<u>Guidelines for the Inaugural Ceremony</u>

The Inaugural Ceremony for the intake of new students of Diploma program (2022 batch) of the Information Communication Technology Center, Makandura (ICTM) will be held on **18th of June 2023** from **9.30 a.m. onwards** via both **on-ground** and **online** mode.

The **New students** must participate in this inaugural ceremony conducted by the ICTM either on-ground or online.

Please follow the following guidelines to join the event **on-ground** (**Physically**);

1. First you register in the course (On-ground Student registration: 8.00 – 9.15am) at registration desk.

2. All students must be seated **15 min before** the event start.

Please follow the following guidelines to join the event **online**;

1. **The New students** and **their parents** must participate in this online 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: **DIT12XXX-Your Name** - for Diploma students

Sample profile pictures

4. You can connect to the ceremony using the provided **Zoom link** that you may receive via an email or telegram group prior to the ceremony day.

5. Join the event **15 min prior** at around 9.15 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.

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=90[1])

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
05 / 06 / 2023