



**GRADUATE INFORMATION SHEET**  
**2024 Winter Commencement**  
**Saturday, December 14, 2024 at 1:00PM Pacific Time**  
**McCone Building, Irvine Auditorium, 499 Pierce Street, Monterey**

The Winter Commencement Ceremony will be held in person with a Zoom virtual option. The ceremony will be recorded and available for viewing following the ceremony. The bottom of this document has a special section of information that will pertain to graduates participating virtually. Visit the webpage at [go.mtis.edu/graduate](https://go.mtis.edu/graduate) for more details and the full schedule. For questions, email [rsvp@middlebury.edu](mailto:rsvp@middlebury.edu).

**CAPS & GOWNS**

Under your cap and gown, please dress in business attire, i.e. shirts and ties, dresses, skirts, or suits. The mortarboard is worn flat and straight on your forehead. For master's candidates, the tassel goes on the left to signify previous possession of an academic degree. Caps and gowns are NOT mandatory; you may choose to wear formal traditional clothes from your homeland or business attire.

**INFORMATION FOR YOUR GUESTS** – Doors open at 12:00PM noon for seating. Entrance for guests will be halted briefly at 1:00PM to allow the procession to enter the Auditorium. Due to safety codes, no strollers will be allowed into the aisles or within seating areas. There will be an area in which strollers can be stored during the ceremony for guests. No animals or pets will be admitted into the Irvine Auditorium unless they are official service animals. No food or beverages are allowed inside the Auditorium. However, water in covered/capped containers is allowed. If there are any guests with special needs (i.e. guests with wheelchairs, walkers, etc.), please email [rsvp@middlebury.edu](mailto:rsvp@middlebury.edu) to make special arrangements by December 8<sup>th</sup>.

**PHOTOGRAPHY** - For safety reasons, guests must remain in their seats during the ceremony. We have arranged for a photographer to take photos as each graduate crosses the stage. A link to the photos will be sent to you once they are available for viewing.

**PARKING** – All campus lots will be available for guest parking. Street parking is also available but has time limits that are strictly enforced by the Monterey Police Department. There are also several minimal-cost City of Monterey parking lots within easy walking distance of campus.

**RAIN PLAN** – In the event of rain, graduates will meet and line up in the McCone Lower Atrium. If the rain plan is implemented, you will receive an email in the morning and signs will be posted at the Holland Center indicating this change.

**SATURDAY, DECEMBER 14, 2024 DETAILS AND SCHEDULE**

**LINING UP BEFORE THE CEREMONY:** – *12:30PM (12:15PM if you need help with regalia)* – **All graduation candidates must arrive at the Holland Center.** Please come dressed in your cap and gown. All graduates will meet by degree/certificate programs inside the Holland Center. Our staff will instruct you in lining up in alphabetical order and assist you with your hoods if needed. Important: During the line-up, you will receive a card with your name that you should keep with you, as you will hand the card to Dean Patricia Szasz just before walking across the stage. **Do not cross the stage until you hear your name announced.**

Do not bring coats, purses, or anything you don't want to carry in the procession as there will be no storage area provided for these items. No strollers, animals (other than service dogs), children, or non-graduates will be allowed in the procession. **NO ALCOHOL IS ALLOWED DURING THE COMMENCEMENT PROCESSION AND CEREMONY.**

**PROCESSIONAL** – *12:55PM* – All graduates will depart the Holland Center, process out to Van Buren Street and cross at the crosswalk in the middle of the street, turn right on Van Buren down to Jefferson, turn left on Jefferson to Pierce, and turn left onto Pierce Street, and then into McCone/Irvine after entering the area inside the ballards. You will walk in a single file (escorted by Campus Security). Please pay attention to Security during the procession and follow

any directions they may give you. The order is: 1) Bagpipes played by Professor Mike Gillen; 2) Flags; 3) Platform Party (Vice President, speakers, and deans); 4) Faculty; and 4) Graduates led by Professor Philip Murphy.

**1:00PM** – Professor Murphy will lead you into Irvine Auditorium to the center section of chairs. Continue to march in single file upon entering the auditorium. An usher will count off the number of graduates per row. Remain standing until told by Vice President Dayton-Johnson to be seated.

**DURING THE CEREMONY** – Vice President Dayton-Johnson will announce when it is time for specific groups to stand and sit for the conferring of degrees. Please listen carefully to his instructions. After the conferring of degrees, all grads will be asked to rise and come to the stage to receive diplomas.

You will be handed a diploma cover (actual diplomas will be mailed to you by the Records Office) and shake hands with Vice President Dayton-Johnson. Go down the stairs on the opposite side of the stage and return directly to your seat, but do not sit down until ALL students have crossed the stage and returned to their seats. Listen to Vice President Dayton-Johnson’s directions and watch Professor Murphy, to follow his lead in standing and sitting. Please pay attention to the guidance of the ushers as you enter and walk into your row and when returning to your seat after receiving your degree on stage.

**RECESSIONAL** – The Platform Party, faculty, and graduates will depart Irvine Auditorium in single file, led by Vice President Dayton-Johnson. Please pay attention to Security as you and your guests make your way back to the reception at the Samson Center.

**RECEPTION** **approximately 2:00PM** – The reception begins at the Samson Center immediately following the commencement ceremony. We will serve light appetizers, desserts, champagne, beer, and sparkling apple cider. (SMOKERS NOTE: Signs will be posted for the designated smoking area and we ask that you and your guests confine smoking to that area, which is the far corner of the Samson Center Patio). The reception will conclude at approximately 3:30PM.

**ALUMNI INFORMATION & MEMORABILIA ITEMS** –As you embark on this next chapter of your life, remember the Alumni Office is here for you. If you’ve not yet done so, please provide us with your personal email address so we can keep you informed about MIIS alumni news and events! To update your contact information, go online to [go.middlebury.edu/update](https://go.middlebury.edu/update).

We have a small gift for you, just to say congratulations on your achievements while at MIIS. Come visit the MIIS gift shop in Casa Fuente the week leading up to Commencement and pick up your Alumni gift.

The gift shop will also be open on Saturday, December 14th from 2:00PM – 4:00PM so that you and/or your guests may purchase Middlebury Institute memorabilia.

**CAP AND GOWN RECYCLE** – You can keep your cap and gown if you purchased it; however, you may “donate” your gown if you do not want to keep it. If you would like to recycle your gown to the next class of graduates, please drop off your gown at the Samson Center or at the gift shop during the reception on Saturday into one of the gown collection boxes or anytime the following week.

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## **VIRTUAL GRADUATE INFORMATION**

Virtual graduates will be signed in as panelists to the webinar and can interact with each other via chat and video. Your sound will be muted, but you will be able to see each other. Virtual graduates will receive a unique Zoom link that can only be accessed using your Middlebury Zoom account, and is not to be shared with anyone else. Your guests will join the Zoom webinar via the general guest link below.

### **General Guest Zoom Link:**

<https://middlebury.zoom.us/j/96969620306?pwd=JXZDrtquabxHXCbT4flav1vItidraL.1>

**Passcode: 946508**

**Virtual GraduatesOnly Zoom Link:** You will receive, by email, a unique link to the Zoom event from Chelsea Riddle, Middlebury Institute Lead Audio Visual Technology Specialist on Thursday, December 12 before 10:00AM. Please check clutter/junk boxes if you do not see a message. The message will look like this:

*Subject: Panelist for MIIS 2024 Virtual Commencement*

*Hi XXXXXXXX,*

*You are invited to a Zoom webinar.*

*Date Time: December 14, 2024 01:00 PM Pacific Time (US and Canada)*

*Join from a PC, Mac, iPad, iPhone or Android device:*

*Click Here to Join (use this to join the meeting the day of)*

*Logging in: As a security measure you may be prompted to login with your @middlebury.edu email address if you are not already logged in.*

### **BEFORE THE EVENT**

**Test Your Zoom Connection:** Make sure you are logged into Zoom with your Middlebury email username and password. You will not be able to access your unique webinar link if you use a different account. Before the event, we encourage you to join a test Zoom meeting to ensure your computer is set up properly. Visit [Middlebury IT Services site](#) for more information about Zoom.

Guests new to Zoom, visit: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>. Click the “Join a Test Meeting” link and then the “Join” button. If you have not used Zoom before, you will be prompted to download the Zoom desktop app which is compatible with Apple and Windows computers and most mobile devices.

**Your Zoom Display Name:** By default, your display name on your video square in Zoom appears as your email. The event will be recorded, so we recommend you take a moment to check this so that it reads as your preferred first and last name and if you like, your program acronym. For example: Anna Smith, MAITED. Here’s a help guide on updating your profile display name setting: <https://support.zoom.us/hc/en-us/articles/201363203>.

**Zoom Backgrounds and Cutouts:** You are encouraged to use the commencement themed [MIIS Zoom backgrounds](#) and [Celebration Kit](#) found on the MIIS web page to celebrate at the ceremony.

**Check-in Details:** The webinar will open to attendees and graduates beginning at 12:45PM Pacific Time. **We encourage all graduates to join the webinar at 12:45PM Pacific Time** to allow ample time to ensure your connection works and you will have time to see and chat with your fellow graduates.

### **DURING THE EVENT**

**Webcam:** By default, your camera will be on and we recommend you keep it on during the event for social presence. We will show the virtual graduates on the screen in the Irvine Auditorium.

**Microphone:** By default, your microphone will be muted during the ceremony. Only keynote speakers will have access to their microphone during the event.

**Chat:** You are encouraged to use the chat feature in the Zoom webinar to connect with peers. Messages posted in the chat to “All Panelists” are visible to other grads who are included as panelists. Be mindful of what you post in this space and respect community guidelines. No harassment or inappropriate language will be permitted.

**Need Help?:** If you or your guests encounter any technical problems on Saturday, email [mediaservices@middlebury.edu](mailto:mediaservices@middlebury.edu) for assistance. This email will be monitored before and during the event.

**Please share your images, celebrations, and messages of congratulations with us on social media using the hashtag #MIISGradWinter24**

**CONGRATULATIONS AND GOOD LUCK! WE’LL MISS YOU!**