

## Graduation 2017

### Frequently Asked Questions

Conferring ceremonies are very special events at Limerick College of Further Education (LCFE) and should be enjoyed by everyone. Before booking your place to attend Graduation 2017 please take time to read the following **Frequently Asked Questions**:

**1. When does the ceremony take place?**

Graduation 2017 takes place on **Thursday 26th October 2017**

**2. Where does the ceremony take place?**

The venue for LCFE Graduation 2017 is **The Shannon Suite, Strand Hotel, Ennis Road, Limerick**

**3. By what date do I have to book?**

Booking will close on Monday 16<sup>th</sup> October 2017

**4. What does it cost?**

The total cost is €20 for each graduand attending. This includes the cost of gown hire.

**5. What happens at the ceremony?**

Please present yourself at the Strand Hotel at **least 90 minutes before** your graduation ceremony is due to commence. Upon arrival at the hotel, please proceed immediately to the **“Registration Area”** where your attendance will be noted and you will be issued with a seat number. **Graduates must present tickets for registration.** You will then make your way to the **“Gowning Area”** to collect your gown. Gowning will close **40 minutes** before ceremony begins. You then assemble in the Shannon Suite for the graduation ceremony.

Graduands receive certificates in a definite and fixed order using the seat number issued at registration. This number will ensure that the graduand receives the correct certificate. During the ceremony graduands will be called onto the stage and presented with their certificate by Director of the College.

**Guests (maximum of 2) are asked to take their seats in the Shannon Suite 40 minutes prior to the start of the ceremony.**

Out of courtesy to other graduates and guests, please ensure that you allow sufficient time to attend the roll call as the start of the ceremony will not be delayed for latecomers. Due to the large number of people involved in the conferring ceremony, it is important that you and your guests arrive on time.

Once the ceremony has concluded, a post ceremony tea/coffee and biscuits will take place for the graduates and their guests. The ceremony will last for approximately 1½ hour.

**6. How many guests can I bring?**

It is necessary to restrict the number of guests to two per graduand in order to comply with Health and Safety regulations. As it is not possible to exceed the seating capacity, requests for extra tickets will not be considered.

Admission is strictly by ticket only. Seating for guests is on a first- come, first served basis. Guests must present a ticket for admission to staff at the door of the Shannon Suite.

**7. Can children attend?**

Conferring ceremonies are not suitable for babies or children; children under 12 year of age should not attend. As seating is limited, children over 12 years may only attend on presentation of their own ticket to door staff.

**8. Where do I park?**

Paid Parking is available in the hotel car park and on nearby streets. There are a limited number of places and you are advised to come early to secure a place.

**9. Will there be an official photographer?**

LCFE's official photographers will be in attendance between 9:00 am – 5:00 pm on the day. Graduands are advised to get their photos taken before their assigned ceremony time. Photographers will be available after the ceremony for graduates not able to avail of the pre-ceremony sitting. An area for photography will be clearly signposted.

**Cost:** €25 for 10" x 8" enlargement (cash only payable on the day).

Payment for photographs will be taken at the same time as the photo shoot. Photographs will be posted to your home address.

**10. What should I wear?**

Smart/neat dress is essential. It is the College's policy that each graduand must wear the gown and coloured sash during the formal ceremony. Celtic Graduations is LCFE's official supplier of gowns and will be stationed in the **Library Suite** from 9.00 am on the day of your conferring ceremony to facilitate the collection and return of gowns.

**11. Can provision be made for guests with special needs?**

We are happy to make special arrangements to accommodate any graduand or guest with special needs. Please notify us in advance if you or your guests require assistance by contacting the College on 061 414344 or Email: [graduation@lcf.ie](mailto:graduation@lcf.ie)

**12. What if I cannot attend my ceremony?**

If you are unable to attend your conferring ceremony, you will be conferred *In Absentia* and your parchment will be posted to your college-registered home address shortly after the conferring ceremony.

**13. Can I defer my conferring**

Unfortunately, conferring cannot be deferred.

**14. Can I Download a Booking Form?**

Click here to download a [booking form](#)

**Congratulations on your achievement and enjoy your conferring day!**

The Graduation Committee, Limerick College of Further Education