



# Arden University Graduation

Afternoon Ceremony

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Spreepeicher, Berlin

30<sup>th</sup> April 2024

[Event details & frequently asked questions](#)

## Event timetable

Event	Where	Date and Time
Arden University Graduation ceremony	Spree Speicher Berlin Stralauer Allee 2, 10245 Berlin	30th April 2024 3:30pm CEST
Arden University staff available for questions	Throughout the venue	All day
Cloakroom	Just inside the main entrance	All day
Registration	Just inside the main entrance	2:00pm - 3:15pm CEST
Collect your pre ordered academic dress	Ultimo Room	2:00pm - 3:15pm CEST
Pre-paid official Photography	Ultimo Room	2:00pm - 3:15pm CEST
Refreshments available to purchase	Medio Room	2:00pm - 3:15pm CEST
Graduates to take their allocated seats	Grande Room	By 2:45pm - 3:15pm CEST
Guests take seats	Grande Room	By 2:45pm - 3:15pm CEST
Ceremony: Academic procession begins	Grande Room	Promptly at 3:30pm CEST
Ceremony Closes	Grande Room	4:15pm CEST
Alumni reception	Medio Room	4:15pm - 4:15pm CEST
Merchandise stall	Medio Room	4:15pm - 4:15pm CEST
Careers stand	Medio Room	4:15pm - 4:15pm CEST
Return academic robes	Ultimo Room	4:15pm - 4:15pm CEST
Event Concludes	Spree Speicher Berlin Stralauer Allee 2, 10245 Berlin	5:15pm CEST

## Frequently asked questions

### What time should I arrive?

We recommend you arrive approximately 1½ hours prior to the start time of your ceremony. This will give you time to register, collect your gown, have your photographs taken and take your seats.

### What happens when I arrive?

Make your way to the registration area, this will be situated just inside the main entrance. There will be an attended cloakroom next to the registration area where you can leave your belongings. The venue is all on one level, if you do require any special assistance, please let a member of our team know as soon as possible and we will be happy to assist. Toilets are available on the ground floor.

### Registration

The registration desk will be situated just inside the entrance at the Spreespeicher. Please have your e-ticket and ID available on arrival. All graduates and guests will need to register at the registration desk. All guests, including children will require their own ticket. A limited number of guest tickets will be available to purchase on the day (cash only).

### Academic Dress

Once you and your guests have registered you should proceed to collect your Academic Dress. Graduation Attire will have your pre-ordered gown ready for collection in the Ultimo room.

### Pre-paid Official Photography

If you have pre-ordered official photography, this will take place in the Ultimo Room after you have collected your Academic Dress. If you have not pre-ordered your professional photography by Graduation Attire, you may be able to purchase a package on the day, subject to availability.

### Seating

All graduates and guests are asked to take their seats by 3:15am at the latest. All seating is allocated, please ensure that you sit in your correct seat as shown on your own e-ticket. Once seated please remain in your seat for the duration of the ceremony. Graduates or guests will not be able to enter the room once the ceremony has started.

### What if I am late for the ceremony?

Please make sure you are on time as you may not be able to graduate if you arrive late.

## Frequently asked questions

### When will I receive my tickets?

Your e-tickets will be sent, by email, approximately 10 days before your ceremony. Please ensure your guests have a copy of their own tickets, we can accept electronic or printed versions of the e-tickets. If you have not received your e-ticket by Tuesday 23rd April 2024, or you have any queries regarding your tickets, please contact [graduation@arden.ac.uk](mailto:graduation@arden.ac.uk)

### What happens during the ceremony?

Ushers will guide you to your allocated seat upon entry to the Grande Room. Staff will guide graduates out of their seats and up to the stage when it is your turn to graduate.

### What happens at the alumni reception?

Following the ceremony, everyone is invited to attend the alumni reception in the Medio room, which is connected to the ceremony room. Here, you can enjoy a complimentary drink whilst celebrating with your fellow graduates, guests, and Arden academics. There will be a merchandise stand where you will be able to purchase a variety of Arden University branded goods – we will only be able to accept cash payments on the day. There will also be a careers stand, where you will be able to chat to our experienced career's team.

### Where do I return my gown?

Academic robes should be returned to the Ultimo Room, no later than 5:15pm.

**We hope you have a wonderful graduation and we look forward to celebrating with you on the day!**

**For more information**

[arden.ac.uk/berlin/graduation](https://arden.ac.uk/berlin/graduation)