GRADUATE INFORMATION SHEET
2020 Winter Commencement
Saturday, December 12, 2020 at 1:00PM (PST)

The Winter Commencement Ceremony will be held in a Zoom webinar format, in a combination of both live and pre-recorded footage. All speeches will be live. Your flag will be represented in the opening video with Professor Mike Gillen playing the bagpipes, and your customized slide will be shown as your name is called during the awarding of degree(s). The Zoom webinar will be recorded and available for viewing a few days following the ceremony.

Graduates, faculty, and staff 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. Graduates, faculty, and staff 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 OR they can access the live stream via the webpage.

General Guest Zoom Link:
https://middlebury.zoom.us/j/98224774758?pwd=a3ZydlNXb2lBQ1B5b0Y1RGJ6TGRSZz09
Passcode: 308347

Graduates, Faculty, and Staff Only Zoom Link: You will receive, by email, a unique link to the Zoom event from Justin Hitt, Middlebury Institute Media Services Event & Technology Specialist on Thursday, December 10 before 10 a.m. Please check clutter/junk boxes if you do not see a message. The message will look like this:

Subject: Panelist for MIIS 2020 Virtual Commencement

Hi XXXXXXX,

You are invited to a Zoom webinar.

Date Time: December 12, 2020 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 e-mail address if you are not already logged in.

Saturday, December 12, 2020 Details

BEFORE THE EVENT
Test Your Zoom Connection: Make sure you are logged into Zoom with your Middlebury e-mail 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 e-mail. 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, MA DPP. Here's a help guide on updating your profile display name setting: https://support.zoom.us/hc/en-us/articles/201363203.

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

Need Help?: If you or your guests encounter any problems on Saturday, email itsmediaservices@middlebury.edu for help. This email will be monitored before and during the event.

DURING THE EVENT
Webcam: By default, your camera will be on and we recommend you keep it on during the event for social presence.

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/Everyone" are visible to other students, faculty, and staff who are part of the program. Guests/attendees will not have access to chat or be able to view it. Be mindful of what you post in this space and respect community guidelines. No harassment or inappropriate language will be permitted.

Interpretation: We will offer interpretation in Chinese, Korean, and Spanish by Institute student volunteers. Zoom attendees and panelists may select their language of choice in the menu options on Zoom. In addition, closed captioning will be available on the Zoom webinar.

Additional Information

Virtual Celebration Information Info
Virtual celebrations will be held by degree program the week of Commencement and we invite you to join them. For a full schedule of celebrations, visit the commencement webpage.

Caps and Gowns
We encourage you to wear your regalia to the webinar. 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 traditional clothes from your homeland or business attire.

If you are in the Monterey area and wish to borrow a cap and gown, you may make arrangements by contacting blburke@middlebury.edu but you must be able to pickup and return the regalia to campus.

Graduate Gifts
All graduates will receive a graduation gift. Graduates residing in the Monterey area can pick up their gift on campus between December 8th – December 11th; prior sign-up is required. Those residing outside of the Monterey area will receive their gift package via regular mail.

Alumni Information
As you embark on this next chapter of your life, remember the Alumni Office is here for you. If you've not done so yet, please provide us with your personal email address so we can inform you about MIIS alumni news and events! To update your contact information, go online at go.middlebury.edu/update.

For More Information
Visit the webpage at go.miis.edu/graduate for more details and schedule. For questions, email rsvp@miis.edu.

CONGRATULATIONS AND GOOD LUCK! WE'LL MISS YOU!