

Dear Diploma Holder,

First of all, I warmly welcome you for the **19th Convocation of SLIATE which will be held on 06th, 07th and 08th May 2024 at BMICH** and I expect that, you will strictly adhere to following instructions to make this event success.

Instructions for 19th Convocation of SLIATE - 2024

1. Preliminary

You should collect the followings from your ATI:

1. Your invitation card and 02 invitation cards for your Parents / Guests.
2. Tokens for refreshment.
3. Cloak and Garland.

2. 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, time and seat number are given in your Invitation Card 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	06.05.2024	01	07.00 a.m
		02	10.15 a.m
		03	02.00 p.m
2	07.05.2024	04	07.00 a.m
		05	10.15 a.m
		06	02.00 p.m
3	08.05.2024	07	06.30 a.m
		08	09.45 a.m
		09	01.30 p.m
		10	04.45 p.m

3. Attire.

Diploma Holders are requested to attire,

Female

In a Saree (Indian or Kandian)

Male

In National costume or lounge suit

4. Seating.

Please bring the invitation cards, carrying the assigned seat number when attending the convocation. You are requested to retain the invitation cards and refreshment cards till the convocation is over. **Please stick the label carrying the assigned seat number on the left side of your cloak** when you queue up for the procession (Label provided by the photographers).

5. 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.

6. Invitees.

Only 02 invitees are allowed and children under age 12 years are not allowed. Invitees who accompany the diploma holders are essential to bring their invitation cards with them and 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.

7. Garland and Cloaks.

Cloaks and garland would be issued to the diploma holders from **27th April 2024 to 04th May 2024 from 8.30 a.m. to 3.45 p.m.** at your ATI. You should submit the Employability survey form online on or before the date you get the cloak and garland from your ATI (URL published in the SLIATE official web site).

Cloak and garland can be returned to the stores from 30th May 2024 to 13th June 2024. 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.

- **Charge for lost or damage Cloak is Rs. 5, 000.00.**
- **Charge for lost or damage Garland is Rs. 1, 000.00.**

8. Entertainment and Alcohol.

Entertainment & usage of alcohol will be prohibited.

9. Photograph.

Taking group photographs will be temporarily prohibited. Nobody will be allowed photographing in the main hall in addition to the official photographer. The information on official photographer will be announced to you by the ATI shortly.

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. of each date.

The official photographer has arranged photographing at the BMICH premises.

10. Refreshment.

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

11. Information.

Student can get information and instruction from the information Desk at the Reception of BMICH on the convocation dates.

12. Diploma Certificate.

Diploma certificate will be issued from 30th May 2024 to 13th June 2024 from your ATI. You are required to bring the Student Record Book when returning the cloak and garland and when you come to collect the Diploma Certificate from ATI.

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

Thank you.



H. Athauda Seneviratne
Director General
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(SLIATE)

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