



Guidelines for the Virtual Inaugural Ceremony

The Inaugural Ceremony for the intake of new students of Diploma and Certificate programs (2021 batch) of the Information Communication Technology Center, Makandura (ICTM) will be held on **21st of May 2022** from **9.00 a.m. onwards** via **online** mode.

Please follow the following guidelines to join the event;

1. **The New students and their parents** must participate in this inaugural ceremony conducted by the ICTM.
2. Please make sure you have setup Zoom and signed-in as shown in the “[How to Create Zoom account](#)” beforehand.
3. Don't forget to rename your Zoom **profile name** with your “Index Number and Your Name” along with a professional head photograph of yourself as **profile picture**. We **do NOT encourage** to use any other kind of profile names (e.g.: no nick names) and unprofessional photos in the online platform.

e.g.: Profile name: **DIT11XXX-Your Name** - for Diploma students

CCAS13XXX- Your Name - for Certificate students



Sample profile pictures

4. You can connect to the ceremony using the provided **Zoom link** that you may receive via an email prior to the ceremony day.
 5. Join the event **15 min prior** at around 8.45 a.m. to avoid web traffic delays.
 6. Kindly note that you have to remain your Zoom audio **muted** and Video **switched off/stopped** throughout the inaugural session to ensure smooth functioning of the event without any disturbances.
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7. The agenda for the ceremony is available online at the **New Intake** web page in the ICTC website. (https://ictm.wyb.ac.lk/?page_id=90¹)
8. All the students and their parents are kindly requested to remain connected until the **programme ends** and if you get any internet connectivity problems please kindly **re-join** the session via the same Zoom link.
9. Please kindly make sure you setup your computer or internet connectivity device at a proper place where strong internet signal reception is available at your home for **smooth connectivity** throughout the ceremony.
10. If you need any other academic /technical / administrative support related to this virtual inauguration please call the numbers listed at Contact Details section of the **New Intake** web page .

***Note:** The ICTM is hosting this session through Zoom platform thus, for smooth uninterrupted connectivity and as a safer option, we kindly recommend you to choose a convenient low-cost internet data package to connect with the online ceremony.

Organizing Committee

ICTM

17 / 05 / 2022