

Dear Diploma Holder,

First of all, I warmly welcome you for the 17th convocation of SLIATE will be held on 12th, 13th and 14th, August 2022 at BMICH and I expect that you will strictly adhere to following instructions to make this event success.

Instructions for 17th Convocation of SLIATE - 2022

01 Preliminary

You should collect the followings from your ATI:

1. Your invitation card and 02 invitation cards for your guests
2. Car pass (to be produced when entering in to BMICH premises) & tokens for refreshment
3. Cloak and Garland
4. Label carrying your seat number.
(Your seat number indicated in the top left hand corner of the invitation card also)

02 Venue and Time

You are required to call over at the Bandaranaike Memorial International Conference Hall (BMICH) foyer on time as per the schedule in the table 01. Your convocation date, session and time are given in your Invitation for the Convocation. Therefore, you are strictly instructed to bring the Convocation Invitation Card with you when you are coming to the Convocation. Further instructions regarding the seating arrangement and the Diploma Holder's procession will be given at the BMICH.

Table 01: Time Schedule

S.No	Date	Session No.	Time at BMICH Foyer
1	12.08.2022	01	07.00am
		02	10.15am
		03	02.00pm
2	13.08.2022	04	07.00am
		05	10.15am
		06	02.00pm
3	14.08.2022	07	06.30am
		08	09.45am
		09	01.30pm
		10	04.45pm

03 Attire

Diploma Holders are requested to attire, **Female** - in a Saree (Indian or Kandian)
Male - in National costume or lounge suit

04 Seating

Please bring the invitation cards, Passes and Label carrying the assigned seat number when attending the Convocation. You are requested to retain the invitation Cards and Tokens till the Convocation is over. **Please stick the label** carrying the assigned **seat number on the left side of your cloak** when your queue up for the procession.

05 Mobile phone and other Goods

You would not be permitted to bring in any parcels, bags, mobile phones and cameras with you to the Convocation Hall.

06 Invitees

Only 02 invitees are allowed and children under age 12 years are not allowed. Invitees who accompany the diploma holders are expected to stay throughout the convocation. The diploma holders are strictly advised to not to bring invitees who could not stay long hours. You are requested not to applaud when diplomas are conferred upon the diploma holders except when academic distinctions and awards are given. You are also requested to bring this to the notice of your parents or guests.

07 Garland and Cloaks

Cloaks and garland would be issued to the diploma holders from **28th July to 10th August 2022 from 8.30 a.m. to 3.45 p.m.** at your ATI. You should submit the **Employability survey form** online (URL published in the SLIATE office web site) when you get the cloak and garland from your ATI.

Cloak and garland can be returned to the ATI stores from 20th to 28th August 2022. A fine of Rs. 100/- per day will be levied if the cloak and garland are not returned by latest to the ATI.

Please note that the cloaks and garlands cannot be returned on the day of the Convocation at the BMICH.

Your diploma certificate will not be issued until you return the cloak and the garland. If you lose the cloak or the garland, you will be required to pay the replacement value along with the fine referred above for the delay.

- i. Fine for the lost/damage cloak Rs. 3,000.00
- ii. Fine for the lost/damage garland Rs. 2,000.00

08 Entertainment and Alcohol

Entertainment & usage of alcohol will be prohibited.

09 Photograph

Taking group photographs will be temporarily prohibited.

Arrangements have been made for an official photographer to take photographs of the diploma holders at the BMICH premises. Those who wish to obtain photographs at the BMICH premises could place their orders with the official photographer in the BMICH premises commencing from 7.00 a.m.

The official photographer has agreed to provide the photographs at the rates given below and students are encouraged to take the photographs in given sizes.

Size	Cost of printed photograph only (Rs.)	Additional cost for laminating (Rs.)	Additional cost for mounting and foil-printing (Rs.)
Convocation Hall Photograph (stage photograph)			
10"x12"	550	With laminating	
Studio Photograph			
7"x5"	400	30	300
15"x10"	650	35	400
12"x15"	800	40	400
12"x18"	900	40	400
16"x24"	2000	-	-
12"x16"	-	-	-
Soft Copy	150	-	-
DVD	600	-	-

- The official photographer has arranged photographing in the “Sudharshi Hall” in front of BMICH.

10. Refreshment

The refreshments for you and your invitees have been arranged in the lobby of BMICH after the session.

11 Information

You can meet the Staff Members at the Reception of BMICH at the beginning of your Convocation Session for information and instructions.

11 Diploma Certificate

Diploma certificate will be issued from **20th to 28th August 2022**. You are required to bring the Student Record Book and the receipt given by the ATI after returning the cloak and garland when you come to collect the Diploma certificate.

Your co-operation is solicited to make this event a success.

Thank you.

Yours faithfully,



Prof. K.L. Jayaratne
Director General
SLIATE

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