

- **At least 1h 30' before the start of the ceremony:** arrival at St Mary's University Campus - Twickenham and report to Ticket and Namecard Collection Desk in the Refectory
- From 7.30 am: **Ticket and Namecard Collection Desk** will be open in the Refectory. **Show your e-tickets** either in your email or a printed copy, if you prefer, to register and collect your Namecard and Guest Tickets
- From 7.30 am: **Ede & Ravenscroft robing area** will be open in the Shannon Suites, first floor, where you will be robed.
- **Photograph area:** Ede & Ravenscroft will take individual photographs before and after the ceremony at rooms F4-F6. If you intend to have your photograph taken before the ceremony, please ensure that you allow sufficient time to ensure you are still seated 15 minutes before the start time of the ceremony.
- Approximately **30 – 40 minutes before your Ceremony: the Chapel will open.** Graduands will enter the Chapel via the main entrance.
- At least **15 minutes before the commencement of their Ceremony:** Graduands are requested to be robed in their academic gown and seats. Please **follow the signs to your row and seat number**, e.g. A1, A2, B1, B2. Graduant Seating will be **to the Chapel's rear**, facing the Platform.
- **Graduands are seated separately from their guests**, and **your seat number will be given on your Namecard.** Guest seating will be at the front of the Chapel, facing the Platform. Guest seats are unassigned and guests will sit on a first-come, first-served basis.
- **Presentation will be in alphabetical order** within each degree. An Usher will signal to Graduands when to move from their seats and regulate the flow of the procession. **Graduands must bring with them their namecard**, which will be passed to the Presenter.
- When their name is announced, Graduands should walk up the steps to the Platform and give the Namecard to the Presenter. They should **stop for an award photograph with the University Presiding Officer (the Vice-Chancellor or the Provost)**, then leave the Platform at the other end and return to their seat by walking up the right-hand side of the Chapel, facing the main entrance to the Chapel. **Graduands are asked to return to their seats quietly.**
- Please note that **you cannot take photographs or videos inside the Chapel during the ceremony.**
- At the end of the ceremony, Graduands are invited to put on their mortarboards and will be led to filing out behind the procession of academic staff.
- A **post-ceremony celebration will take place in the Dolce Vita Lounge.**