## **GRADUATION CEREMONY** TRINIDAD: 3 MARCH 3013

The details of the ceremony are as follows:

Venue: Hyatt Regency Hotel

1 Wrightson Road Port of Spain Trinidad West Indies

Tel: +1 868 821 6436 Fax: +1 868 821 6453

Contact: School of Higher Education Ltd

Hazel Lezama

Admin Director <u>hlezama@shel.edu.tt</u>

**School of Business and Computer Science Ltd** 

CEC EBS Unit - cecebs@sbcs.edu.tt

Marketing Department marketing@sbcs.edu.tt

General enquiries registry@hw.ac.uk

Date: Sunday, 3 March 2013

Time: 11.00 am to 1.15 pm – Gown Collection/Photography

3.30pm onwards – Photography

11.30 am to 1.30 pm – Graduate and Guest Registration

Please note that all graduates and guests must be seated by 1.30 pm

2.00 pm to 3.00 pm – Graduation Ceremony

3.00 pm to 3.30 pm – Group Photography Session

3.30 pm to 5.00 pm - Reception

(Please note that the above times are approximate and may be subject to minor change)

Graduate Photography: Sapphire Room (Level II) for SBCS

Regency II (Level II) for SHEL

Graduate Gowning: Jade Room (Level II) for SBCS

Regency II (Level II) for SHEL

Invited Guests: Regency I (Level II)

(arrive at 1.15pm for refreshments prior to ceremony)

**Graduate Registration:** Level II (will be signposted)

**Guest Ticket Collection:** Level II (will be signposted)

**Graduation Ceremony:** Regency Ballroom (Level II)

**Reception:** Regency Ballroom Foyer (Level II)