

AGM

To all Members of the
Electrical Engineering Technical Division, IEM
35th Annual General Meeting

Notice is hereby given that the 35th Annual General Meeting of the Electrical Engineering Technical Division, IEM (EETD) is scheduled on **12th September 2020 (Saturday)** from **9.00 a.m. to 11.00 a.m.**, at **Malakoff Auditorium, Wisma IEM, Petaling Jaya, Selangor Darul Ehsan.**

AGENDA

1. Opening Address by the Chairman of the Session 2019/2020.
2. Confirmation of Minutes of the 34th Annual General Meeting held on 4th May 2019.
3. Matters Arising.
4. To receive and adopt the Secretary's Report for the Session 2019/2020.
5. To receive and adopt the Financial Statement for the year ending 31st December 2019.
6. Election of the New Office Bearers for the Session 2020/2021.
7. Address by the Chairman for Session 2020/2021.
8. Any Other Business.

Your presence will contribute to the success of this meeting.

Thank you.

Ir. Francis Xavier Jacob
Chairman, Electrical Engineering Technical Division, IEM
Session 2019/2020

BEM Approved Hours: Applying
Ref : Applying

STANDARD OPERATION PROCEDURES (SOP)

Pre - Registration is REQUIRED via **ONLINE.**

NO Walk-In ALLOWED.

1. CAPACITY of IEM Rooms subject to social distancing:

- ❖ **Malakoff Auditorium** (Main Room) **65 pax out of 130 seat**
- ❖ C&S /TUS Rooms **40 pax out of 80 seats**
- ❖ Chin Fung Kee Auditorium **50 pax out of 106 seats**
- ❖ Mezzanine Floor **30 pax out of 70 seats**
- ❖ D'Place (for serving food) **50 pax out 150 seats**

2. PRECAUTIONARY Measures / SOPs

- i. Seating to be alternate or distance of one metre for those not in auditoriums.
- ii. Food serving at D'Place – seating – one person per table or for long tables, alternate seating
- iii. Attendance is by registration. Strictly no walk-ins allowed. Room allocation will be issued in advance via confirmation to the participant prior to the event
- iv. Scanning for CPD will be done in front of the specific room. Participants must bring their membership cards. Non-members o produce MyKAD for scanning purpose.
- v. Temperature scanning to be done before members enter the specified room. Participants with temperature above 37.5°C will not be allowed entry.
- vi. Hand sanitizers provided at the registration counter. Participants to bring their own face masks. All participants are to wear face masks.
- vii. Participants to strictly follow entry and exit guides.