

## The Hong Kong Chartered Governance Institute Notice to Awardee

### 1) COVID-19 measures

In line with Government requirements, The Hong Kong Chartered Governance Institute (Institute) adopts the following COVID-19 measures for attendees attending Annual Convocation 2022 (Convocation):

- i. To gain access to the Convocation, an attendee needs to:
  - Scan the QR Code with their 'LeaveHomeSafe' mobile app;
  - Allow venue staff to scan the **Blue** Vaccine Pass QR code;
  - Check body temperature (below 37.5 degrees Celsius).

*(Note: In case of exemptions from complying with any of the above usual requirements, these should be communicated to the Institute before the Convocation.)*

- ii. The following person(s) will **NOT** be allowed entry to the Convocation:
  - Those not complying with any items under (i) above;
  - Those subject to isolation/quarantine (e.g. wearing a Quarantine Order wristband) or in close contact with any such persons; and/or
  - Any person who has flu-like or respiratory symptoms.
- iii. Keep surgical face masks properly at all times during the Convocation.
- iv. Keep appropriate social distance in groups of no more than eight persons.
- v. Please observe good personal hygiene. Hand sanitisers will be supplied at the venue.
- vi. No food and beverage are allowed at the venue. Participants are encouraged to make their own arrangement beforehand.

*\*The above measures will be subject to changes. The Institute will review the latest announcements from the HKSAR Government and impose appropriate steps accordingly.*

### 2) Registration

All attendees are required to present the admission ticket at the designated registration counter upon arrival.

### 3) Gown fitting arrangement

- i. Fellows, Associates and Graduates **MUST** wear an academic gown during the ceremony or otherwise, they will **NOT** be allowed to get on the stage.
- ii. In view of the large number of awardees, we recommend all awardees to arrive at the venue as early as possible for gown fitting and photo taking.
- iii. Gown fitting service will be available from 6.00pm to 7.00pm. No service will be arranged after 7.00pm.

### 4) Certificate presentation

Please present the admission ticket to the Master of Ceremony for announcement of your name. Each awardee will take an individual photo with the official procession on stage.

5) **Photo booth and displays**

Awardees are welcome to take photos at the photo booth and other displays before the start of the ceremony. Kindly be reminded to maintain adequate social distance at the photo-taking points.

6) **Programme rundown (for reference only)**

7.15pm – 7.30pm

**Welcome Remarks**

Ernest Lee FCG HKFCG(PE), Institute President

**Convocation Address by Guest of Honour**

April Chan FCG HKFCG, Institute Past President and awardee of HKCGI Prize 2021

7.30pm – 8.45pm

**Certificate Presentation**

Fellows

Associates

Graduates

CGQP Module Prize Winners and Merit Certificate Awardees

HKCGI Foundation Scholarship Awardees

**Reflection Remarks**