

## Guidelines

### Mandatory Presentations for Distance Learning Students

We are pleased to announce the upcoming mandatory presentations calendar for the year 2024, held from **the 6th to 9th** date of each presentation month (**January, March, May, July, September, and November**), preceding each exam. These presentations are essential for eligibility to appear in the examinations.

#### Registration Process:

##### Step 1: Access the Presentations Calendar

[https://www.icmainternational.com/education\\_calender.aspx](https://www.icmainternational.com/education_calender.aspx):

##### Step 2: Login to the Student Portal:

Use your designated User ID and Password to access the student portal link <https://www.icmap.com.pk/Login-Student.aspx>

##### Step 3: Complete the Presentation Registration Form

Fill out the DLP presentation registration form available on the student's portal. Please note that the registration form will only be active for DLP students during the stipulated registration period.

##### Topics of Presentation

The topics of presentation will be updated time to time in the DLP presentation registration form available on students' portal.

##### Courses for Mandatory Presentations:

Presentations are mandatory in the following courses for examination eligibility.

- O3-Business Communication and Report Writing
- O4-Fundamentals of Management
- M3-Management Information Systems
- M4-Financial Accounting & Corporate Reporting
- S2-Audit & Assurance
- S6-Strategic Management

##### Step 4: Accuracy of Information

Verify that all information provided in the DLP presentation registration form is accurate and complete. Enter a valid email ID as all correspondence regarding the presentations will be sent on provided email IDs. The institute will not be responsible for any delay/mishap in communication due to invalid email IDs provided by the students in the presentation registration form.

##### Step 5: Seek Registration Assistance (if needed)

If you any issue arise during the DLP presentation registration, please contact immediately at [education@icmap.com.pk](mailto:education@icmap.com.pk). Please note that after the expiry of prescribed presentation registration dates, the institute will not be responsible to provide any kind of assistance.

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**Presentation Schedule:**

- Registered students will receive an email containing the timetable, presentation slots, and Zoom link
- Information will be shared exclusively with registered students through the email ID provided in the DLP presentation registration forms.

**Presentation Attendance:**

- Students must attend their scheduled presentations on the specified date and time.
- In case of any problem during the presentation, students may contact the Education Department, Head Office immediately.
- If student could not appear for presentation due to any reason during the stipulated period of presentation. The institute will not be responsible to reschedule the presentation for students. Consequently, student will be deemed ineligible to appear in the examination of the courses for which presentations are mandatory until/unless appear and pass the presentation subsequently.

**Eligibility Criteria:****Course Admissions:**

Only those Distance Learning Students who have taken admissions in their respective courses before the presentation registration dates are eligible to get register for presentations. Students who will take admissions after the presentation dates will be eligible for subsequent examinations after appearing in the mandatory presentations.

**Eligibility for Examinations:**

Students who are unable to attend the presentation or do not obtain at least 50% marks will not be eligible for the examination. Such students must attend subsequent presentations to become eligible for examinations.

**Contact Us:**

If you have any queries regarding the presentations, please feel free to contact at [education@icmap.com.pk](mailto:education@icmap.com.pk)

**Note:** For further information and updates, please visit link at ICMA website: <https://www.icmainternational.com/NoticeBoard.aspx>



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