

20th September 2011

Dear Graduate,

GRADUATION CEREMONY 2011 IN SINGAPORE

On behalf of Global Management Development Centre Organizing Committee, we would like to congratulate you on your upcoming graduation and take this opportunity to invite you to attend the 2011 Graduation Ceremony on [Sunday, 6th November 2011](#), from [8:00am till 2:00pm](#) in Amara Singapore Hotel at 165 Tanjong Pagar Road, Singapore 088539 (*The actual venue will be confirmed again at a later date*).

To facilitate the registration for the Graduation ceremony, you will need to complete a Registration Form and submit together with the payment advice to your respective College's Administrative Office. To ensure that your name appears in the Graduation Ceremony Program and to avoid paying a late fee, please take note that the form must be received by your respective College's Administrative Office no later than [10th October 2011](#).

INFORMATION FOR GRADUATES AND GUESTS

BEFORE THE CONVOCATION CEREMONY

1. All Graduates to proceed to the registration counter to register upon arrival at the Ceremony venue. Registration and robing will start at 8:30am sharp. All Graduates must be robed by 9:20am before the Full Dress Rehearsal.
2. All Graduates to inform their Guests to arrive at the Ceremony venue at 9:20am.
3. Upon registration, a Programme Itinerary will be issued to you with the indication of your allocated seat number. To ensure proper administration and the presentation of the awards, Graduates must not change or swap their allocated seat.
4. After robing, the Full Dress rehearsal will commence from 9:20am to 9:50am whereby Graduates will be briefed on the procedure for the presentation of awards prior to the commencement of the ceremony.
5. All Graduates and Guests **MUST** be seated by 10:00am. Graduates are reminded to inform their guests that no-one will be permitted into the Convocation hall after the Ceremony has commenced.

FEES

As indicated in the Registration Form there is a fee payable for each Graduate and Guest who will be attending the ceremony, for your convenience, the full details are included in the registration form with regards to the fees involved.

WORDING OF CERTIFICATE

All Graduates to ensure to provide the **FULL LEGAL NAME** for the printing of the certificate, if this does not match the name recorded in the University's student information system, proof of name will be required by the University as it may determine necessary.

ACADEMIC DRESSCODE

The form of dress at Graduation is:

Men – White coloured long sleeve shirts with collar and a tie, and dark coloured pant.

Women – White coloured long sleeve blouses and dark skirts, trousers.

LUNCH RECEPTION

An informal reception cum lunch for graduates and guests will be held after the ceremony which will start at 12 noon.

Yours sincerely,

Committee of GMDC

(An event organized by Global Management Development Centre)

Crossing All Boundaries