

GRADUATION INFORMATION GUIDE

CATS COLLEGE 3RD CONVOCATION CEREMONY

DURING EVENT

1. CATS 3RD Convocation Ceremony Itinerary

Date: 15th July 2023 (Saturday)

Time: 9.00am (Graduands must attend the convocation ceremony not later than 7.30 am. Graduands who are late will not be allowed to participate in the convocation ceremony)

Venue: Sheraton Hotel, Petaling Jaya, Selangor. (Grand Ballroom, Level 3D).

Convocation Proceedings

7.00 am	Registration of Graduates
8.00 am	Arrival of Guests (VIP) & Parents
9.00 am	Student Procession
9.30 am	Grand Procession National Anthem Doa Recitation
9.45 am	Declaration of the Opening of the 3 rd Convocation by CEO Welcoming Address by the Chief Executive Officer, Dr. Suseela Balakrishnan Address by Nazri Noran, CEO of Media Prima Audio Address by Dato' Sri Devamany S. Krishnasamy Address by Datuk Suseela Menon Conferment of the Diploma in Audio Production Conferment of the Diploma in Business Administration
10.45 am	Presentation of Student Work Conferment of the Diploma in Media Technology Outstanding Students Awards Presentation Ceremony Souvenir Presentation to VVIP/VIPs
11.15 am	Valedictorian Speech and Student Pledge
11.30 am	Adjournment of the 3 rd Convocation Procession Leaves the Hall

2. Convocation Procession

2.1 Graduands

Registration process will commence at 7:30 am in the Grand Ballroom, Level 3D. Before entering the hall, graduands should present their hall ticket to the officer on duty. **It is important to note that graduands without the hall ticket will regrettably not be allowed to enter.**

To ensure a smooth ceremony, a stage walking rehearsal (RAPTAI MAJLIS KONVOKESYEN) will commence promptly at 8:00 am.

2.2 Guests

All guests to register at 8:00 am onwards at the Grand Ballroom, Level 3D. In order to enter the hall, we kindly request guests to present their invitation card to the officer on duty. Regrettably, guests without an invitation card will not be able to attend the ceremony.

2.3 Car Parking: Please note that a flat rate of RM10.00 will be applicable for car parking.

We kindly remind all that our convocation ceremony will promptly begin at 9:00 am. Therefore, it is of utmost importance to arrive on time, as no latecomers will be able to join the ceremony once it has commenced. By respecting the scheduled start time, we can ensure a smooth and memorable convocation ceremony for all attendees.



SHERATON HOTEL, PETALING JAYA

Lorong Utara C, Pjs 52, 46200 Petaling Jaya, Selangor

3. Dress Code

3.1 Graduands attending the convocation ceremony **must** adhere to the dress code as stated in below and list suggested attires in [Appendix 2&3](#).

3.2 The convocation ceremony is an official event. Therefore, graduands are reminded to abide to the dress code as stated above. Failing which, you will be denied entry into the convocation hall to join in the convocation procession or receiving scroll on stage.

3.3 Graduands are required to wear facemasks provided to them and allowed **to only take it off** while receiving their scroll on stage.

GRADUANDS' DRESS CODE

<p>Ladies</p>	<ul style="list-style-type: none"> • Traditional attire (baju kurung/sari/cheongsam) • Official/Formal Attire • Dark coloured/black shoes that covered at both front and back.
----------------------	---

	<p><u>Note</u></p> <ol style="list-style-type: none"> 1. Small-sized sling bag should be kept inside the robe; 2. Pregnant graduand can wear a proper attire from mentioned above; 3. If you're using hand gloves, please ensure you have them on both hands (Muslim graduands).
	<p><u>NOT ALLOWED</u></p> <ul style="list-style-type: none"> - T-shirt, jeans, short skirts (above knee level) - Slippers, Shoes that are (sports shoes/open toes or ankle)
<p>Gents</p>	<ul style="list-style-type: none"> • Collared shirts with long sleeves and slacks. • Dark-coloured, with/without tie • Dark-coloured lounge suit • Black Baju Melayu with 5 buttons, with complete sampin and no girdle. • Formal black shoes with dark-coloured socks • Neat and decent haircut
	<p><u>NOT ALLOWED</u></p> <ul style="list-style-type: none"> - T-shirts, jeans - Slippers, Shoes that are (sports shoes/open toes or ankle)

GUESTS' DRESS CODE

LADIES

Batik, lounge suit, formal/official and decent attire that is appropriate

Note: Above knee length skirts/pants, T-shirts, jeans, slippers, sports shoes, with bright colours are strictly prohibited.

GENTS

Batik, lounge suit, formal/official attire that is appropriate

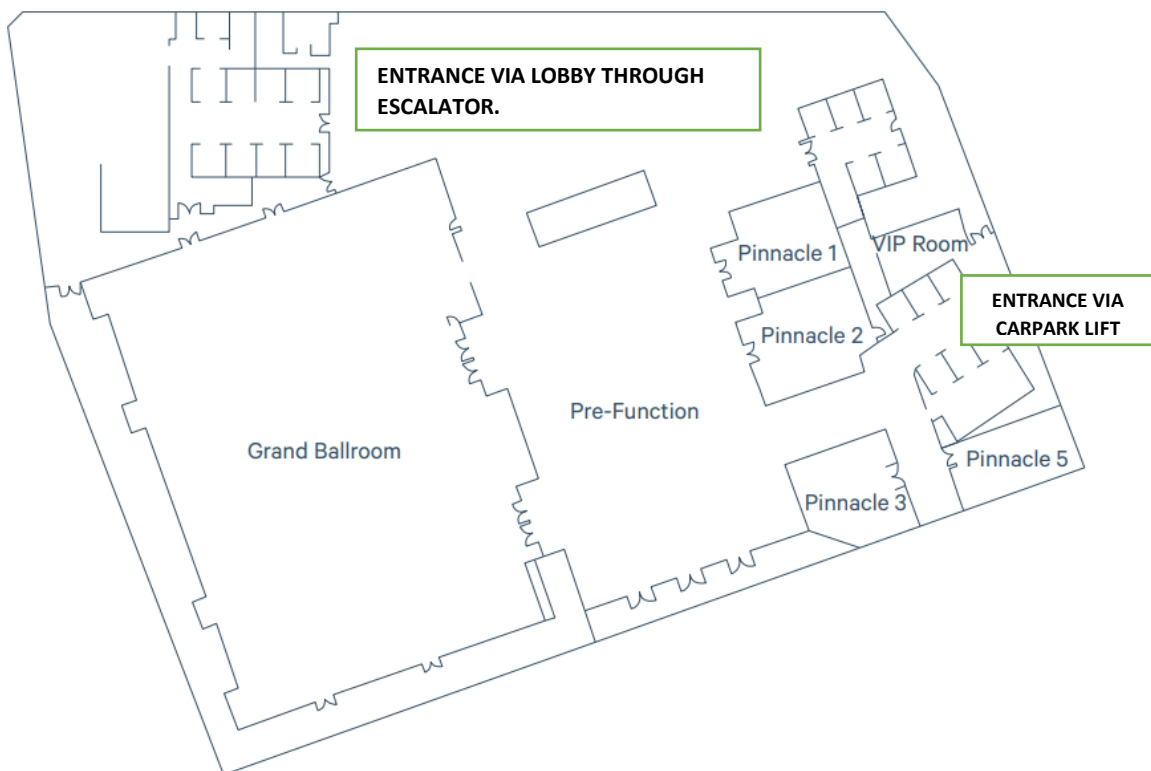
Note: Short pants, T-shirts, jeans, slippers, sports shoes, with bright colours are strictly prohibited.

* The officer on duty has the right to restrict any guest from entering the hall if he/she does not comply with the provided dress code below or upon the ceremony's safety factor.

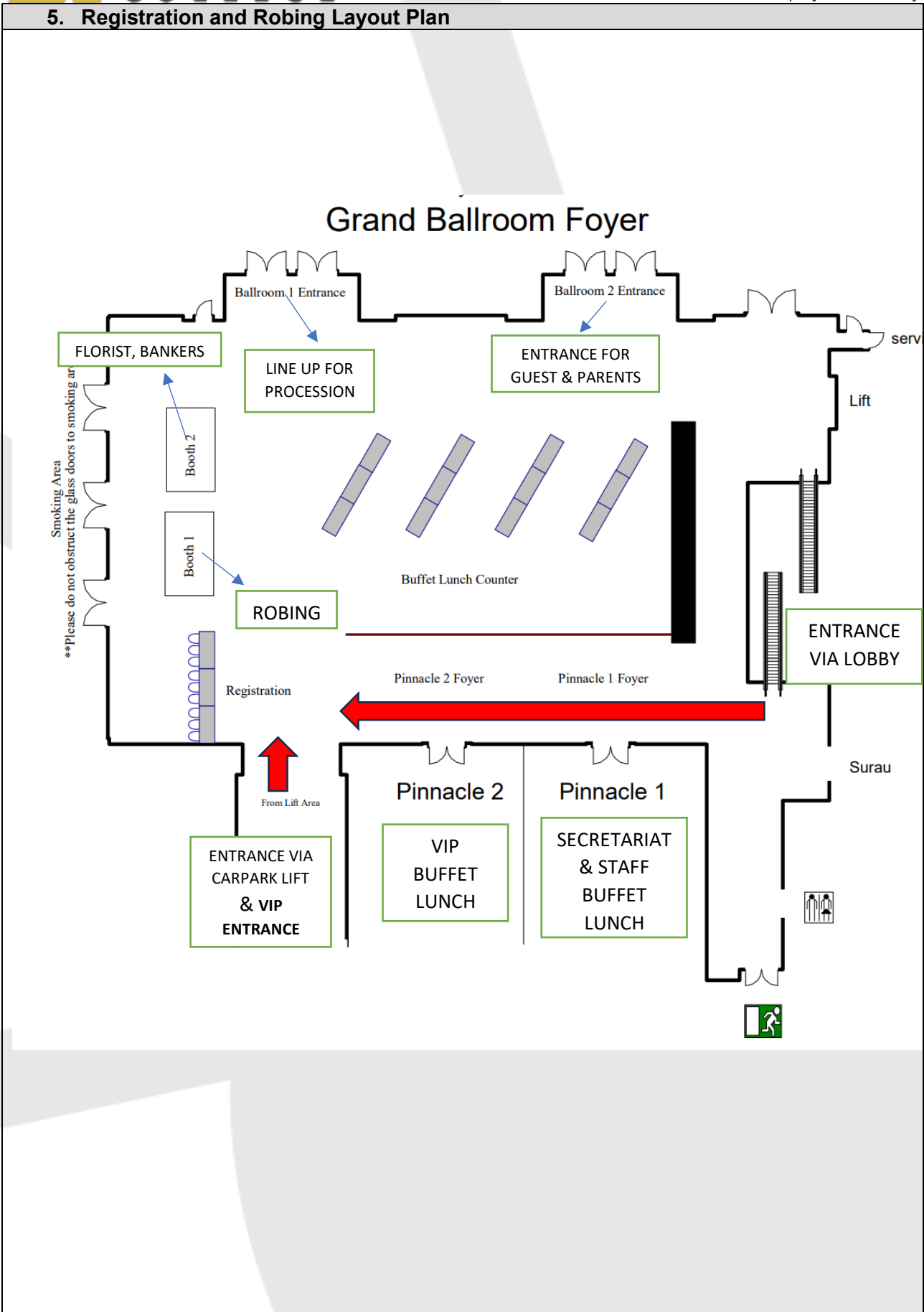
Children below 12 years old are not allowed to enter the hall and graduands are not allowed to leave the hall before the ceremony officially ends.

4. Grand Ballroom Layout Plan

LEVEL 3D LAYOUT PLAN



5. Registration and Robing Layout Plan



6. Seating Arrangements Layout Plan

