



**GRADUATE INFORMATION SHEET**  
**2021 Winter Commencement**  
**Saturday, May 15, 2021 at 4:00PM Pacific Time**

The Spring Commencement Ceremony will be held in a Zoom webinar format. 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 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/95136129886?pwd=djllSGh3Ynl0eEhyaHMzVTM0MDBvQT09> **Passcode: 197823**

**Alternate live stream link:** [Middlebury.edu/stream2](https://middlebury.edu/stream2)

**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, May 13 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 2021 Virtual Commencement*

*Hi XXXXXXXX,*

*You are invited to a Zoom webinar.*

*Date Time: May 15, 2021 04:00 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, May 15, 2021 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>.

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

**Check-in Details:** The webinar will open to attendees and graduates beginning at 3:45PM Pacific Time. **We encourage all graduates to join the webinar at 3:45PM Pacific Time** to allow ample time to ensure your connection works and you will have time to see and chat with your fellow graduates.

**Need Help?:** If you or your guests encounter any problems on Saturday, email [itsmediaservices@middlebury.edu](mailto: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, faculty, and staff. Messages posted in the chat to "All Panelists" are visible to other grads, faculty, and staff 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.

**Interpretation:** Institute student volunteers will provide interpretation in Chinese, Japanese, Russian, and Spanish. Zoom attendees and panelists may select their language of choice in the menu options on Zoom. Closed captioning will also be available on the Zoom webinar.

## **Additional Information**

### **Virtual Celebrations**

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 schedule 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](mailto:blburke@middlebury.edu) but you must be able to pick up and return the regalia to campus. Limited availability.

### **Graduate Gifts and Celebration Pickup on May 14<sup>th</sup>**

All graduates will receive a graduation gift. Graduates in the Monterey area can pick up their gift on campus beginning May 10<sup>th</sup>. Graduates who indicated they wanted to pick up their gift on May 14<sup>th</sup> between 10AM – 2PM, will have their photo taken with Vice President Jeff Dayton-Johnson. There will also be selfie stations setup on campus during this special May 14<sup>th</sup> pickup day. Prior sign-up for all gift pickups is required.

Those residing outside of the Monterey area will receive their gift package via regular mail and those residing outside of the United States will receive an e-gift card by May 15.

### **Gift Shop**

MIIS logo merchandise is available in the MIIS Gift Shop, located in the Casa Fuente building, Monday – Friday between 9AM – 12PM or by appointment in the afternoon. Following current MIIS COVID guidelines, requests to visit the campus Gift Shop can be submitted by emailing Barbara Burke at [blburke@middlebury.edu](mailto:blburke@middlebury.edu) to let her know the day and estimated time of arrival. Requests must be received no later than 8PM the evening before.

## **Alumni Information**

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 inform you about MIIS alumni news and events! To update your contact information, go online at [go.middlebury.edu/update](https://go.middlebury.edu/update).

**For More Information**

Visit the webpage at [go.miis.edu/graduate](https://go.miis.edu/graduate) for more details and schedule. For questions, email [rsvp@miis.edu](mailto:rsvp@miis.edu).

**Please share your images, celebrations, and messages of congratulations with us on social media using the hashtag #MIISGrad2021**

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