

**Conferring of Awards 25th October 2018**

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**Order of Conferring on Thursday, 25th October 2018**

**Information for Graduates *(Please read carefully)***

Congratulations on reaching your Graduation! We ask you to take time to read the following important information as laid down by LCFE to ensure the comfort and safety of all on the day.

As you can imagine, the Conferring ceremony involves many people. Therefore we would greatly appreciate your co-operation in ensuring that the day runs smoothly. We hope you find this information helpful in making your Graduation Day an enjoyable and memorable occasion for you and for your guests.

The graduation ceremony is expected to last approximately 1 hour.

The venue for the Graduation is the **Shannon Suite, Strand Hotel, Ennis Road, Limerick** It is wheelchair accessible. If you or one of your guests need assistance to access the venue, we will be delighted to help. Please let us know in advance what assistance you need. (Contact graduation@lcfe.ie)

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**Invitation Letter & Guests**

Your invitation permits you to bring up to two guests to the Conferring ceremony. Seating in the Conferring Hall is limited for health and safety reasons. Please remind your guests to bring along their Guest Ticket (admits two guests). Entry will be by invitation only. It will not be possible to gain admission **WITHOUT** a ticket. **PLEASE MAKE SURE YOUR GUESTS ARE AWARE OF THIS TO AVOID DIFFICULTIES ON THE DAY**

Approximately 250 Graduates will receive awards at the conferring ceremony which will be over two sittings. Conferring ceremonies are not suitable for babies or children; children under 12 years of age must not attend. As seating is limited, children over 12 may only attend on presentation of their own ticket to door staff.

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

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**Academic Dress/Gown Arrangements**

Smart/neat dress is essential. It is the College’s policy that each graduate must wear the academic dress appropriate to the Awards being conferred on them during the formal ceremony. Celtic Graduations is LCFE’s official supplier of gowns and these **may be collected in ‘The Library’** on the day**. Graduates are strongly encouraged to collect gowns at the times specified below. Gowns must be returned immediately after the ceremony. Late returning will incur a penalty.**

**You should try to remember to bring along safety pins and hair clips to secure your cap.**

**The Following collection times apply:**

# **Graduate Robing & Registration Arrangements**

| **School** | **Registration & Gowning Thurs 25th October 2018** |
| --- | --- |
| **School of Childcare & Healthcare** | **9:15am - 10:20am  Main Reception** |
| **School of Creative Media & Visual Arts** |
| **School of Business & IT** |
| **School of Beauty & Hairdressing** |
| **School of Sports, Science & Engineering** |

***Gowns must be returned not later than 4:30 pm on the day.***

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**Registration**

You are required to register for the graduation ceremony in the **Shinnors Lounge of the Strand Hotel**. Please refer to the table above to find the time for same.

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**Parking**

Paid parking is available in the hotel car park. Parked cars are not the responsibility/property of Limerick College of Further Education or the Strand Hotel. Please allow adequate time to secure parking ahead of the commencement of the graduation session. The College accepts no responsibility for loss or damage to any vehicle or contents however caused while parked in the aforementioned area or any other surface lot or any on-street permit parking area.

***Note:******We ask graduates and guests to co-operate with staff and. In particular, motorists should ensure that they do not obstruct entrances to private property and businesses in the vicinity of the Hotel.***

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**Refreshments**

Following the ceremony, tea/coffee and biscuits will be served to you and to your guests in the main reception area.

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**Photography**

 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 preceremony 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.

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**Procedure for Assembly and Graduation**

Forty minutes before you ceremony you will be directed to the Conferring Hall at the Strand Hotel. There, you must take the correct seat number as issued to you at registration.

**Anyone not present at the time of assembly will be deemed to be absent and will have his or her award conferred in absentia.**

You will be called to be conferred in strict alphabetical order and you must therefore take the correct seat.

Following the academic procession and introductions, graduates will go up to the podium to receive their parchments.

When your name is called, you should mount the podium to receive your parchment. The Director of Limerick College of Further Education, Mr Pat Maunsell will present it to you. After you have accepted your parchment and shaken hands with the Director, you should descend. You will then be directed by staff to return to the same seat.

NB Please remain seated after your parchment has been presented in respect of others who will be graduating.