







WVPU 2021 Commencement Ceremony

Congratulations! This is one of the major milestones in your life and a time for celebration, and we have planned a dignified and formal ceremony to befit the occasion. We ask you to help us by cooperating with the measures below to ensure everything runs smoothly!

09:00 AM: ARRIVAL OF GRADUATING STUDENTS








-  Please be at the Hofburg by 09:00am, enter via Heldenplatz, 1010 entrance. Be sure to check in at the entrance!
-  Please proceed to the left-hand side of the staircase for individual photographs (1st floor). The group photos will be on the main staircase (ground floor).
-  You will be served refreshments in the Seitengalerie next to the Festsaal (1st floor).
-  There is no smoking inside the Hofburg. If you must smoke, please smoke outside the main entrance return immediately to the Gallerie (1st floor) once you are done. You are responsible for following the agenda of the day.

Photographs will be taken in the following intervals:

09:00am	Graduates Arrives
09:00am	Individual photo shooting on the left-hand side of the staircase (1 st floor)
10:00am	Undergraduate group photo on the main staircase
10:10am	MA group photo on the main staircase
10:20am	MS group photo on the main staircase
10:30am	MBA group photo on the main staircase
10:40am	Big group photo with the directors on the grand staircase
11:20am	REHEARSAL

Following the group photos, individual photo shootings will continue until 13:30

11:20 – 12:50: REHERSAL

-  After the group photos have been taken, please return to the Seitengalerie. The line up for the rehearsal will happen in the Seitengalerie (1st floor). At 11:00am sharp you will line up for the rehearsal.
-  Please do NOT leave the line-up area/ Festsaal during the rehearsal.
-  If you know someone who is missing from the rehearsal line-up, please save a spot for him or her.
-  Please follow the instructions you receive and pay close attention!
-  If after the rehearsal you have still not had your individual photo taken, your LAST chance to do this is until 13:30 on the left-hand side of the staircase (1st floor).
-  Please use the wardrobe (ground floor) to leave all your belongings before 13:30. There will not be another room where you can leave your belongings.
-  Start to line up for the ceremony at 13:30.

13:30 – 13:50: LINE-UP

14:00 – 15:45 – CEREMONY

15:45 – 16:45: RECEPTION: HOFBURG GALERIE AND SEITENGALERIE

IMPORTANT INFORMATION FOR GRADUATING STUDENTS:

- COVID-19: Please follow the current Austrian 3G regulations. Students and guests will be only allowed to enter Hofburg if you are vaccinated, tested, or recovered. Please be ready to present these documents. At the entrance, we will have a QR code reader to check your documents.
- The Hofburg is a non-smoking facility.
- A wardrobe available on the right side at the entrance of Hofburg. Here you can leave your personal belongings. Please leave your belongings here at 9:00. We are not responsible for your belongings.
- Dress code: business casual. **Please wear comfortable shoes or bring a second pair of shoes.** It will be a busy day with several activities, thus being comfortable is important. There will be a break where you can change your shoes.
- During the ceremony cellphones must be in silent mode or turned off
- Please have your gown read-to-wear, due to COVID-19 we will not have ironing or dressing facilities.

HOW TO WEAR YOUR REGALIA



Undergraduate: gown, cap, and tassel. Honors cords for latin honors.



Master: gown with long sleeves (to knees), cap, tassel, colored hood



Please refer to this video for instructions on how to wear your regalia:

<https://www.youtube.com/watch?v=rrpnfSKiqcQ&t=29s>

IMPORTANT INFORMATION FOR YOUR GUESTS:

- COVID-19: Guests must follow current Austrian 3G regulations and will only be permitted allowed to enter with proof of vaccination, a negative test, or recovery. We will provide everyone with Webster FFP2 masks at the entrance. No one will be admitted without proof of compliance with the 3G restrictions or without a ticket.
- No one will be admitted to the Graduation Ceremony without a ticket **this is for security reasons.**
- No guests will be admitted to the Hofburg before 13:15.
- The doors will close at 13:55. The ceremony starts at 14:00
- **All guests must remain seated during the ceremony.** Standing in the aisle or at your seat will not be permitted due to fire regulations and of course out of courtesy to the other guests.
- In case of rain, please leave umbrellas at the Garderobe/cloak room.
- The ceremony will take place in the Festsaal of the Hofburg.
- The reception following the ceremony will take place in the Hofburg Gallerie and Seitengallerie.
- Guests coming with small children should sit on the far right side of the Festsaal so they may exit quickly if needed, and to allow for extra space on the right corridor. Strollers are not permitted in the Festsaal. Please leave them in the cloakroom.
- The Hofburg is a non-smoking facility.
- During the ceremony cellphones must be in silent mode or turned off
- Dress code: business casual
- Unreserved seating. First come, first served.

FFP2 MASK REQUIREMENT

- **Students:** We kindly ask you to please wear your FFP2 mask at all times except for the academic procession, when walking across the stage, during photos and when eating or drinking.
- **Guests:** We kindly ask you to please wear your FFP2 mask at all times except when drinking at the reception and during photographs.

DIRECTIONS

Underground: U3, stop: **Herrengasse**
Trams: **1, 2, D** and **71**, and U2Z stop: **Burgring**

ENTRANCE AT HELDENPLATZ (HEROES SQUARE).

if you or your guests are coming by car, please find below a list of the nearest parking garages .

Location

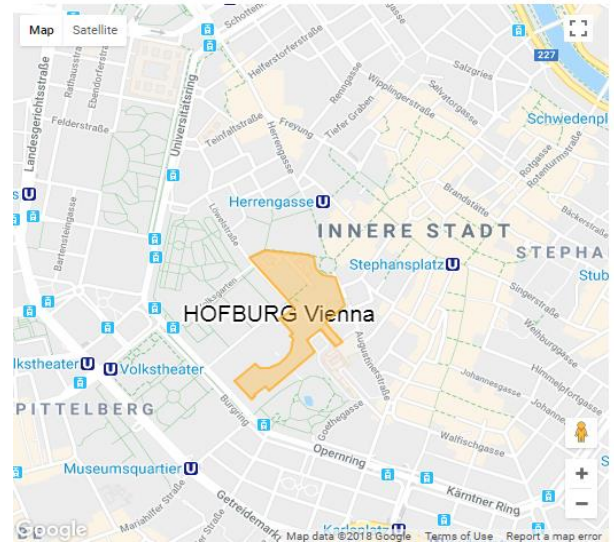
HOFBURG VIENNA, HELDENPLATZ, 1010 VIENNA, AUSTRIA

The Hofburg lies at the heart of Vienna's Old Town, the best way to reach it is by public transit. Two underground stations as well as bus and tram stops are all within walking distance. Motorists can park their vehicles at nearby car parks (for a fee).

The following car parks are located within walking distance to the Hofburg Vienna

CAR PARK	WALKING DISTANCE
Car park at Museumsquartier	5 min
Car park Opernringhof	5 min
Car park Robert-Stolz-Platz	5 min
Car park at Schmerlingplatz	10 min

Bus drivers can only drive to the Hofburg and other destinations, such as hotels, inside the Ringstrasse with a valid permit. The Hofburg Vienna is permitted to issue such permits to international coach operators in connection with your event at our premises. Please contact a member of our project management team for further details.



Hofburg Entrance

Photo courtesy of © HOFBURG Vienna

If necessary, on the day of the Commencement Ceremony, please contact Mr. Nermin Podzic at +43 664 88227131