

## Ceremony Arrangements Saturday 9 November 2019 at 3 pm

### On arrival

- 1 You will be able to enter the Main Building from **1.30pm**
- 2 Please register at the University's Registration Desk, which will be situated in the Foyer of Loke Yew Hall. You will be given a Graduate Ticket with your name, award and seat number printed on the reverse together with any purchased guest tickets.
- 3 After Registration you will be able to collect your academic gown. Please remember to order your academic dress in advance of the ceremony day from Messrs Ede & Ravenscroft. The order form is available here  
[Greenwich Robe order form](#)
- 4 You will be able to have official photographs taken before the ceremony. Please visit the website for further details at <https://www.tempest-graduations.co.uk/>
- 5 Please be seated 30 minutes before the ceremony is due to commence. A section of Loke Yew Hall will be reserved for graduates only. You **must** have your Graduate Ticket with you during the Ceremony.
- 6 Your guests will be directed to the area reserved for guest seating in Loke Yew Hall. A programme will be provided as a souvenir of the occasion.

### The ceremony

- 7 Each graduate seat is numbered and it is essential that you sit in the numbered seat that corresponds with the number on your graduate ticket. When you are directed to the stage to be presented **this ticket will be used to announce your name and the title of your award.**
- 8 Please follow the instructions given to you by stewards. Once you have shaken hands with the Provost and Deputy Vice-Chancellor and collected your commemorative certificate, you will be directed back to your original seat. Please remain in your seat until the end of the ceremony.
- 9 All graduates attending the ceremony will receive a commemorative certificate on the day.
- 10 The ceremony will end with the departure of the Academic Procession. Graduates and guests will follow on and process to the reception area where refreshments will be served. You will then have the opportunity to meet friends, family, colleagues and guests.

The event is scheduled to end at **5.30pm.**

Ceremony Schedule  
Saturday 9 November 2019 at 3 pm

<b>TIME</b>	<b>ACTIVITIES</b>
<b>1.30 pm</b>	<ul style="list-style-type: none"> <li>• Graduates and Guests arrive. Graduates register and are given a Graduate Ticket with their name, award and seat number, together with Guest Tickets.</li> <li>• Academic Gowns collected by Graduates</li> <li>• Official portrait photography</li> </ul>
<b>2.30 pm</b>	<ul style="list-style-type: none"> <li>• VIPs, Guests and Graduates are asked to take their seats in Loke Yew Hall</li> </ul>
<b>2.50 pm</b>	<ul style="list-style-type: none"> <li>• Academic Procession Forms</li> </ul>
<b>3.00 pm</b>	<ul style="list-style-type: none"> <li>• Ceremony begins with Academic Procession</li> <li>• Ceremony introduced by Master of Ceremonies</li> <li>• Welcome address</li> <li>• Ceremony Address by Professor Javier Bonet, Provost and Deputy Vice-Chancellor of the University of Greenwich</li> <li>• The names of the graduates to be presented will be announced by a representative from the graduates' 'home' Institution</li> <li>• Award holders will be received by Professor Javier Bonet</li> <li>• Commemorative certificates will be given out during the Ceremony</li> <li>• The Master of Ceremonies will close the Awards Ceremony</li> </ul>
<b>4.30 pm</b>	<ul style="list-style-type: none"> <li>• Academic Procession leaves Loke Yew Hall followed by graduates and guests</li> </ul>
<b>4.30 – 5.30</b>	<ul style="list-style-type: none"> <li>• Ceremony Reception</li> </ul>
<b>5.30 pm</b>	<ul style="list-style-type: none"> <li>• Event finishes</li> </ul>