



# MICGP GRADUATION

*Saturday, 2 November 2024*

*The Round Room, Mansion House Dublin*

*Information for Graduands & Guests*

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Dear Graduands,

Congratulations on successfully navigating your journey through the GP specialist training programme and earning your right to become full members of the Irish College of GPs.

The graduation ceremony is held to acknowledge your success and to celebrate with you, your family, and friends. The information in this booklet is to assist you in planning ahead and on the day.

We look forward to seeing you on the 02 November 2024 in the Round Room of the Mansion House, Dublin.

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# ACCESSIBILITY

If you or any of your guests will require additional assistance on the day please email [graduation@icgp.ie](mailto:graduation@icgp.ie) no later than noon 18 October so we can arrange for the services you require.



# ROBE & HOOD HIRE

All graduates must pre-book robes with the official robe-makers, Phelan Conan before Midnight Thursday 17 October 2024. The pre-paid hire fee is €40, which includes delivery and a free post return address label, should you wish to hold onto the robe for a few extra days.

Phelan Conan staff will be in the registration area outside the Round Room before and after the ceremony to assist with gowning and to enable you to return your robe should you wish to do so. All robes must be returned within 5 days of the ceremony.

Graduands taking part in the Ceremony must wear the official gown and hood for the MICGP; this is compulsory for all graduands who wish to step across the stage.



# ON THE DAY

## Prior to the Ceremony

Due to the large number of people involved in the graduation ceremony, it is important that you arrive on time & fully robed. All graduands must check in at the registration desk upon entering the venue.

The Round Room will be open for professional photography from 12:30. Graduands are expected to be fully robed and, in their seats, no later than 13:30. Guests will be allowed to take their seats approximately 30 minutes prior to the start of the ceremony. Due to the limited space available at the venue, there are no areas suitable for guests to gather prior to the ceremony.

Please note, once the ceremony has started, late arrivals may not be accommodated. Please ensure that you and your guests leave plenty of time to travel, find parking, and make your way to the venue.



# ON THE DAY

## Graduand Check in & Seating

All graduands must check in at the registration desk upon entering the venue.

An Irish College of GPs staff member will be there to help you find your seat. As you will graduate in the order you are seated, it's very important that you do not swap seats with anyone else. Approximately 15 minutes to the start of the ceremony, Irish College of GPs staff will take attendance to ensure everyone is in the correct seat.

## Guest Seating

Guests are allowed to enter the Round Room and take their seats approximately 30 minutes prior to the start of the ceremony. We ask that guests do not place any items on seats, as space is extremely limited. Infants and toddlers should be seated on an adult's lap.

Please note, guests may not be admitted after the ceremony has started.



# ON THE DAY

## Guests with babies and small children

The graduation ceremony is a formal occasion with several speeches and therefore, not always suitable for young children.

Please consider the length and timing of the graduation ceremony when thinking about bringing children. The ceremony is approximately 60 - 90 minutes in length with many formal speeches.

Pushchairs and buggies are not permitted within the Round Room as aisles must remain clear for the processional.

## Bags & Belongings

Due to space restrictions within the venue, we ask that guests please limit the number of items (handbags, etc) to 1 per person. Coats can be checked in at the cloakroom.





# DURING THE CEREMONY

## Order of Proceedings

- Graduation Panel Procession to the Stage
- College Oath is Recited
- Graduands invited to the podium one by one
- Ellerd Eppel Award Winner Invited to the Podium
- President's Speech
- Chairperson's Speech
- Thank you to all Attendees & Invitation to Reception
- Graduation Panel Recession from stage
- Reception in Round Room

Following the College Oath, graduands will be guided from their seats by Irish College of GPs staff to line up near the stage area. When your name is called, you should approach the stage to receive your certificate. After you have collected your certificate, you should descend the stage and return to your seat. You will be guided back to your seat by Irish College of GPs staff.



# DURING THE CEREMONY

## Order of Proceedings

As you leave your seat, please ensure you follow the graduand immediately in front of you. Under no circumstance should you change position in the queue, as this matches the order in which your name will be read out.

Once your name has been read out, proceed onto the platform to greet the official presiding over the ceremony and to collect your award. Please pause for a moment, as our photographer will be onsite to take your photo.

Once you have had your photo taken, please proceed to exit the stage via the stairs in front of you. If you have any objections to having your photo taken, please contact us at [graduation@icgp.ie](mailto:graduation@icgp.ie) prior to the day of the ceremony.

Once you have exited the stage, Irish College of GPs staff will direct you back to your seat, where you will remain until the end of the ceremony.

If extra assistance is required to access the stage, please contact us at [graduation@icgp.ie](mailto:graduation@icgp.ie) prior to the ceremony.



# AFTER THE CEREMONY

When the ceremony has concluded, the string quartet will begin to play, and the Graduation Panel will exit the stage and proceed down the centre aisle. We ask that everyone stand until the panel has reached the end of the aisle. At this point, you are welcome move about and join us for light refreshments.

## Refreshments

Light refreshments will be served in the Round Room, directly behind the seating area, as well as in the upper foyer. You can access the upper level via the stairs to the right side of the room facing the stage. We ask that you please do not congregate in the corridor of the registration area or on the footpath leading into the Mansion House as these are both fire exits.





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in Ireland**

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