

INTERNATIONAL PROGRAMS GRADUATION CEREMONY PROCEEDINGS BIB, MIB, MSc AND MBA GRADUATES

OFFICIAL PROGRAM

International Graduation Ceremony – Access by the Summum

Rue Henri Barbusse, 38100 Grenoble

| | |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 08:30 a.m. | The Summum doors open Registration for BIB, MIB, MSc and MBA graduates and guests begins Official portrait photographs for BIB and MIB graduates |
| 09:45 a.m. | Registration closes Graduates and guests must be in their seats at the Summum |
| 10:00 a.m. | Ceremony begins |
| 12:00 p.m. | (Approximate) Ceremony ends |
| 12:10 p.m. | Cocktail Official portrait photographs for MBA and MSc graduates |
| 01:15 p.m. | End of the event |

Graduation Gala – Access by the Summum

Rue Henri Barbusse, 38100 Grenoble

| | |
|------------|--------------------------------------------------------------------------------------|
| 07:00 p.m. | Registration for graduates & guests begins Placement for dinner |
| 08:00 p.m. | Dinner |
| 10:30 p.m. | Party |
| 04:00 a.m. | Time to say goodbye |

TRANSPORT: HOW TO GET TO THE SUMMUM FROM GEM

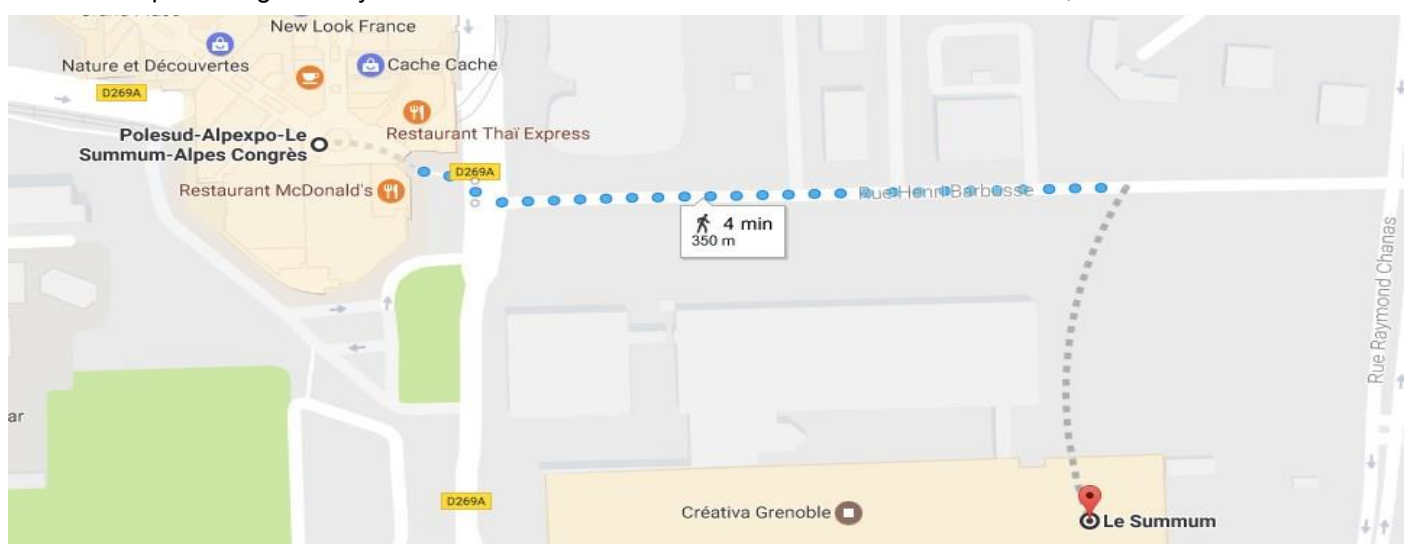
You will take 45 minutes to 1 hour to get to the Summum from the GEM campus or the city center.

BY TRAMWAY:

Click [here](#) to know how to get to the venue from the GEM Campus.

Directions: Go to “Saint-Bruno” or “Gares” tramway station. Take the tramway A with direction to “Echirolles Denis Papin” and walk off the tram at station “Polesud Alpexpo”.

Here’s a map showing the way from the tram station to the Summum Rue Henri Barbusse, 38100 Grenoble.



INTERNATIONAL PROGRAMS GRADUATION CEREMONY PROCEEDINGS

BIB, MIB, MSc AND MBA GRADUATES

TAXI:

To go to the Summum: You can also find a taxi terminal at the train station downtown which is next to the GEM campus.

To return to the city center: If you attend the evening celebrations, a terminal to order taxis will be available at the Summun/Alpexpo.

SHUTTLES:

To return to the city center after the evening celebrations: Shuttles will be available to bring you back to Grenoble after the diner and the party.

PARKING:

There is a parking area available at the venue: Rue Henri Barbusse, Grenoble – 38000

ARRIVAL TIMES, GATES AND REGISTRATION

You will be required to show your ticket(s), an identity document (i.e. passport) at the gates in order to enter **the Summum at the Alpexpo Convention Center. Access by the Summum entrance.**

SUMMUM

Rue Henri Barbusse - 38100 - Grenoble

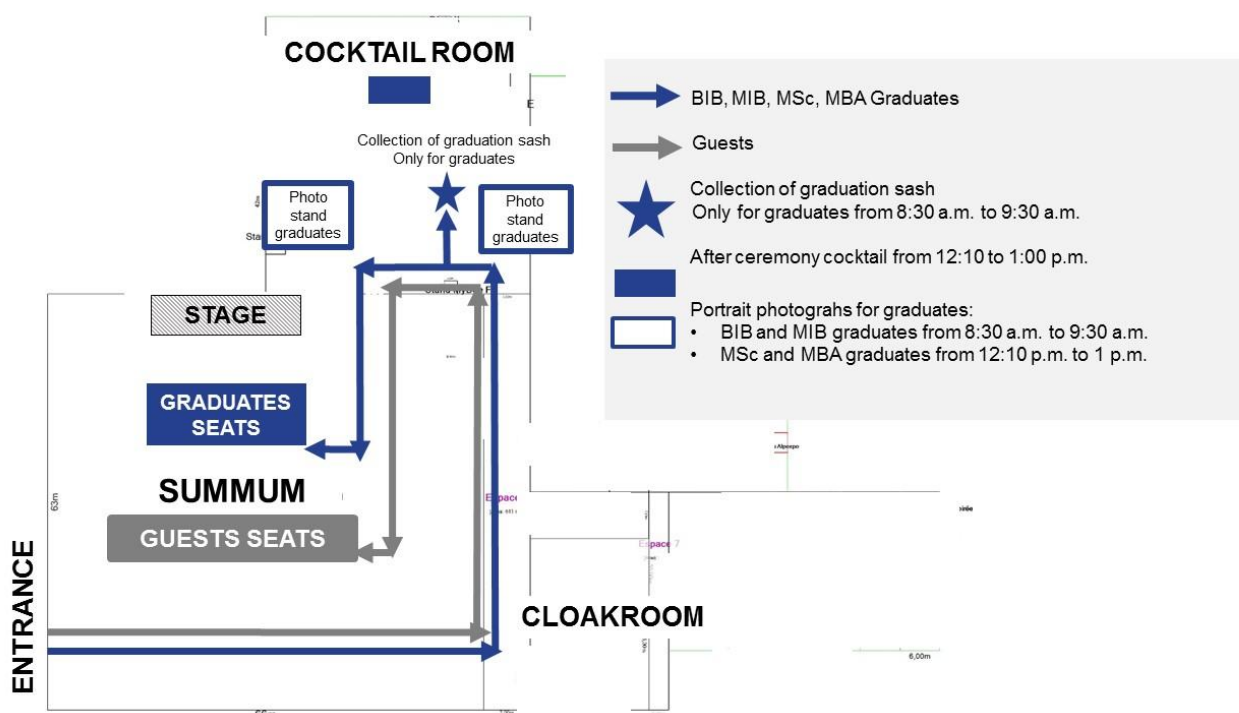
Please **PRINT** and **BRING** the ticket(s) you have received by e-mail, after your online registration through the official platform, to the entrance of the Summum. The ticket(s) can also be displayed on a smartphone but the phone's luminosity must be turned to maximum in order to scan it.

After your check-in, the GEM Gala staff will give you an envelope containing your wristband, and those for your guests, to allow your access to the different areas during the event. You will also find your cash bar card with a couple of prepaid drinks (if you attend the cocktail and/or the evening celebrations). You will also receive a ticket that will give you access to the photo booth for the official individual photographs according to the arranged schedule as well as a copy of the ceremony proceedings that you will find below.

When graduates and guests are registered, they will be guided by the GEM Gala staff to their seats at the Summum Auditorium.

GATES AND REGISTRATION WILL CLOSE AT 9:30 A.M. TO START THE CEREMONY ON TIME, IT IS VERY IMPORTANT TO RESPECT THE ARRIVAL TIME. PAY ATTENTION IF YOU NEED TO ARRIVE EARLIER FOR THE OFFICIAL INDIVIDUAL PHOTOGRAPHS

WHERE TO GO WHEN ARRIVING TO THE SUMMUM



GRADUATION ETIQUETTE, GUIDELINES AND DRESS CODE

Graduation Etiquette

Graduates are expected to return to their seats after receiving their diploma, and to remain seated for the rest of the ceremony.

Family and guests are asked to remain seated for the entire ceremony, refraining from leaving their seats to take pictures or to talk to graduates.

In order not to disrupt the ceremony, we will ask graduates and guests to place telephones on MUTE and stay remain seated during the ceremony. Please respect this request.

Children at the Graduation Ceremony

Graduation is an important occasion for the whole family, children will be welcomed but the following information should be taken in count:

- Children cannot sit with Graduates; they must sit with Guests. No unaccompanied children will be admitted to the Auditoriums.
- There are no crèche facilities available and you must ensure you take children out of the Ceremony if they become unsettled.

Graduation Ceremony Dress Code

Graduates must wear business attire. Graduates must wear the satin sash, provided on arrival. Guests should wear business/smart attire, traditional dress and/or national dress or full military uniform.

For the evening celebrations, graduates and guests should wear **formal attire**, traditional dress and/or national dress or full military uniform.

Graduation sashes for graduates

Graduates need to go to the cocktail area on arrival to pick-up their satin sash, directions below. Representatives from the global GEM Alumni Chapters will provide your graduation sash.

Guests with Disabilities

If you or any of your guests have disabilities or require special seating arrangements please contact the Gala team at gala@grenoble-em.com before Wednesday 23rd January 2019.

Official individual photographs

Individual photographs will be taken in the cocktail area at Alpexpo Convention Center, next to the Summum.

There are two slots according to your program:

- **BIB and MIB graduates: From 8:30 a.m. to 9:30 a.m.**
- **MBA and MSc graduates: From 12:10 p.m. to 1:00 p.m.**

You will be guided by the GEM Gala staff. Graduates should take with them the ticket provided at registration, it will give access to the photo booth for one individual photograph.

After being photographed, our photo service partner will provide you with a ticket that will allow you to access their platform to download your portrait photograph 3 or 4 days after the ceremony. **Remember to take that ticket with you.**

What to do if you lose your ticket?

Please contact our photo service partners at a.humbert@stepup-marketing.com including the following information:

- Date of the event
- The moment you were at the photo booth: ceremony and allocated time slot
- ID photograph



INTERNATIONAL PROGRAMS GRADUATION CEREMONY PROCEEDINGS

BIB, MIB, MSc AND MBA GRADUATES

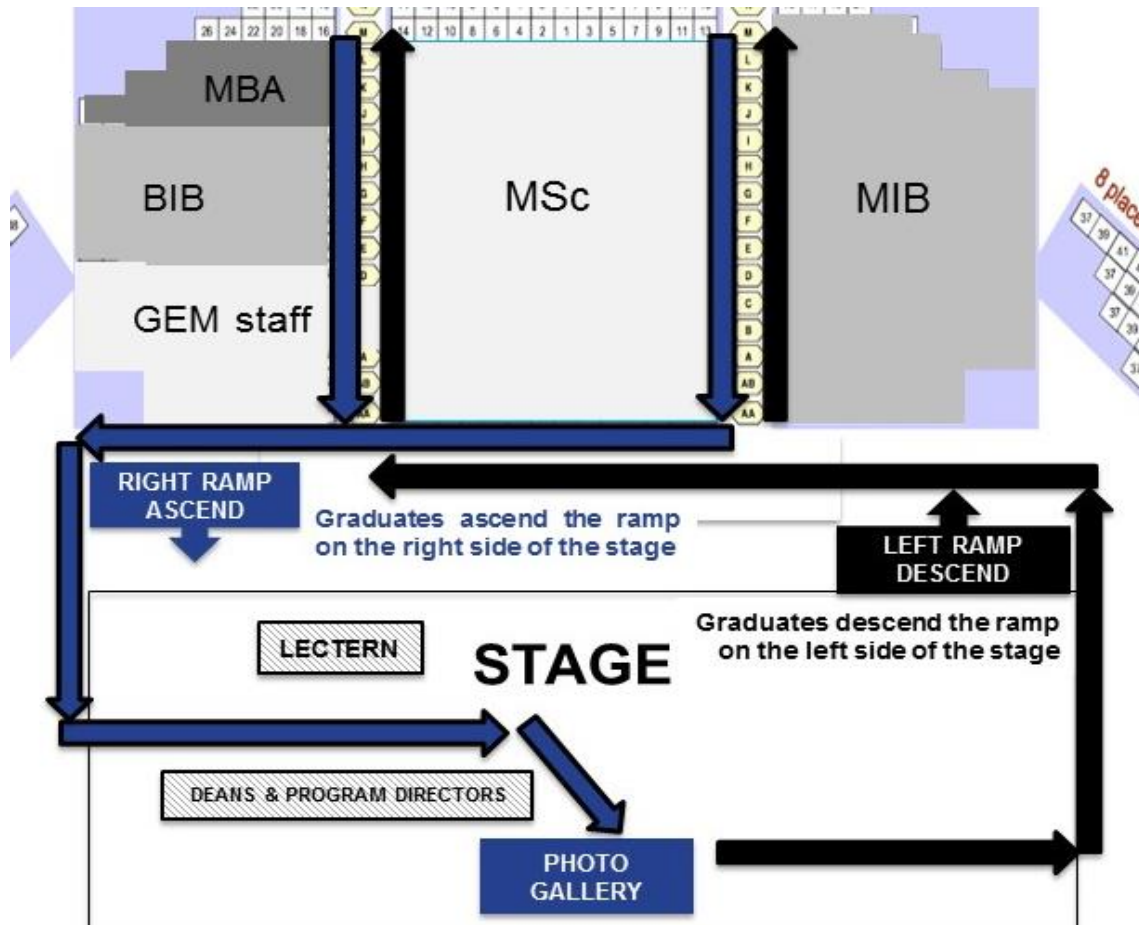
PRESENTATION OF DEGREES: TIME TO WALK THE STAGE

- a) In order to start the ceremony on time – 10 a.m. - graduates and guests should take their seats in the Summum between 8:30 and 9:30 a.m.
- b) Graduates will find the name of each intake on the end of each row and their names on a chair. **The seating plan below.** Guests will have reserved seating towards the rear of the auditorium. Please let us know before Wednesday January 23rd, **if you or any of your guests have any disabilities or require special seating arrangements, send your request to gala@grenoble-em.com.**
- c) **Graduates must wear the satin sash provided on arrival.**
- d) The Ceremony will last **approximately two hours** and will start with speeches from the school's Deans and Directors.
- e) The programs will be called out by group and in alphabetical order by program coordinator:
- **BIB group:** BIB - Grenoble, BIB - London and BIB - Paris
 - **MIB group:** MIB - Grenoble, MIB - London, MIB - Singapore, MIB - Paris and MIB - Berlin
 - **MSc programs:**
 - **Finance group:** MSc Finance – Grenoble and MSc Finance - London
 - **Innovation, Strategy and Entrepreneurship group:** MSc Innovation, Strategy and Entrepreneurship – Grenoble
 - **Business Development group:** MSc Business Development– Grenoble
 - **Fashion, Luxury and Management group:** MSc Fashion, Luxury and Management – Grenoble, MSc Fashion, Luxury and Management – London, MSc Fashion and Luxury and Management – Paris
 - **MSc International Human Resource Management & Organizational Development:** MSc International Human Resource Management & Organizational Development- Grenoble
 - **Marketing Management group:** Grenoble MSc Marketing Management – Grenoble and MSc Marketing Management – London
 - **MBA programs:** MBA Full Time – Grenoble, MBA Full Time – Berlin and MBA Part-Time – Tbilisi
- f) Graduates will go up to the stage in turn and will (**plan of the stage below**):
- **Ascend the right ramp of the stage.** While one graduate walks on stage, **the next graduate should be ready to go on stage.**
 - Shake hands with the Director and the Program Director(s).
 - Receive mock certificates from the Program Director. Real certificates will be sent by the school by post after graduation.
 - Head toward the platform at the back of the stage.
 - The first to receive the mock certificate will go on the last step of the platform.
 - Stay in silence on the platform, waiting for the group photo.
 - **After the last graduate of your group has been called, the whole group should be placed on the platform to take the official group photo.**
 - **Descend the platform, then the left ramp (opposite side) of the stage in silence.**
 - Return to your seats in silence.
- g) Graduates should NOT have personal belongings on them when they are called on the stage. **NO CELL PHONES OR CAMERAS ALLOWED. If necessary, personal items can be left with family or friends.**
- h) Class representatives who have been pre-selected will be called up individually to make their speeches.



INTERNATIONAL PROGRAMS GRADUATION CEREMONY PROCEEDINGS BIB, MIB, MSc AND MBA GRADUATES

Where to seat at the Summun and where to go on stage



AFTER THE CEREMONY

Official individual photographs (second group)

Individual photographs for the second group will be taken in the cocktail area at Alpexpo Convention Center, next to the Summun, from 12:10 p.m. to 1 p.m. for MBA and MSc graduates.

You will be guided by the GEM Gala staff. Graduates should take with them the ticket provided at registration, it will give access to the photo booth for one individual photograph.

After being photographed, our photo service partner will provide you with a ticket that will allow you to access their platform to download your portrait photograph 3 or 4 days after the ceremony. **Remember to take that ticket with you.**

What to do if you lose your ticket?

Please contact our photo service partners at a.humbert@stepup-marketing.com including the following information:

- Date of the event
- The moment you were at the photo booth: ceremony and allocated time slot
- ID photograph

Cocktail:

After the Ceremony, graduates and guests are invited for a cocktail at the cocktail area at Alpexpo Convention Center from 12:10 p.m. to 1 p.m.

HAVE A QUESTION OR DOUBT?

Do not hesitate to contact the GEM Gala Team at gala@grenoble-em.com

