

# Manitoba Institute of Trades and Technology

Spring 2018 Convocation

June 22 at 10:00 am

RBC Convention Centre Winnipeg (South Building)

375 York Avenue, Winnipeg, Manitoba



## Guidelines for Students and Guests

### Parking Information

The RBC Convention Centre Winnipeg has two separate climate controlled underground parkades (North and South) with 729 parking stalls. Designated disabled parking stalls are located adjacent to each elevator. For methods of payment, current fees, vehicle height restrictions and other details, [please click here](#).

Surface lots as well as the nearby Millennium Library parkade are other convenient options.

We do not recommend parking on the street as most meters impose a two-hour maximum which, depending on the length of the ceremony, may not be sufficient.

The MITT Graduation Committee is pleased to provide the following guidelines to help ensure you and your guests have a truly memorable convocation experience. Here, you will find important information on:

#### **Where convocation is held**

#### **Where to park**

#### **Arrival times for students and guests**

#### **Convocation ceremony details, including order of proceedings and approximate ceremony duration**

### **We encourage you to review this information and to please share it with your guests!**

Convocation is a unique ceremony that balances formality and tradition with practicality and fun.

The Graduation Committee's goal is to provide every student and their guests ample opportunity to celebrate their academic accomplishments, while at the same time ensuring the ceremony flows smoothly and on time. Graduands and guests can help us deliver the best possible convocation experience by:

#### **Arrive on time**

#### **Get ready in an efficient manner to ensure the ceremony starts on time**

#### **Remain seated for the duration of the ceremony to ensure participation in the traditional Conferring of Certificates and as a show of respect to fellow graduates and their guests**

Thank you in advance for your cooperation and congratulations from the Graduation Committee on your accomplishments. We wish you all the very best in your future endeavours and can't wait to welcome you into MITT's ever-expanding alumni family!

## Accessibility

The RBC Convention Centre Winnipeg is a fully accessible facility. MITT encourages graduating students and their guests to consider the comfort of others and to wear scent-free products at this event.

Alternative versions of the program and/or speeches are available upon request, but may not be immediately available at the ceremony. Please contact Kayla Hoskins at [kayla.hoskins@mitt.ca](mailto:kayla.hoskins@mitt.ca) or **204-989-6537** to reserve accessible seats, or with any other accessibility related concern or requests. General questions about convocation and graduation should be directed to [grad@mitt.ca](mailto:grad@mitt.ca).

## RBC Convention Centre Winnipeg (South Building) Entrance

The main doors are located on the north side of the building facing York Avenue. Directional signage to the Convocation Ceremony (3rd floor) will be posted throughout the building.

## Arrival Times

**8:30 am** – All graduands report to the 3rd floor of the Convention Centre

**9:30 am** – All graduands in their gowns and ready to be marshalled into the auditorium

**9:45 am** – All friends and family seated in auditorium

**Graduands who arrive late may not be able to take part in the ceremony.**

## Upon Arrival, Graduands Should:

### Register

It is important that all graduands visit the registration table to pick up a reader card. You should do this **BEFORE** you collect your graduation cap and gown. Keep this card with you at all times. During the ceremony you will hand this card to the Reader before you cross the stage—this is what they will read your name off of.

### Pick up caps and gowns

Graduands were instructed to reserve a gown prior to the event—this is how we know you're coming. After you have registered and received your reader card, you may collect your cap and gown. Please then proceed to your assigned program area where you can get dressed. Please do not dress in front of the gowns table. We recommend you bring as few valuables with you as possible and leave items such as purses, cameras, and phones with a friend or family member. MITT is not responsible for lost or damaged items.

### Line up

Graduands should be dressed in their cap and gown and in their designated program area no later than 9:30 am. This will give us time to line you up in preparation for the ceremony's 10 am start time. Once lined up you are required to remain in your assigned position.

## Order of Proceedings

The length of the convocation ceremony can vary depending on the number of graduates and the length of speeches. Generally, the ceremony will be approximately 2 hours in length.

### Presentation of Congratulatory Letters

After you have entered the ceremony and have been seated, your assigned Marshall will bring you to the stage at the appropriate time for your program. Once on the stage, you will give your card to the Reader and stand to face the audience as your name is read. You will then walk across the stage to receive a congratulatory letter and continue to exit the stage and return to your original seat. Graduates will receive their formal graduation packages, including their certificates, three to four weeks following the end of classes.

### Conferring of Certificates

The Conferring of Certificates takes place at the end of the ceremony and it is the moment you move your graduation cap tassel from the right side to the left side to signify the successful completion of your certificate. Instructions will be given during this part of the program.

### Ceremony Conclusion

At the conclusion of the ceremony, graduates must remain seated until their assigned Marshall directs their group out of the ceremony and to the reception area. This is where you can visit with your guests and instructors.

## Additional Ceremony Details for Graduands and Guests

### Video Recording of Ceremony

Family and friends who are unable to attend the ceremony can view a video recording of the ceremony. The video will be made available for reviewing at [mitt.ca](http://mitt.ca).

### Gown Returns

Gowns must be returned by 1 pm to the gowns table and students who fail to do so will be charged the purchase price. Your cap and tassel are yours to keep.

### Portraits and Photos

Lifetouch has been enlisted as this year's Convocation photographer. They will be taking photos of our graduates as they cross the stage, and will be available to take individual and group portraits before and after the ceremony. Please review the [Lifetouch](#) information and order forms included with this message. Appointments are required for portraits.

***NOTICE: Convocation is a public event. Photographs and/or video and/or audio recordings of this event may be produced. The photographs and/or video may include your recognizable image. By participating in this event, you consent to being photographed, videotaped, and/or audio recorded and you authorize the Manitoba Institute of Trades and Technology to use the photographs, videos, and/or audio recordings in its activities, at its events, and in its promotional material, in print or electronic format, including on the internet via the college's website or other social media websites.***