



# Arden University Graduation

3:30 pm Ceremony

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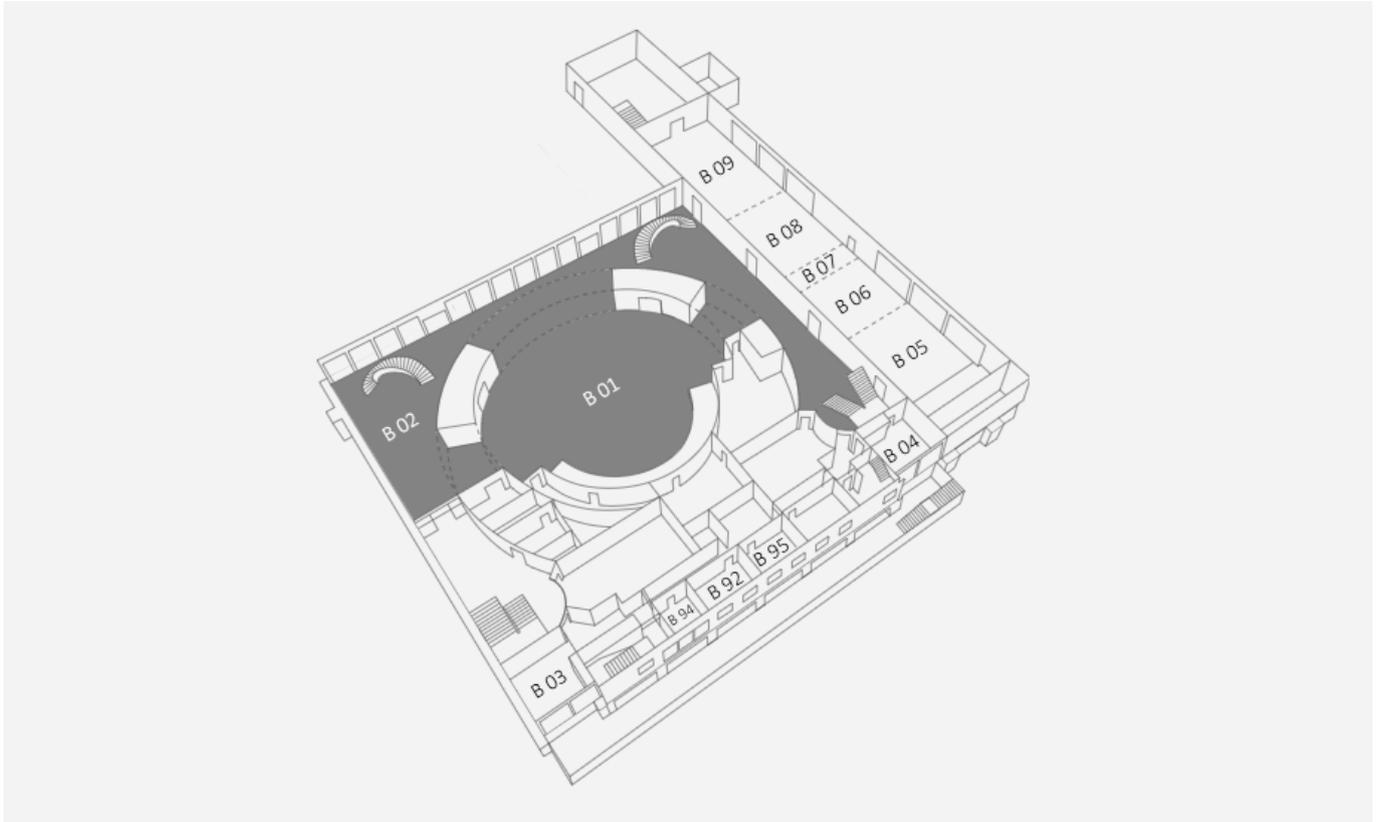
bcc, Berlin Congress Center  
2nd March 2026

[Event details & frequently asked questions](#)

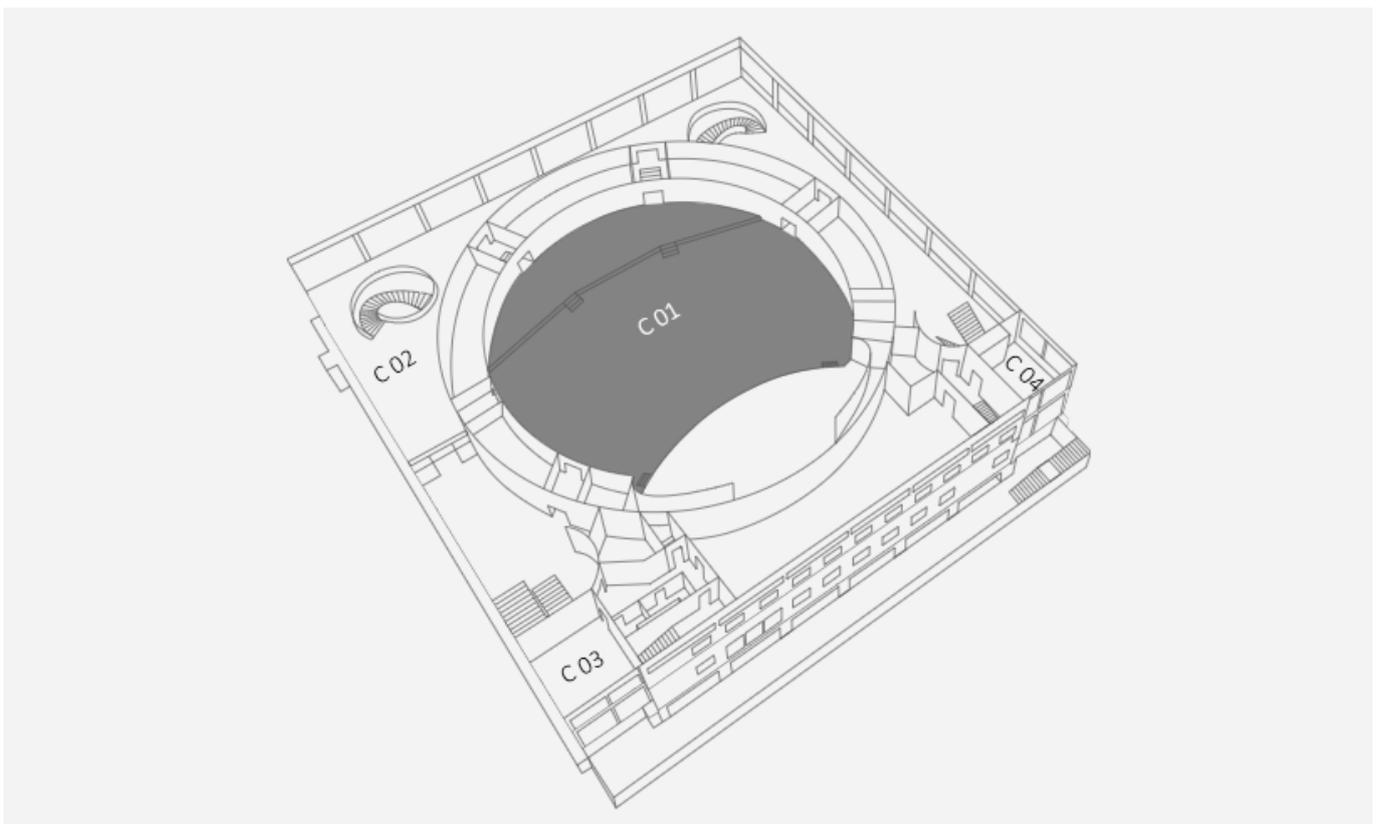
## Event timetable

Event	Where	Date and Time
Arden University Graduation ceremony	bcc, Berlin Congress Center, Alexanderstraße 11, D-10178 Berlin	2nd March 2026 3:30 pm CET
Arden University staff available for questions	Throughout the venue	All day
Cloakroom (for items larger than 20 litres)	Outside on the forecourt of the venue	All day
Registration	Level B	2:00 pm - 3:00 pm CET
Cloakroom (for items under 20 litres)	Level B	2:00 pm - 3:25 pm CET
Collect your pre ordered academic dress	Level B Room B09 - B08	2:00 pm - 3:25 pm CET
Pre-paid official photography	Level B Room B06 - B05	2:00 pm - 3:25 pm CET
Waiting area for registered graduates and guests	Level B Room B01	2:00 pm - 3:25 pm CET
Graduates to take their allocated seats	Level C Room C01	2:45 pm - 3:25 pm CET
Guests to take their allocated seats	Level C Room C01	2:45 pm - 3:25 pm CET
Academic procession	Level C Room C01	3:30 pm CET
Graduation ceremony	Level C Room C01	3:30 pm - 4:30 pm CET
Alumni reception	Level B Room B01	4:30 pm - 5:30 pm CET
Merchandise stand	Level B Room B01	4:30 pm - 5:30 pm CET
Careers stand	Level B Room B01	4:30 pm - 5:30 pm CET
Have a photo with our Arden Wings	Level B Room B01	4:30 pm - 5:30 pm CET
Return academic robes	Level B Room B09 - B08	By 5:30 pm CET latest

## Ground Floor - Level B



## First Floor - Level C



## Frequently asked questions

### What time should I arrive?

Please arrive promptly for registration. This will allow sufficient time to register, collect your academic dress, have your professional photographs taken, and take your seat before the ceremony begins.

### What happens when I arrive?

You will be greeted by Arden staff at the side entrance, which will be your designated entry point to the building. Upon entering, a complimentary cloakroom will be located on your right. You are welcome to store coats and bags here free of charge for the duration of the ceremony. Please note that bags larger than 20 litres must be stored in the external luggage container. This service is also free, and all items will be kept safe and secure until collection.

After visiting the cloakroom, please follow the walkway to the registration desks. Have your e-ticket and photo ID ready for inspection. Only graduates are required to queue at registration. Once registered, you will receive wristbands for yourself and for the number of guest tickets you have pre-purchased. Please note that all guests, including children, must have their own ticket.

### What if I need extra guest tickets on the day?

If you wish to bring additional guests and have not pre-purchased tickets, these may be available for purchase at the help desk, which is located next to registration. Please complete your registration first before visiting the help desk. All seating is pre-allocated, any additional seats purchased on the day, may not be next to your existing guest seats.

### Why am I being given a wristband?

All individuals in the building are required to wear a wristband. These will be issued at registration. Graduate wristbands: [Teal](#). Guest wristbands: [White](#). Please ensure wristbands are worn immediately. Graduates will not be permitted to collect their academic dress until their wristband is in place.

### Academic Dress

Once you and your guests have registered, please proceed to collect your academic dress. Our gowning partner, Graduation Attire, will have your pre-ordered gown ready for collection.

### Pre-paid Official Photography

If you have pre-ordered official photography, this will take place in the rooms adjacent to gowning. Please proceed there after collecting your academic dress.

If you have not pre-ordered photography and wish to purchase a package on the day, this may be possible subject to availability.

### Venue Information and Accessibility

The venue spans two levels. Most facilities are located on the entry level (Level B), while the ceremony will take place on the level above (Level C). When seating opens, graduates and guests will be advised to use the stairs to Level C where possible. A lift is available for those who require it. Toilets are available on Level B.

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

Please make every effort to arrive on time. If you arrive late, you may not be able to graduate during the ceremony.

## Frequently asked questions

### Seating

When seating opens, please proceed to the ceremony room, where members of the graduation team will assist you. Have your e-ticket available, as it shows your seat number. You will be escorted to your seat by a member of staff. Please ensure you sit in your allocated seat only, as moving seats may result in your name being announced in the incorrect order. Graduates and guests are seated separately, with seats allocated in advance. All graduates and guests must **be seated by 3:25 pm at the latest**. Once seated, please remain in your seat for the duration of the ceremony. Late entry will not be permitted once the ceremony has started.

### When will I receive my tickets?

Your e-tickets will be sent, by email, approximately 7 days before your ceremony. Please ensure all guests have access to their own ticket. We accept both electronic and printed copies. If you have not received your e-tickets by **Tuesday 24th February 2026**, or if you have any ticket-related queries, please contact: [graduation@arden.ac.uk](mailto:graduation@arden.ac.uk).

### What happens during the ceremony?

When it is your turn to graduate, Arden staff will escort graduates from their seats to the stage. The team will brief you in the queue and ensure your academic dress is all set. You will be given clear instructions when it is your turn to process across the stage. Try and remember to smile and enjoy your moment. You will walk to the centre of the stage, pause, shake hands with the presiding officer and pose for an official photo and then exit the stage. After crossing the stage, an usher will guide you back to your seat. Food and drink are not permitted in the ceremony room.

### What happens at the alumni reception?

Following the ceremony, all attendees are invited to attend the alumni reception in the large reception area on Level B - Room B01. You will be able to enjoy a complimentary drink while celebrating with fellow graduates, guests, and Arden academics.

During the alumni reception, you will be able to: visit our merchandise stand - to pick up pre-purchased click and collect orders - and also purchase a limited selection of Arden-branded items (cash payments only); visit our careers stand - where you can speak with a member of our experienced careers team to find out more about the ongoing career support available, and how you can get involved in the Always Arden global community; and take a photo with our infamous Arden Wings - don't forget to enter your photo in our free prize draw.

### Where do I return my gown?

Academic dress must be returned to the designated drop-off points in Room B09 - B08 no later than **5:30 pm**.

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

**For more information: [arden.ac.uk/berlin/graduation](https://arden.ac.uk/berlin/graduation)**