

**IPD-OUM 11<sup>TH</sup> AWARDS CEREMONY  
22 DECEMBER 2015**

**IMPORTANT INFORMATION**

**1. IPD-OUM 11<sup>TH</sup> Awards Ceremony**

Date : 22 December 2015  
Time : 7.30 am -1.00 pm  
Venue : Dewan Merdeka, Level 4, Putra World Trade Centre (PWTC),  
Jalan Tun Ismail, Kuala Lumpur.

**2. Confirmation of Attendance and Payment**

Please refer to Appendix 1.

**3. Guests**

Each graduate will receive two (2) invitation cards which will allow two (2) family members to enter the Hall.

Reminder

- Children below age 12 years are not allowed into the Hall.
- No graduates and guests are allowed to enter or exit the Hall once the Ceremony has begun.
- Live telecast of the ceremony will be shown on wide screens outside the Hall for family members who are unable to enter the Hall.
- Guests are advised to bring jackets/sweaters as the temperature in the Hall might be cold.

**4. Dress Code**

Graduates

**Male** : Long sleeved shirt with neck-tie  
**Female**: National Costume / Formal

Guests

**Male** : Shirt / Formal  
**Female**: National Costume / Formal

**Jeans, Bermuda shorts, T-shirts, short skirts/pants and slippers are NOT allowed.**

**5. Academic Robe**

Each graduate will receive an academic robe with hood. The colour code for each program level is as follows:

- Gold coloured hood for Executive Master level
- Blue coloured hood for Executive Bachelor and Post Graduate Diploma level
- Chili Red coloured hood for Diploma level; and
- Purple coloured hood for Certificate or Professional Certificate level.

## 6. Registration and Robe Collection

### a) Registration

Documents required:

- Identification Card / Passport
- Original payment deposit slip

You will receive:

- Smartcard\*
- Family Invitation Card (2 cards)

\*Smartcard is a card programmed with your name and is required to be scanned at the Reader before going up the stage during the Awards Ceremony on 22 December 2015. Please ensure that you do not place the Smartcard near any handphone/magnetic materials as this will damage the Smartcard.

### b) Robe Collection Counter

After the registration process, please proceed to the Robe Collection Counter and show your smartcard.

Schedule for robe collection and return

Activity	Day & Date/Day	Time	Venue
1. Robe Collection	Sunday - 20 December 2015	9.00 am–5.00 pm	Seminar Room, Open University Malaysia Jalan Tun Ismail, 50480 Kuala Lumpur
	Monday - 21 December 2015	9.00 am–5.00 pm	
2. Robe Return	Tuesday - 22 December 2015	2.00 pm–5.00 pm	<b>Seminar Room, PWTC,</b> Jalan Tun Ismail, 50480 Kuala Lumpur
	Wednesday - 23 December 2015	9.00 am–5.00 pm	<b>Seminar Room, Open University Malaysia</b> Jalan Tun Ismail, 50480 Kuala Lumpur

**Late return of RM10.00 per day will be charged from Wednesday 30 December 2015 onwards.**

## 3. Line-Up

- Graduates are required to be at the line-up area (Dewan Merdeka Foyer) on time (**7.30 am**). Line up alphabetically according to your programme.
- Please go to the washroom before lining up since you are not allowed to exit the Hall during the Award Ceremony.
- As graduates lining up, the entrance to Dewan Merdeka will be opened for guests to take their seats.
- Graduates will enter Dewan Merdeka in line to their seats.
- Graduates and guests will not be allowed to enter the Hall once the Ceremony has begun.

#### **4. Photography**

We have appointed professional photographers, FotoRex, to take photos of recipients receiving the awards. Guests are forbidden from leaving their seats to take photos while the ceremony is ongoing.

You will receive:

- Full sized photo 8R (8"X10")
- Half sized photo 8R (8"X10")
- Group photo 12R (6"12")

Graduates are to collect the photos directly from FotoRex at the following address:

25G, Block B, Jaya One,  
No. 72A, Jalan Univeristi,  
46200 Petaling Jaya, Selangor.

Tel: 03-79609019

FotoRex could also arrange for your photos to be couriered to you. The cost of this additional service will be borne by graduates.

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**CONFIRMATION OF ATTENDANCE AND  
PAYMENT DEPOSIT SLIP FORM**

Name (as in Identification Card)		
IC No. / Passport No.		
Programme		
Learning Centre / Consultant		
Email		
Handphone No.		
Home No.		
<p><b>I will be attending / not attending* the IPD-OUM 11<sup>th</sup> Awards Ceremony on 22 December 2015. (*delete one)</b></p> <p><b>Note: Please ensure your name and IC number is as in your Identification Card since these will be printed in your Certificates and transcript. The charges for re-printing of Certificates due to spelling errors are RM20.</b></p>		
<b>Payment Details</b>		
Payment Method	<p>Only cash deposited directly into the following account will be accepted:</p> <p>Account : Meteor Learning Sdn. Bhd. Bank : CIMB Bank Berhad Account No. : <b>8001 041 658</b></p> <p>Fax Payment Deposit Slip Form to 03 – 2697 8790 / 8791 or email to ipdconvo@meteor.com.my</p>	
Total payment	<p>Graduates / Award Recipient</p> <p>Two guests</p>	RM 300.00
Deposit Slip Ref No,		

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(Graduates / Award Recipient Signature)

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Date