The “D” Day – June 23, 2012:
Instructions to Graduating Students

A. The Graduation Ceremony

Commencement exercises will be held on Saturday June 23rd, at 2pm at the Salle Prince Pierre, Grimaldi Forum, 10 Avenue Princesse Grace, 98000 Monaco. The ceremony will begin at 2pm and should end by 4pm. The Ceremony will be followed by a short cocktail at Café Llorca in the Grimaldi Forum.

1. SCHEDULE FOR THE DAY

10:30am (Salle Prince Pierre – Grimaldi Forum) - Rehearsal
All graduating students must arrive at the Grimaldi Forum at 10:30am for the processional line-up and rehearsal. The rehearsal will take approximately one hour.

During this rehearsal, we will explain you the different steps that you need to follow for your graduation. It is ESSENTIAL for you to be there in order to maintain the strict organization of the Graduation Day. Attendance is COMPULSORY at 10:30am!

11:30-12:15 Lunch Break
After the rehearsal you will have time to eat between 11:30 and 12:15. As time will be very limited, please prepare some sandwiches! You can also use the break to pick up your Cap & Gown.

12:15pm (Salle Van Dongen – Grimaldi Forum)
Students will proceed directly to Salle Van Dongen (on the right hand side when you take the escalator down). At Salle Van Dongen you will be able to get changed and to put on your cap and gown. ONLY graduating students will be accepted. No family member or friend will have access to this area.

12:30pm (Outside the Grimaldi Forum towards the sea)
At 12:30 pm the photographer will take a group picture of each cohort outside the Grimaldi Forum facing the sea. Pictures will be taken in the following order: Bachelor programs, MBA, EMBA, Taiwan programs.

Please make sure you arrive on time! Students who are not present at 12:30 will not be on the photo!

1:00pm (Photo Studio next to Salle Van Dongen – Grimaldi Forum)
As of 1pm the photographer will also take pictures of individual students before the ceremony, for those who wish to do so, wearing their gown and holding a diploma cover (optional).

1:45pm (in front of Salle Prince Pierre – Grimaldi Forum)
You will be lined up in alphabetical order. All students are asked to remain in this order once the line has been formed.
Please tell your guests and family to come around **1:30pm NOT BEFORE**! As of 1:30pm, the “Salle Prince Pierre” will be open and all guests may take their seats.

Any student or guest who is late must wait until the procession has been completed. They will then be seated.

**2:00-4:00pm Graduation Ceremony (Salle Prince Pierre – Grimaldi Forum)**

**4:00-5:00pm (Café Llorca – Grimaldi Forum)**
The Ceremony should finish around 4pm. After this, you are very welcome to join our cocktail party at Café Llorca in the Grimaldi Forum, level +1.

**4:00-5:30pm (Salle Van Dongen)**
Please don’t forget to hand back your gown in case you hired it. On this occasion you will also get back your deposit.

2. **PRACTICAL INFORMATION**

a. **DIPLOMAS**
Graduates will receive their diploma the same day as the Graduation Ceremony. Only those graduates who have met all their academic and financial obligations to the University will be able to participate in the ceremony. All accounts must be paid in full before a diploma can be awarded and your student file fully completed. If you have any questions regarding your account or student’s file, please contact Mr. David Cranman at +377.97.986.985 or by email: dcranman@monaco.edu.

b. **ACADEMIC HONORS**
Students who have qualified for academic honors will receive their awards during the Graduation Ceremony from their Program Director.

c. **CEREMONY DRESS CODE**
Attire should be appropriate for the occasion. It is recommended that the candidates for graduation wear business-casual attire. It is also recommended that they wear comfortable shoes (excluding sneakers). Personal belongings should not be brought to the line-up area but should be given to relatives in the audience. Candidates for graduation will not be permitted to carry handbags, cameras, balloons, phones or any other objects during the ceremony itself. For your guests, family and friends, the dress code is cocktail attire.

d. **PARKING FOR THE CEREMONY**
Public parking with 600 spaces is possible just underneath the Grimaldi Forum. Signs will show you the way from the parking to the main entrance of the Grimaldi Forum. Once in the Grimaldi Forum, please take the escalator down to level -2 where Salle Prince Pierre (ceremony) and Salle Van Dongen (changing/caps & gowns) are located.
e. GUESTS SEATING
Please note that it is not necessary to book seats for the ceremony. Your guests will take their seats when the doors open (at 1:30pm).

f. DISABLED GUEST SEATING
Seating for a disabled guest and accompanying family members is available. Please contact Anna for additional information (afritsche@monaco.edu).

g. SMOKING AND CELL PHONE REGULATIONS
Smoking is not permitted in the Salle Prince Pierre during the Ceremony and in the rest of the Grimaldi Forum. Graduates should not have their mobile phones with them during the ceremony. Please ensure that your guests have their mobile phones switched off, too.

h. PROCESSION, BENEDICTION AND RECESSION
After the procession please remain standing for the National Anthem and the Benediction. During the Benediction, everybody should be standing up and men should take off their caps. Once the ceremony begins, graduates are not permitted to leave the seating area until after the ceremony is completed. All graduates are expected to participate in the procession and recession.

i. PICTURES
Two official group pictures of all the graduates will be taken:

- 1 photo of each program will be taken at 12:30 outside the Grimaldi Forum towards the sea
- 1 photo of all graduating students will be taken on stage at the end of the ceremony

At the end of the Ceremony, graduates will be asked to come back on stage (follow the group leader). You will directly make two official group pictures (one with the hats on, one with the hats thrown up in the air). You can leave your belongings under your seat. You will be able to pick them up once the group photos are finished.

After these pictures, you can join the cocktail party at Café Llorca at level +1.

Please don’t forget to hand back your gown in case you hired it!

The use of video and photo cameras by guests will be permitted during the ceremony. However, please take note that pictures can only be taken from the guest seating area. Individuals are asked not to leave their seats to take pictures of graduates.

B. The Gala Dinner
The Gala Dinner will take place at the Méridien Beach Plaza Hotel in Monaco at 8pm (22 Avenue Princesse Grace, 98000 Monaco). The price per person is 115€. You can make your reservation and payment online on Atom: atom.monaco.edu. If you wish to sit at the same table with certain people, you are kindly asked to send an email to Anna, afritsche@monaco.edu and to provide her with the list of
guests at your table. For your information, the minimum number of people on one ROUND table is 8 and maximum is 12. If you are more than 12, tables will be RECTANGULAR.

1. DRESS CODE FOR THE GALA DINNER
Black tie and Gala dresses. For information on tuxedo rentals, please go on ATOM atom.monaco.edu or email afritsche@monaco.edu.

2. PARKING FOR THE GALA DINNER
You can leave your car to the voituriers/valets of the Méridien who will take care of your car that night for a price of 34€. Alternatively you can park your car in the street along Larvotto Beach for 2€.

GENERAL INFORMATION AND QUESTIONS

*Questions concerning Commencement & the Gala Dinner* should be directed to Anna Fritsche +377.97.986.987 (afritsche@monaco.edu)

*Questions concerning student eligibility for Commencement* should be directed to the Dean, Dr Antonella Patras at +377.97.986.991 (apatras@monaco.edu)

*Questions concerning your student’s file and your financial status:* the Registrar and Bursar, David J. Cranman at +377.97.986.985 (dcranman@monaco.edu)