

**Conferring of Awards – 27<sup>th</sup> October to 29<sup>th</sup> October 2021**  
**INFORMATION LEAFLET**

*We hope you find the following information helpful in making your Graduation Day an enjoyable and memorable occasion for you and your guests*

## **TIME OF CONFERRING CEREMONIES**

### **Wednesday 27 October 2021**

- 5.00 p.m.**      **Faculty of Continuing, Professional, Online and Distance Learning**  
-                  Department of Lifelong Learning

### **Thursday 28 October 2021**

- 10.00 a.m.**      **Faculty of Science and Health**  
-                  Department of Sports and Health Sciences  
-                  Department of Social Sciences

- 1.00 p.m.**      **Faculty of Science and Health**  
-                  Department of Life and Physical Sciences  
-                  Department of Nursing and Healthcare

- 4.00 p.m.**      **Faculty of Business and Hospitality**  
-                  Department of Accounting and Business Computing  
-                  Department of Hospitality, Tourism and Leisure Studies

### **Friday 29 October 2021**

- 10.00 a.m.**      **Faculty of Business and Hospitality**  
-                  Department of Business and Management Studies

- 1.00 p.m.**      **Faculty of Engineering and Informatics**  
-                  Department of Civil Engineering  
-                  Department of Polymer, Mechanical, and Design

- 4.00 p.m.**      **Faculty of Engineering and Informatics**  
-                  Department of Electronics and Informatics

## ATTENDANCE

Each graduand is invited to bring a **maximum** of **two** guests to the Ceremony. The cost of attending graduation is €45.00 per graduate which includes gown hire and guest attendance. Guests **will not be admitted** to the graduation ceremony without tickets. For the comfort of all, entry to the Conferring Hall will only be permitted to children aged 7 years and older. Please note that we **cannot** meet **any** requests for extra invitations outside of the allocated tickets.

## SAFETY

There will be a number of Covid-19 public health guidelines and precautions in place for each graduation ceremony. In this regard we ask that all persons (guests and graduands) attending any ceremony adhere fully to these precautions and guidelines listed below:

- Covid-19 Symptom  
Please DO NOT ATTEND a ceremony if you feel unwell or have symptoms of COVID-19. If you have symptoms, please follow Public Health Advice and Guidelines <https://www2.hse.ie/conditions/covid19/symptoms/>
- Face Coverings/Masks  
To support protecting persons against the spread of Covid-19, all persons attending any graduation ceremony are required to wear a face covering or face mask at all times, inside all campus buildings. If you are exempt from wearing a mask you must produce notice of this certified medical evidence from a medical practitioner on the day. This must be shown to gain entrance to the ceremony. You will be shown to a reserved area within the arena.
- Covid-19 Vaccination & COVID-19 Certification  
Our Technological University must ensure that all persons attending any of our graduation ceremonies are afforded adequate protection against the spread of Covid19, in line with the Public Health measures. Therefore, in line with the Public Health measures that are operable from 22<sup>nd</sup> October 2021, all **guests** attending a graduation ceremony on the Athlone Campus, which will be conducted indoors, are required to have an EU Digital Covid Certificate (COVID-19 pass). All guests must produce this COVID-Pass (Vaccine or Recovery Certificate) for inspection to gain entry to the event. Entry will **NOT** be permitted to guests who are unable to produce this COVID-19 Pass (Vaccine or Recovery certificate) for inspection on the day of the ceremony.

Please refer to gov.ie for more information on the governing public health measures that are applicable to this requirement:

<https://www.gov.ie/en/press-release/58d28-statement-on-covid-19-public-health-measures-19-october-2021/>

- Hand Hygiene & Respiratory  
Hand hygiene and respiratory etiquette requirements remain in place for all persons attending the graduation ceremonies. All persons are required to sanitise their hands before entering and leaving any campus building.

Attendees are reminded of their personal responsibility and duty to minimise the risk of exposure to Covid-19 including observing relevant public health advice and guidance.

## NON-ATTENDANCE

In the event that you are unable to attend, your award will be conferred *in absentia*. The award may not be collected after the ceremony, nor may it be presented to relatives or friends. *In absentia* graduates will receive their parchment via registered post in the weeks following the ceremony.

## BOOKING ATTENDANCE/GOWNS

**Step 1:** Please note Academic dress must be worn by all graduands.

You will need to book your academic dress online at [www.phelanconan.com](http://www.phelanconan.com). Upon completion of the booking of your gown you will automatically be registered to receive two guest tickets. Due to the ongoing public health requirements, there is an absolute strict limit on two guests per graduand. There will be no capacity to allow any additional guest per graduand into the conferring ceremony. We will count your booking of gowns/registration for guest tickets as confirmation of attendance at the ceremony. **Failure to make this booking** will be accepted as **non-attendance** and we will post your parchment to your home address in the weeks following the ceremony. Please note that booking of gowns and guest tickets must be done before the booking deadline of Midnight Monday 25th of October.

Booking facilities will be available from Monday October 4<sup>th</sup> 2021. We encourage early booking. The pre-booking online of your gown and guest tickets **is essential** to avoid disappointment on the day of graduation.

Select 'Technological University Shannon Athlone' from the dropdown menu and follow the instructions. Once you complete the booking a confirmation email will be sent to you. Please check your spam folder if you do not receive it. Please note if you are booking from a mobile device all characters of the name 'Technological University Shannon Athlone' in the dropdown menu might not be visible. This will be visible on a PC or laptop

It is important that you enter your student number in the 'Special Requirements' field. This will allow us to easily identify you and confirm your attendance

Faculty \*

Select: ▾

Course \*

Select: ▾

Height \*

Metric  Imperial

Select: ▾

Special requirements

**Step 2:** Gowns and guest tickets must be collected by the **graduand only**. These will be available from Phelan Conan in the **John McCormack Hall (MPH)** on the main campus (see below for pickup times)

Please ensure that you arrange a meeting point with your guests to provide them with their tickets in order to gain entry to the ceremony

**Step 3:** Proceed to your assembly point at the time specified on <https://www.ait.ie/life-at-ait/registry/graduation>

**Step 4:** Light refreshments will be available for you and your guests after the ceremony. To optimise the health and safety of all, refreshments this year will be served on a 'to go' basis. We appreciate your understanding in this matter.

### **ACADEMIC DRESS**

Gowns, caps, hoods / epitoge (a strip of material worn over the left shoulder) will be hired from Phelan Conan Ltd. before the booking deadline of Midnight Monday 25<sup>th</sup> October at a cost of €45 (which includes a graduation fee to Technological University Shannon Athlone), this will include your two guest tickets which may be collected, along with your gown, from Phelan Conan Ltd staff in the John McCormack Hall ( MPH ). Please refer to on-line booking at [www.phelanconan.com](http://www.phelanconan.com). Pre-booking of gowns is essential to avoid disappointment on the day of graduation

Due to the implementation of a personal 3D secure password during the credit card payment process on <https://www.phelanconan.com/> Phelan Conan Ltd staff are no longer able to take bookings over the phone. This has been created to protect your online payments and if you do not already have a 3D secure password you can activate it by following the simple instructions during the booking process. If you have any difficulties, you will need to contact your bank.

Phelan Conan Ltd. will be located in the John Count McCormack Hall

#### **PICK UP TIMES - GOWNS AND GUEST TICKETS**

*For Ceremony at 5 p.m. on Wednesday 27 October*

Wednesday 27 October                      between 1pm and 4.30pm.

**ALL GOWNS HIRED FOR THESE CEREMONIES MUST BE RETURNED BY  
8pm ON 27th OCTOBER**

#### **PICK UP TIMES - GOWNS AND GUEST TICKETS**

*For Ceremony at 10.00 a.m. on Thursday 28 October*

Wednesday 27 October                      between 5.30pm and 8pm.

Thursday 28 October                        between 8am and 9.30am.

*For Ceremony at 1.00 p.m. on Thursday 28 October*

Wednesday 27 October                      between 5.30pm and 8pm.

Thursday 28 October                        between 10.30am and 12.30pm.

*For Ceremony at 4.00 p.m. on Thursday 28 October*

Wednesday 27 October                      between 5.30pm and 8pm.

Thursday 28 October                        between 1.30pm and 3.30pm

**ALL GOWNS HIRED FOR THESE CEREMONIES MUST BE RETURNED BY  
7pm ON 28th OCTOBER**

### **PICK UP TIMES - GOWNS AND GUEST TICKETS**

#### ***For Ceremony at 10.00 a.m. on Friday 29 October***

Thursday 27 October                      between 5.30pm and 8pm.  
Friday 29 October                        between 8am and 9.30am.

#### ***For Ceremony at 1.00 p.m. on Friday 29 October***

Thursday 27 October                      between 5.30pm and 8pm.  
Friday 29 October                        between 10.30am and 12.30pm.

#### ***For Ceremony at 4.00 p.m. on Friday 29 October***

Thursday 27 October                      between 5.30pm and 8pm.  
Friday 29 October                        between 1.30pm and 3.30pm.

***ALL GOWNS HIRED FOR THESE CEREMONIES MUST BE RETURNED BY  
7pm ON 29th OCTOBER***

### **CAR PARKING**

There are car parking spaces on Campus

### **PHOTOGRAPHERS**

Lafayette Photography is the official photographer for TUS:MM Graduation. Should you wish to avail of this service pre-booking online is essential, no payments will be accepted on the day. You are requested to pre-book as early as possible at <https://www.lafayette.ie/Graduation/Book>. Online booking will close at midday the day before your graduation day.

Lafayette Photography will send your pre-booked order receipt with QR code via email and this can be presented to Lafayette Photography staff on the day of your graduation. There will be multiple photography studios in operation in Multi-Purpose Hall in the John Count McCormack building for the duration of the various Ceremonies, please follow signage for photography and observe safety measures in place. Parchment Frames may be booked online by visiting the frame shop at: <https://www.lafayette.ie/Shop/Frames>.

Please note that, for promotional and archival purposes, photography/filming may take place on campus prior to and following the ceremony. These photographs/recordings may appear on our website ([www.ait.ie](http://www.ait.ie)), and may be reproduced and distributed to the media, both traditional and social, and on future graduation documentation. If you would prefer not to be photographed, please take appropriate action such as advising the photographer, turning aside, or excusing yourself from the group.

### **CONTACT DETAILS**

If you have any further enquiries, please contact [graduation@ait.ie](mailto:graduation@ait.ie) at the Conferring of Awards Office or telephone: 090 6468047