

**GENERAL GUIDELINES FOR ALL – 19<sup>th</sup> Convocation Ceremony (Sunday, January 26, 2020, AIUB Campus)**

- All graduates must arrive in the venue by 8.00 AM. There will be restrictions in entry after 9.30 AM. Students must be seated in the designated area according to seat plan by 10.00 AM. No entry will be allowed into the seating area after 10.15 AM. (Seat Plan will be posted before the convocation)
- Parking will be available only for registered cars carrying the 'Car Parking Token'. The token must be presented at the entrance. The token will be collected by the security at the entrance of the parking area. To ease the traffic congestion for that day, vehicles will not be allowed to exit the premises till after the program has ended.
- For their own betterment, avoid bringing small children and infants to the program.
- Seating is 'first come, first serve', so please avoid 'saving/booking seats' for others, to ensure a smooth progression of the program.
- There will be 2 separate entry points for students and guardians, so kindly check at the gate and proceed accordingly.
- Kindly arrive in the venue with your convocation gown and cap. Ensure that the tassel is placed on your left-hand side. And keep in mind, not to lose your caps during the 'toss' after the degrees are conferred.
- Please be seated as soon as possible. The program schedule requires your cooperation, so avoid causing delays by chit-chatting, waiting for batchmates, or taking photos.
- Stand for the National Anthem (at the beginning of and at the end of the first part of the program) and when the degrees are conferred. Remain seated for the rest of the program.
- Graduates of the respective Faculties must stand, when the Registrar announces the name of each Faculty for conferring the degrees (at around 10.45 AM in the program schedule). When the degree conferring is complete the registrar will request you to move the tassel of your cap from left to right (with your right hand). Make sure until then the tassel of your cap is on the left.
- Maintain decorum throughout the program. Avoid side-talking and causing interruptions during the program.
- Please remain seated at the end of the first part of the program after the guests left the stage. So that the food distribution can be done properly.
- There will be designated photo booths set up around the campus and time available after the program to take personal photos. So kindly wait for the end of the program to get engaged in your 'photo sessions'.
- There are designated bins for trash, so please maintain the cleanliness of the campus and do not litter.

**GUIDELINES FOR FEMALE STUDENTS**

- Please note, that the venue is the sports complex of the campus, which is a grass field. So kindly avoid wearing heels/stilettos.
- If possible, wear a light salwar kameez and try to keep your makeup to a minimum, as it will be a long day and may get hot.

### **GUIDELINES FOR MALE STUDENTS**

- If possible, wear light colored shirts (preferably with a necktie) and dark colored pants, with comfortable and clean shoes.
- Make sure you are well-groomed and presentable for your lifetime graduation photos.

### **EXCLUSIVE GUIDELINES FOR AWARDEES**

- Please note, that the venue is the sports complex of the campus, which is a grass field.
- If you are an award recipient in any category, as finalized in the convocation souvenir, please check your name and code number in the souvenir book and prepare accordingly.
- Award Recipients must note down/ memorize the code written against their name in the souvenir book. A corresponding queue card of that code must be collected from the designated desk beside the stage, and presented to the Emcee on the stage for ensuring the proper announcement of the respective awardees.
- After the speech of Convocation Speaker (around 11.00 AM), recipients of Leadership Awards must report to the OSA representatives at the beside the stage and be in queue to be called on the stage.
- Once on stage, remove your cap and place it under your arm, to receive the award. Locate where the camera man is positioned to pose for your lifetime convocation award photograph.
- For the second part of the program, please note the following details of the respective Award Ceremonies:
  - Vice Chancellor's Awards (For the best thesis, internship reports, projects, teaching practicum, etc.)  
Time: 1.30 PM; Venue: AIUB Auditorium
  - Academic Award (Summa Cum Laude, Magna Cum Laude, Cum Laude):  
Time: 2.00 PM; Venue: Separate locations according to Faculties

Faculty of Arts and Social Science (FASS): Media Studio (Level 2, Annex 2)

Faculty of Business Administration (FBA): Convocation Stage in the Sports Complex

Faculty of Engineering (FE): Multipurpose Hall (Level 5, Annex 7)

Faculty of Science and Technology (FST): Auditorium (Ground Floor, Building D)

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