



# MBA Graduation Ceremony

## Procedures & Instructions

### Arrival and Sing-in:

All Graduates and Guests who has confirmed their attendance through the Weezevent website will be required to show their tickets at the gates in order to **enter the World Trade Center by Place Robert Schuman**. An identity document (e.g. passport, driver's licence or international student card) could be requested at the entrance.

**Please PRINT and BRING the ticket(s) you have received by e-mail to the entrance of the World Trade Center. The ticket can be also displayed on a smartphone but the screen light must be turned to maximum in order to scan it.**

On arrival Graduates and Guests will be welcome at the desks in the reception area on the ground floor of the World Trade Center. Graduates will be handed a pack containing the program, the instructions and a sating sash to wear for official photos and during the Ceremony.

### Official individual photographs:

Individual photographs will be taken in the Atrium from **0830hrs to 0930hrs**. Photos will be available for download free of charge in April.

### GEM Store – Time for souvenirs

GEM merchandise including official clothing and souvenirs will be on sale in the World Trade Center **from 0830hrs to 0930hrs and from 1110hrs to 1220hrs**.

### The Ceremony – Time to walk:

- a) **In order to start the ceremony on time – 1000rs - Graduates and Guests should take their seat in the Auditorium between 0930hrs and 0945hrs.**
- b) Graduates will find the name of each intake on the end of each row and their names on a chair. Guests will have reserved seating towards the rear of the auditorium. Please let us know before Monday 10 March, if you or any of your guests have any disabilities or require special seating arrangements such as wheel chairs.
- c) **Graduates must wear the satin sash. The inscription “GGSB Graduates” must be worn on the left side.**
- d) The Ceremony will last approximately one hour and will start with speeches from school's Deans and the MBA Program Director.
- e) Graduates will be called out in alphabetical order by program coordinators as follows:  
MBA Full-Time 12 Grenoble, MBA Full-Time 4 London, MBA Part-Time 9 Moscow, MBA Part-Time 7 Grenoble, MBA Part-Time 5 Georgia, MBA Part-Time 4 Georgia, MBA Part-Time 1 Riyadh
- f) Graduates will go up to the stage in turn and will:
  - **Ascend the ramp on the left side of the stage.** While one graduate walks on stage, **the next graduate should be ready on the left side to go on stage.**
  - Shake hands with the Dean and Director of Grenoble Graduate School of Business.
  - Receive mock certificates from the Program Director. Real certificates will be collected after the ceremony, details below.
  - Stay in silence on the right side on the stage, near the ramp.
  - **After the last Graduate of your group has been called your whole group should be placed in the middle of the stage to take the official group photo.**
  - **Descend the ramp on the right side of the stage.**
  - Return your seats in silence.
- g) Graduates should NOT have personal belongings when they are call on the stage. **NO CELL PHONES OR CAMERAS ALLOWED.** If necessary, personal items can be left with family or friends.
- h) The winner of the class representatives' speech competition will be called up individually to make the speech.
- i) A film will be made and it will be on-line in April.

### Graduation Etiquette

Students are expected to return to their seats after receiving their diploma, and to remain seated for the rest of the ceremony. Family and guests are asked to remain seated for the entire ceremony, refraining from leaving their seats to take pictures or to talk to graduates. **In order to not disrupt the ceremony, we will ask graduates and guest to turn off any wireless telephones, pagers or other electronic devices. Please respect this request.**

### After the Ceremony:

#### **a) Collection of Degree Certificates:**

Degree Certificates must be signed for in **room 1 – Mont Blanc from 1110hrs to 1200hrs**.

#### **b) Cocktail:**

After the Ceremony, Graduates and Guests are invited for a complementary cocktail in the Atrium, free of charge, **from 1110hrs to 1220hrs**.

# WORLD TRADE CENTER

