

## Information for guests

<b>Date</b>	<b>Time</b>	<b>Location</b>
Fri 14 Oct 2022	2:00pm – 5:30pm	Singapore Expo Convention and Exhibition Centre Hall 3

### Safe management measures

We are committed to creating a safe and meaningful Convocation experience for you. For the health and safety of all graduands and guests, and in line with recommendations and guidelines from the Ministry of Health and Ministry of Education, the following safe management measures will be implemented at the Convocation ceremony:

- Sanitation of high-touch point surfaces including door handles and escalator handrails as well as cleaning of common areas conducted regularly according to SGClean guidelines.
- For health and safety reasons, guests under the age of 6 or over the age of 70 are discouraged from attending the in-person Convocation ceremony.
- Kindly refrain from attending the in-person Convocation if you are experiencing symptoms of COVID-19 including but not limited to fever, runny nose, sore throat, cough etc. You may still attend Convocation online.

### General information

**Attendance at the LASALLE Convocation ceremony is strictly by invitation and registration only.**

To be allowed entry into the Convocation venue, you must produce the unique QR code for registration. The QR code can be found in the email sent a week before Convocation.

Registration will close on 20 September 2022. Please ensure that the graduand registers your information correctly when submitting his or her RSVP.

## **During the ceremony**

- You are encouraged to wear a mask for your own safety.
- The ceremony will begin on schedule and latecomers will not be allowed entry.
- While queuing to register, please get ready your QR code for scanning when you arrive at the counter.
- In compliance with the Personal Data Protection Act, you will be deemed to have provided consent to the collection of your personal data for the purpose of attending this event. Please ensure that a valid email address is provided and do whitelist alumni@lasalle.edu.sg to receive your unique QR code for registration at the hall on the day itself.
- Once inside the hall, you are encouraged to fill the front rows. Guest seats are allocated on a first-come, first-served basis. Please refrain from sitting in the VIP reserved seating area or the graduands' seating area.
- Guests are to be seated once they enter the hall and remain seated throughout the ceremony.
- You may take photos and/or videos from your seat but no standing or leaving of seats to take photos or videos is allowed throughout the ceremony. Please refrain from flash photography.
- All mobile and beeping devices are to be switched to silent mode when the ceremony is in progress.

## **Useful contacts**

If you have any queries regarding Convocation, please contact:

Division of Advancement

Tel: +(65) 6496 5152 / +(65) 6496 5151 / +(65) 6496 5227

Email: alumni@lasalle.edu.sg