

# ON THE DAY

## BEFORE THE CEREMONY

You need to allow yourself sufficient time to collect your academic dress from the Spark and proceed to the Guildhall (approximately a 10 minute walk from the Spark) to register. **Registration for your ceremony will take place in the Guildhall 1 ½ hours before your ceremony.**

**Please note that to ensure the ceremonies start on time, registration will close 30 minutes before the start of each ceremony. Graduands/diplomands and their guests are required to be seated 30 minutes before each ceremony.**

## DURING THE CEREMONY

- A welcome speech will be made to the audience outlining the contents of the ceremony.
- The Processional Party will enter the auditorium and process up onto the stage.
- The Chancellor or Vice-Chancellor (or his representative) will address the auditorium.
- The name, course and prize (where appropriate) for each graduand/diplomate will be read out as they walk across the stage. Ushers will tell you when it is time to make your way to the stage and also guide you back to your seat.

## WHERE WILL I GO FOR PHOTOGRAPHS?

Ede and Ravenscroft (Photography) Limited, the official University graduation photographers, will be available in the Spark between 9am and 5pm every day. Photographs can also be pre-booked on the academic dress website at [www.gownhire.co.uk](http://www.gownhire.co.uk)

- Graduates/diplomates will shake the Chancellor or Vice-Chancellor's hand and make their way off the stage.
- All graduates/diplomates will be asked to stand and will be admitted to their awards.
- At some ceremonies an award will be made to an honorary graduate of the University.
- The Processional Party will exit the stage.

## WHERE CAN I GO FOR REFRESHMENTS?

Following your ceremony, you are invited to join your fellow graduates at the post graduation reception being held in the Graduation Marquee that will be based in Guildhall Square. This is an excellent opportunity to meet up and celebrate with everyone involved in your studies

## TIMINGS ON THE DAY

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### Morning ceremonies

Academic Dress Collection (the Spark)	08.30 – 10.00
Registration (Southampton Guildhall)	09.30 – 10.30
Time to be seated	10.30
Time of ceremony	11.00
Return academic dress	18.00

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Please return academic dress to the Spark before 18.00 unless you have arranged additional hire time

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### Afternoon ceremonies

Academic Dress Collection (the Spark)	11.00 – 13.00
Registration (Southampton Guildhall)	13.00 – 14.00
Time to be seated	14.00
Time of ceremony	14.30
Return academic dress	18.00

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Please return academic dress to the Spark before 18.00 unless you have arranged additional hire time

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