

MSc 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 1400hrs to 1445hrs**. 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 Atrium **from 1400hrs to 1445hrs and from 1710hrs to 1745hrs**.

Refreshments:

Before the Ceremony, Graduates and Guests are invited for refreshments **in rooms 1 and 2 Mont Blanc from 1445hrs to 1530hrs**.

The Ceremony – Time to walk:

- a) **In order to start the ceremony on time – 1600rs - Graduates and Guests should take their seat in the Auditorium between 1530hrs and 1545hrs.**
- 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 MSc Program Director.
- e) Graduates will be called out in alphabetical order by program coordinators as follows:
 - MSc Finance 6 – Grenoble, MSc Finance 5 – London, MSc Marketing 5 – Grenoble, MSc Strategic Marketing 1 – Grenoble, MSc Innovation, Strategy and Entrepreneurship 4 – Grenoble, MSc Innovation, Strategy and Entrepreneurship 1 – Beijing, MSc Business Development 3 – Grenoble, MSc Management Consulting 2 - Grenoble
- 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 to 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

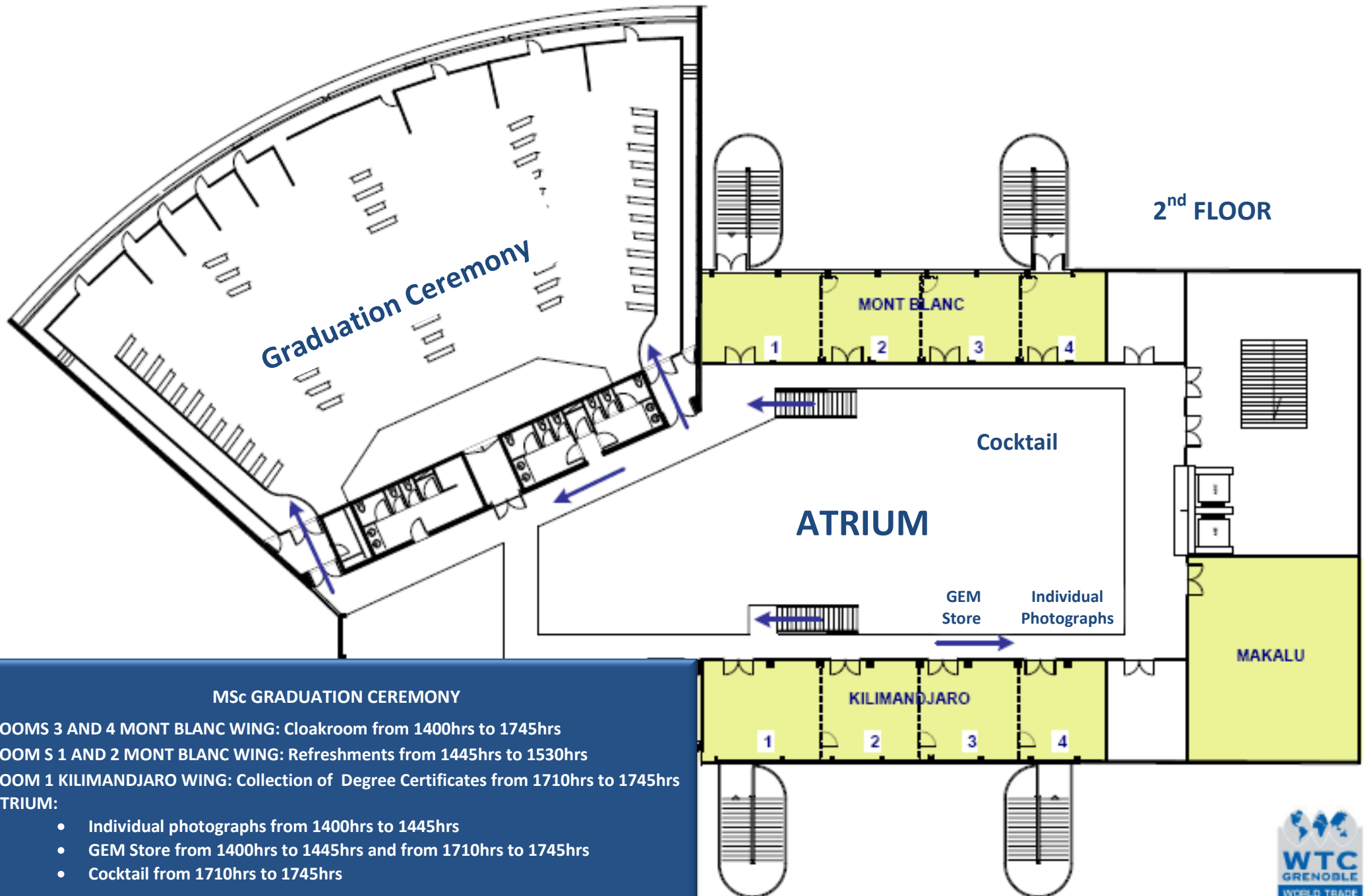
Graduates are expected to return to their seats after receiving their diploma, and to remain seated for the rest of the ceremony. Family and Guests are asked to remain seated for the entire ceremony, refraining from leaving their seats to take pictures or to talk to Graduates. **In order to not disrupt the ceremony, we will ask Graduates and Guests 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 – Kilmandjaro from 1710hrs to 1745hrs**.

b) Cocktail: After the Ceremony, Graduates and Guests are invited for a complementary cocktail in the Atrium **from 1710hrs to 1745hrs**.

WORLD TRADE CENTER



MSc GRADUATION CEREMONY

ROOMS 3 AND 4 MONT BLANC WING: Cloakroom from 1400hrs to 1745hrs

ROOM S 1 AND 2 MONT BLANC WING: Refreshments from 1445hrs to 1530hrs

ROOM 1 KILIMANDJARO WING: Collection of Degree Certificates from 1710hrs to 1745hrs

ATRIUM:

- Individual photographs from 1400hrs to 1445hrs
- GEM Store from 1400hrs to 1445hrs and from 1710hrs to 1745hrs
- Cocktail from 1710hrs to 1745hrs