



# IBTE CONVOCATION × GUIDELINES

7 – 10 December 2020  
Main Hall, ICC  
(*Dewan Persidangan Utama, ICC*)

# DISCLAIMER

In assuring the success and safety of the Convocation Ceremony, we are pleased to share the Convocation Guidelines for IBTE's 28<sup>th</sup> Convocation Ceremony at the Main Hall, ICC on 7-10<sup>th</sup> December 2020. 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 which is currently in Phase 3 that limits to 350 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 the Ministry of Health.

The complete guidelines on mass gathering can be downloaded from the Ministry of Health's website:

<http://www.moh.gov.bn/SitePages/Guidelines%20for%20Mass%20Gathering.aspx>

# STEP 1 CONVOCATION ATTIRE

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



Songkok with lace

Short and no colored hair

Black *Cara Melayu*

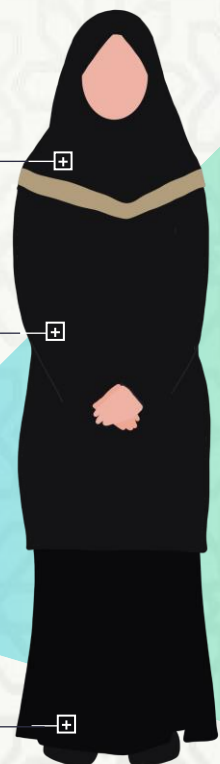
Black and Gold Sinjang

Black shoes

Black square tudung with lace  
to be worn modestly

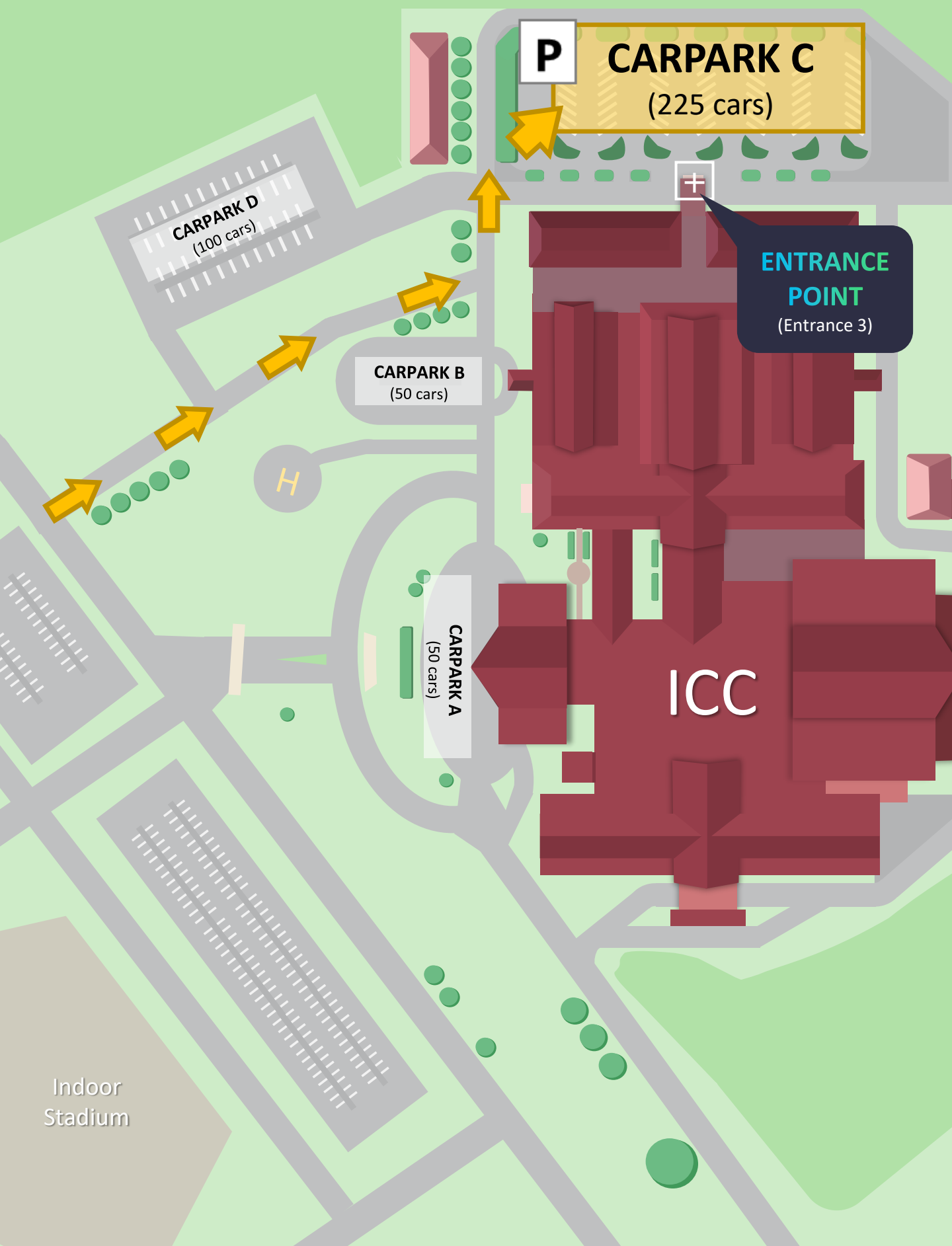
Black *baju kurung* (no lace)

Black shoes and socks (no high heels)



## STEP 2 PARKING AREA

All graduates are permitted to use the **CARPARK C** in ICC and proceed to the **Entrance Point** (Entrance 3). Other visitors are **not** permitted to enter the premises.



# STEP 3 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  $37.4^{\circ}\text{C}$  are allowed to enter.

Anyone who is **above  $37.4^{\circ}\text{C}$  may not enter** and must remain at home.



3

**Please sanitize your hands** with the alcohol sanitizers provided.





# 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:



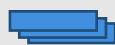
Notice board  
- Registration Information



Registration Tables



Direction Labels



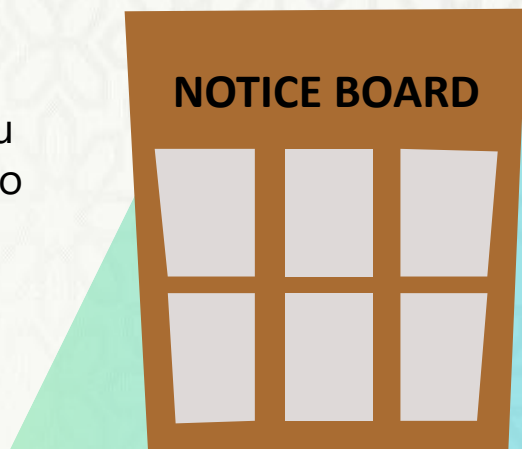
Line Up Area

# STEP 5 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 BruHealth QR Code** again.



3

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

1

*School of Aviation*

No.	Name	Present	Signature
1011	Name		
1012	Name	✓	
1013	Name		
1014	Name		
1015	Name		
1016	Name	✓	
1017	Name	✓	
1018	Name	✓	
1019	Name		

2

*School of Aviation*

No.	Name	Present	Signature
1011	Name		
1012	Name	✓	
1013	Name		
1014	Name		
1015	Name		
1016	Name	✓	
1017	Name	✓	
1018	Name	✓	
1019	Name		

3

*School of Aviation*

No.	Name	Present	Signature
1011	Name		
1012	Name		
1013	Name	✓	
1014	Name		
1015	Name		
1016	Name	✓	
1017	Name	✓	
1018	Name	✓	
1019	Name		

122

# STEP 6 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.





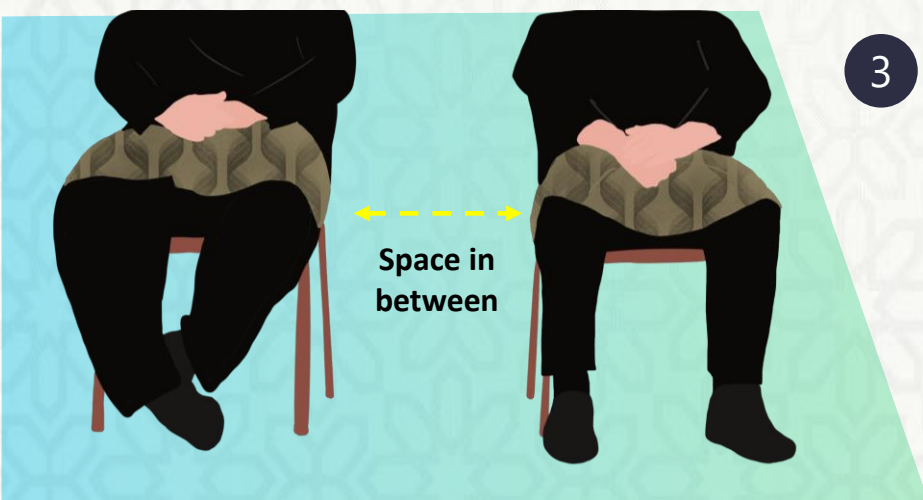
# STEP 7 ENTERING HALL & SEATING



- 1 Once the marshal have given the instructions to enter the hall, **proceed to the Main Hall (Dewan Persidangan Utama).**



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

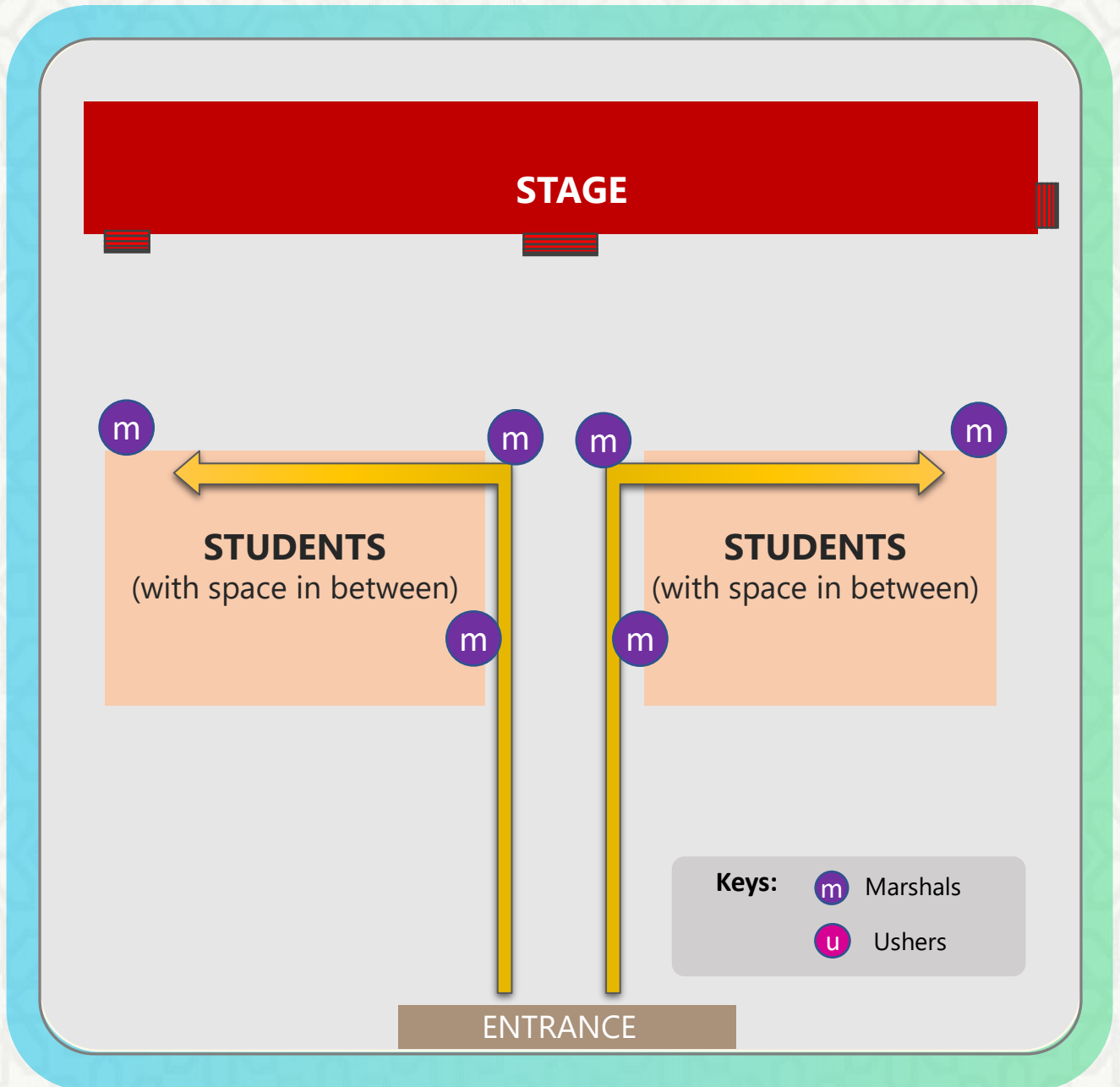


- 3 Ensure the chairs have space in between to **maintain social distancing.**

**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 8 COMING UP ON STAGE TO RECEIVE CERTIFICATE

- 1 As you go up the stage, **stop at the allocated markers.**

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

Marker



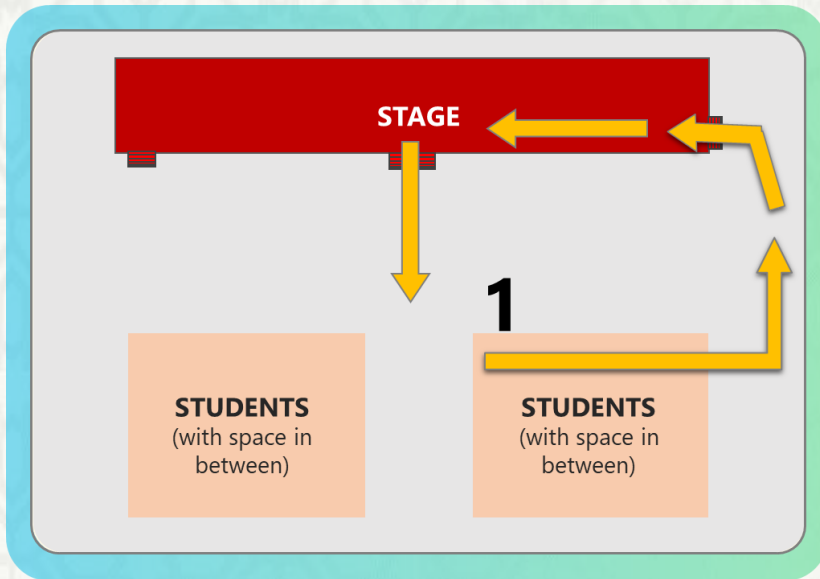
- 2 Upon receiving your certificate, **nod your head again** as you take your certificate.

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



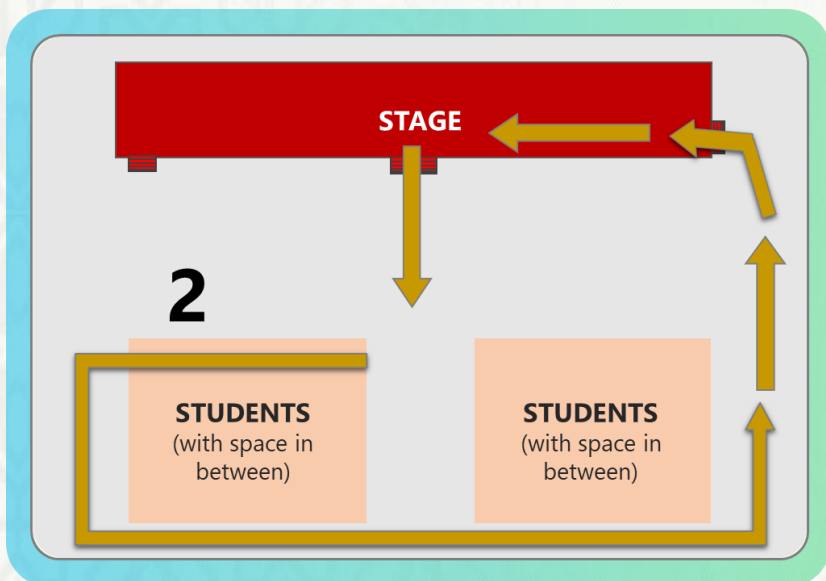


# POSITIONS DURING GRADUATES AWARD PRESENTATION



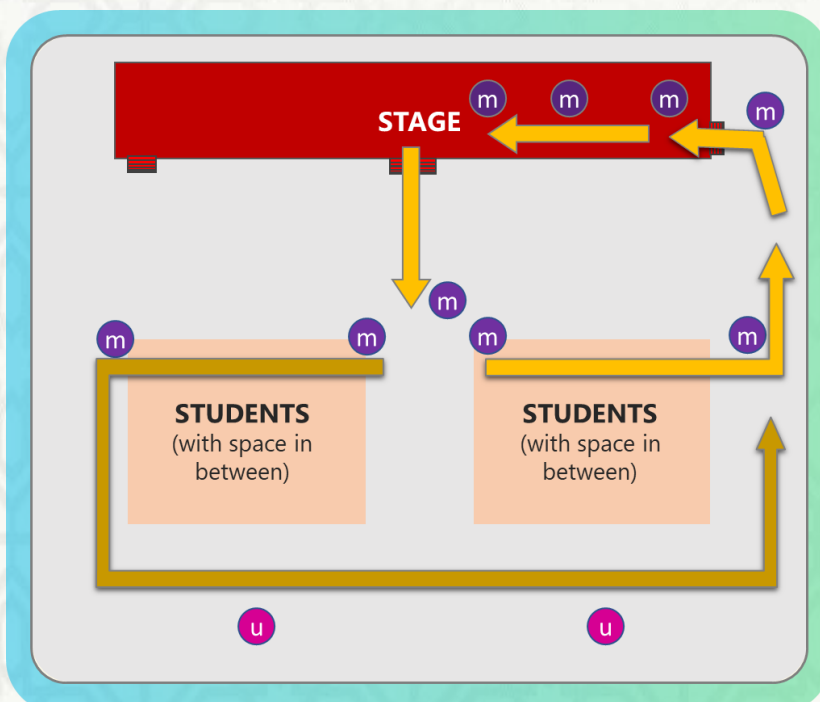
1

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 9 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.



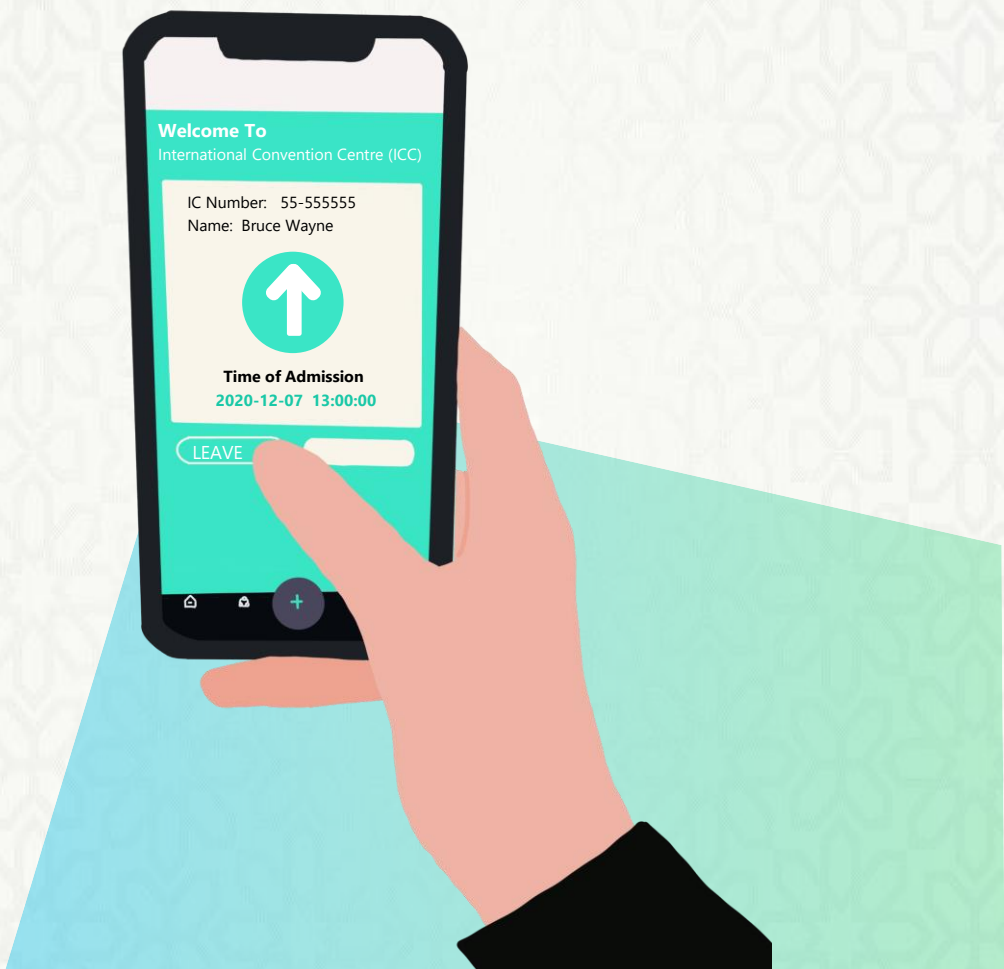
2

**Do not exit the hall** until the ceremony ends.

# STEP 10 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 only allows **not more than 350 people in ICC**. Hence, it is important to sign out, so **other graduates may sign in prior to the next convocation ceremony.**

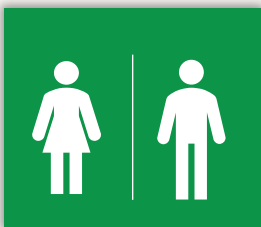
# ADDITIONAL INFO



**Max Capacity:  
350 people**

The convocation ceremony will **only limit to 350 people** (including AJK).

## Restroom



There are three restrooms that are available. **Please ask the Marshals or Ushers** if you wish to use the restroom during the ceremony.



Handshakes are **not encouraged**.



The convocation will **not take longer than 2 HOURS**.

**PLEASE BE ON TIME!**



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

## CONTACT US:

For any inquiries, you may email us at:



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