



Graduation 2024

What to expect on the day

#UCFBGRADUATION | **#GISGRADUATION**

Before you set off

Make sure you have access to your tickets, either on a mobile phone or printed out. Please also make sure that all members of your party have photographic ID available on arrival i.e. Passport, Driver's License, etc.

Make sure you have had something to eat, graduation is a very busy day and whilst there is food available to purchase, make sure that you have some food before you arrive.

1

Arrive at the venue and register

Please refer to the Graduation Guide for directions to the venue, and the detailed schedule for your specific arrival time. Both documents have been emailed to eligible graduands. Please arrive promptly to ensure registration is as smooth as possible. Allow plenty of time for traffic as we are unable to delay the start of ceremonies for late arrivals. Please do not arrive earlier than your specified time as there is no covered waiting area available outside of the stadium.

As soon as you arrive you will need to register. This may mean standing outside in a queue for a little while but we will aim to get you through the queue as quickly as possible. Please bring coats and umbrellas as necessary for potential queuing outside.

Security and bag checks will take place on arrival, please avoid bringing bags where possible to speed up the registration. Please note that there is no cloakroom facility at the stadium.

Show us the QR code on your ticket and your ID when you reach the front of the queue, we'll then check you in on the register and provide each attendee with a programme.

2

Gowning and Photography

After you have registered, graduates and guests will be guided from registration towards the pre-ceremony room.

Graduands are required to visit gowning as soon as possible to obtain their cap and gown to get ready for the ceremony.

Once you have been gowned, you will then have the opportunity to take official photos alone and/or with your guests if you have pre-booked them with Ede & Ravenscroft. All graduands should aim to get their photos taken prior to their ceremony.

Ede & Ravenscroft may be able to take on the day photography bookings subject to availability, please make a member of the gowning team aware if you would like photographs but have not pre-booked.

3

Prior to the Ceremony

Graduands will be instructed to leave the pre-ceremony room and will be put into correct order for their ceremony. Please ensure you listen out carefully for this announcement and follow the instructions of staff. We would appreciate graduand cooperation during this period in order to make it as seamless as possible. Please ensure you have been to the toilet before we start this process to avoid losing your place in the procession.

Guests are required to remain in the pre-ceremony room whilst graduands are ordered.

During this time the graduands are being checked and placed in degree order for their ceremony. Given the number of graduands this process takes time. We ask that guests are patient and await further instruction from UCFB staff.

Complimentary Tea and Coffee will be available, along with food and drink to purchase.

4

Guest Seating

Guests with special access requirements will be seated before all other guests. If you do not have special access requirements please await main guest seating announcements.

5

Ceremony structure

The ceremony order of events is as follows:

- Graduands and Official Party process into ceremony room.
- Ceremony declared open, along with opening addresses.
- Conferment of Degrees.
- Individual achievement awards.
- Closing address.
- Graduates and Official Party process from the ceremony room.
- Guests invited to join graduates for a post-ceremony reception.

Information for graduands:

- Graduands will be sat together in the central block in front of the stage, grouped by degree cohorts.
- Graduands will be directed at the appropriate time to move to the side of the stage, along with their cohort. A member of staff will then check graduands' names before they go on stage. Once their name is announced, graduands cross the stage, shaking hands with UCFB and University of East London senior officials
- Instructions for anyone not wishing to shake hands on stage, will be given before graduands enter the stage.

6

Post-Ceremony

Once the ceremony has finished all graduates will follow the procession towards the post-ceremony room for their class photo. Graduates are required to remain in order & listen to UCFB staff. The quicker this is done the faster you will be able to see your guests after the ceremony!

Guests will be ushered towards the post-ceremony room and will be able to enjoy a complimentary glass of fizz to celebrate.

A cash bar will be available; however, no food is available to purchase in the post-ceremony reception.

Guests are required to leave the post-ceremony room 90 minutes after the ceremony has finished. Graduates should ensure they return their cap and gown before leaving the stadium.



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