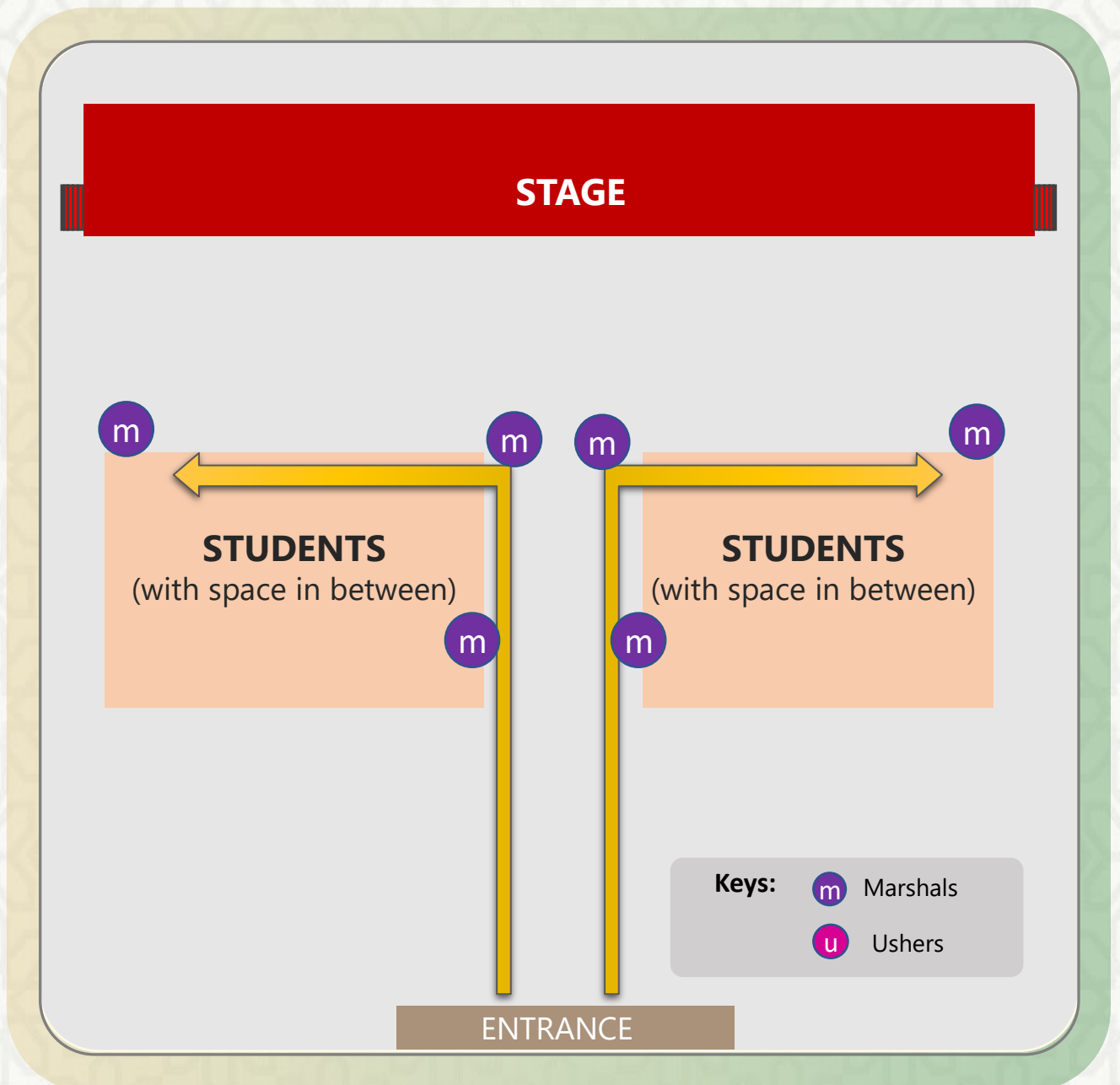
3

Ensure the chairs have space in between to **maintain social distancing.**

Map view of the seating arrangement



POSITIONS DURING GRADUATES ENTRY



1

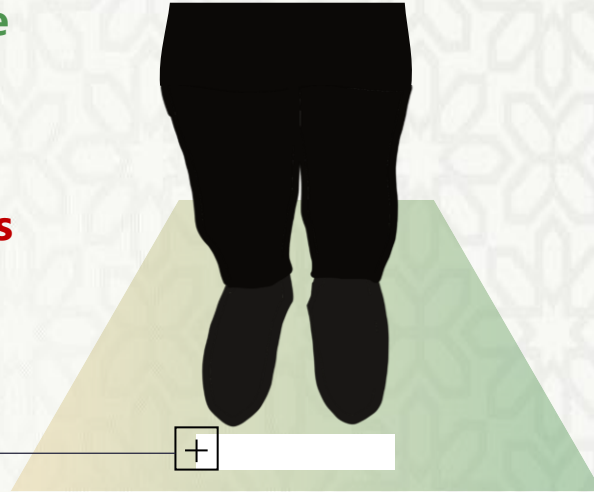
There will be **marshals** stationed at each area shown. **Follow the marshals** as you enter the hall as shown in the diagram.

STEP 9 COMING UP ON STAGE TO RECEIVE CERTIFICATE

- 1 When going up stage, **stop at the allocated markers.**

Nod your head once, before you walk to the stage. **No handshakes are allowed** when receiving certificates.

Marker

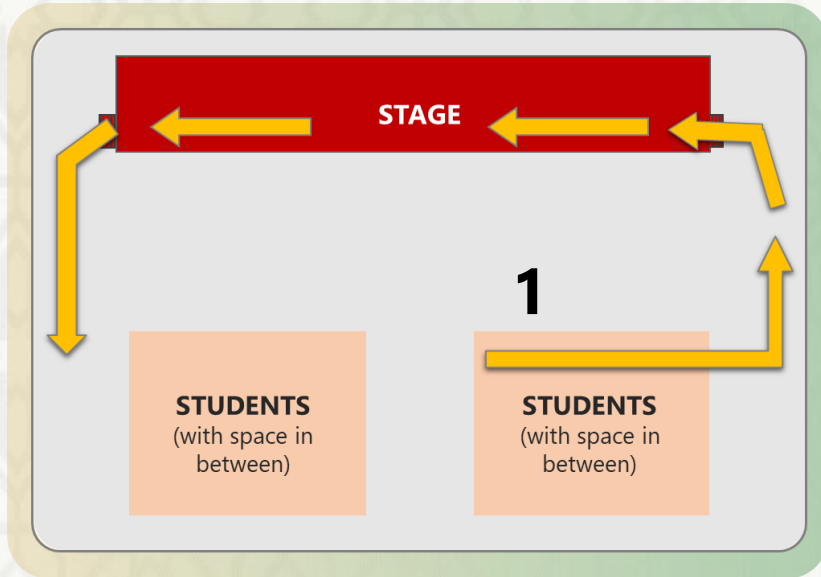


- 2 Upon receiving your certificate, **nod your head again** as you take your certificate.

- 3 Place the certificate on your **left hand side** and exit the stage.

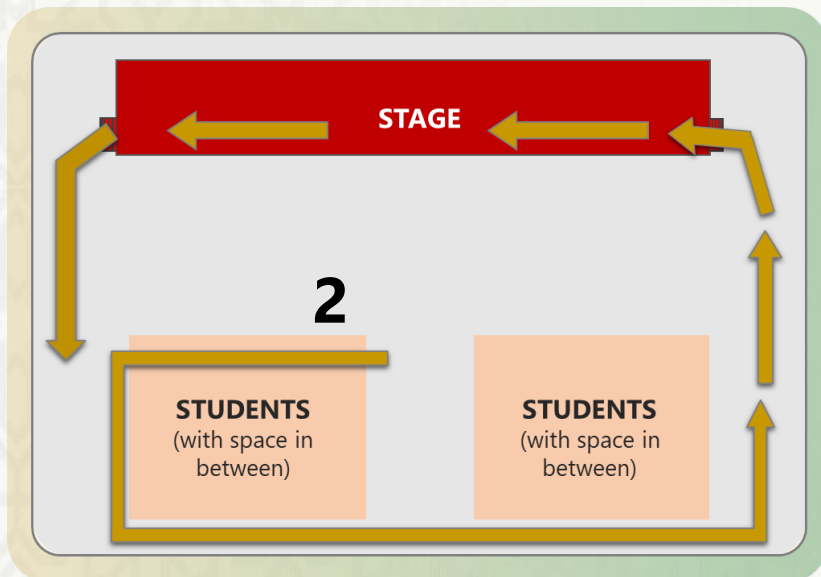


POSITIONS DURING GRADUATES AWARD PRESENTATION



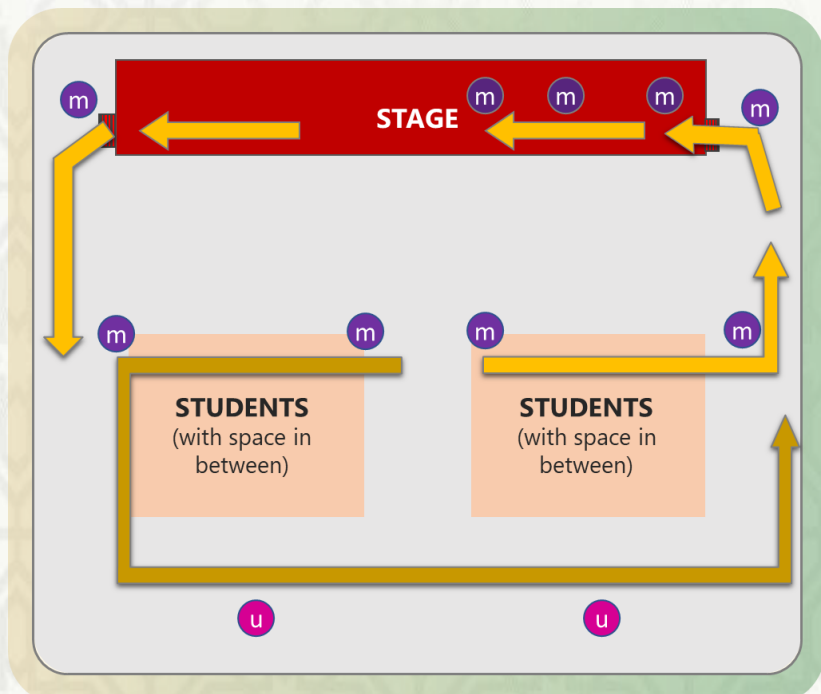
1

The students on the **right side (Section 1)** will first go to the stage until the last row.



2

The students on the **left side (Section 2)** will proceed after Section 1 has completely lined up to get their certificates.



3

Marshals and **ushers** will guide you all the way to the stage. Be sure to wait in your line as instructed.

Keys: m Marshals
u Ushers

BEST STUDENTS / SPECIAL AWARDS



- 1 Best students will be accompanied by **their assistant/ instructors**

- 2 Once you received the plaque, **give your plaque to your designated assistant/instructors.**



STEP 10 AFTER RECEIVING CERTIFICATES

1

After receiving certificates, graduates **must be seated back and wait until the ceremony finishes.** The usher/marshal will guide you back to your seat.

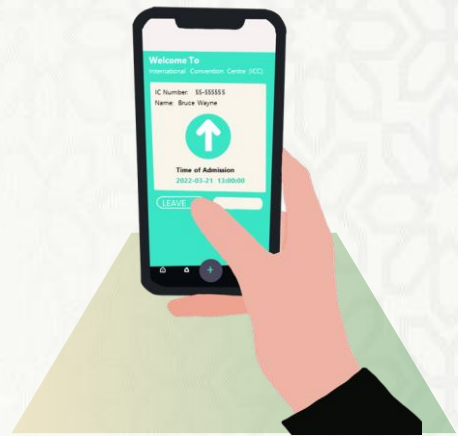


2

Do not exit the hall until the ceremony ends.

STEP 11 SIGN OUT FROM BRUHEALTH APP

- 1 Please make sure to **SCAN OUT** or **PRESS LEAVE** on your BruHealth App.

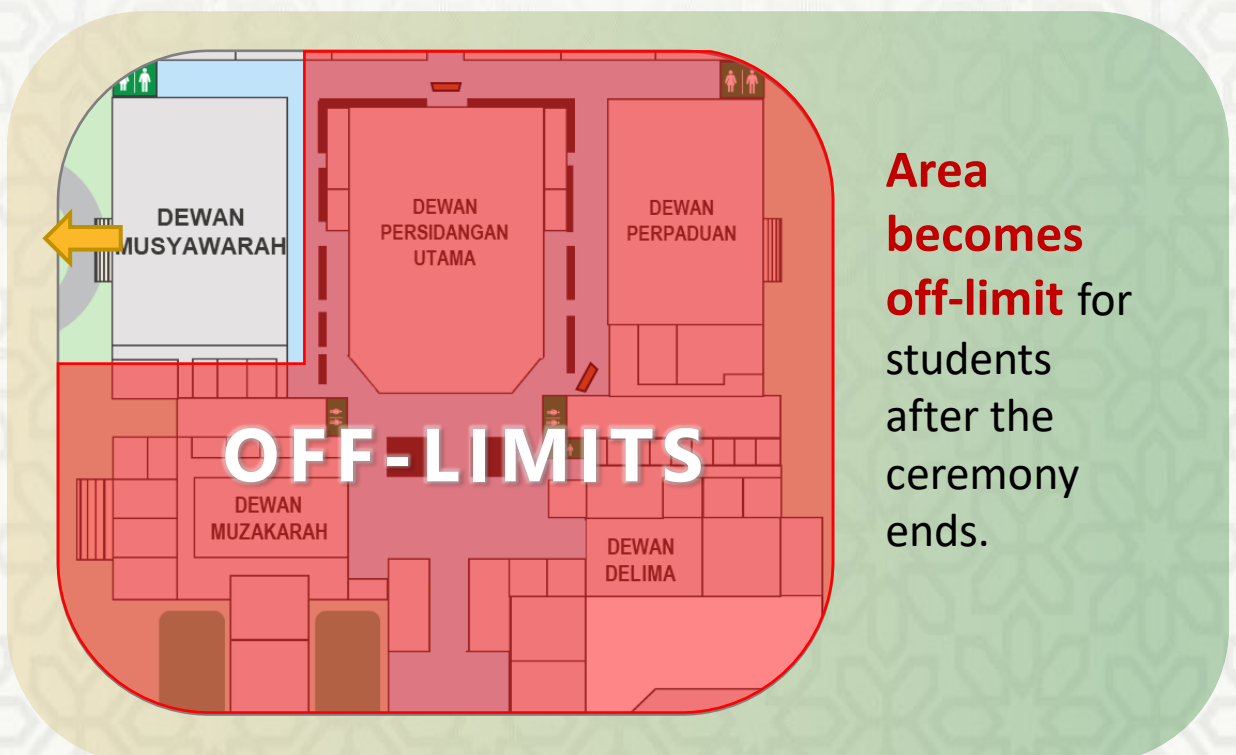


2



BE MINDFUL OF OTHERS

Please note, the ceremony may only allow **300 people in ICC**. Hence, it is important to sign out, so **other graduates may sign in prior to the next convocation ceremony**. Students will be ushered out by marshal.



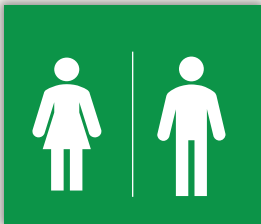
ADDITIONAL INFO



**Max Capacity:
300 people**

The convocation ceremony will **only limit to 300 people** (including AJK)

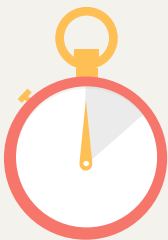
Restroom



Please ask the Marshals or Ushers if you wish to use the restroom during the ceremony.



Handshakes are **not encouraged**.



PLEASE BE ON TIME!



Strictly **no smoking** is allowed at ICC premises.

CONTACT US:

For any inquiries, you may email us at:



enquiry@ibte.edu.bn