

## **FAQ on ELA Graduation**

### **1. When and where is graduation?**

Graduation will be held at 3:00 p.m. on Friday, January 12, 2018 in the Griffith Ballroom at The Oread. The address is [1200 Oread Avenue, Lawrence, KS](#). We encourage guests to arrive at least 15 minutes early to allow time to get parked and to the graduation room.

### **2. How many people will be there?**

We estimate that there will be close to 200, including the 49 ELA graduates, their guests, the PMC staff, and other guests.

### **3. Who should I invite?**

As Noel has noted during class, you are encouraged to invite anyone with whom you would like to share this celebration and/or who you want to know about your participation in the program. This can include friends, family, coworkers and those in your organization – especially supervisors – who supported your participation in ELA.

### **4. Is there a limit to how many people I can invite?**

Nope. Bring everyone!

### **5. How do people dress?**

Typically, ELA graduates dress up a bit. Usually, the men wear a jacket and tie and the women wear a business suit/dress. Those who have uniforms – law enforcement, fire fighters, etc. – often wear them. It's not necessary, but it's certainly an appropriate time to do so. If you don't happen to have dressy clothes or aren't comfortable in them, that's fine.

### **6. Where should I park?**

The Oread offers valet parking for \$5/car for guests attending an event – just mention that you're there for the Emerging Leaders Academy Class and Graduation. Please remember to tip the drivers in addition to paying the \$5 parking fee. The hotel front desk can take payment for the fee and give you a receipt, including what you tipped the drivers. (It is customary to tip a couple of dollars.)

The Oread is limited to 200 parking spaces and cannot guarantee that everyone will receive a space in the valet parking garage. Should the garage become full, there is additional parking at The Union Parking Garage—also called the Mississippi St. Garage—a half a block south of The Oread, next to the KU Union. There is a fee of \$1.75 for the first hour (or any portion of an hour) and all subsequent hours are \$1.50. Please visit the [KU Visitor Parking webpage](#) for more details.

**Important Note:** DO NOT park in the lots adjacent to The Oread (apartment complexes) as you will be towed.

### **7. What's the schedule for the day?**

ELA class will meet as usual starting at 8:30 a.m. at The Oread in Gathering Room 1. After lunch we'll reconvene until about 2:15 p.m. and then break for a group photo. Noel will give you some instructions about the graduation ceremony, then after that you can head to the graduation room to find your seat. There will be a seat card with your name on it so that you all stay in alphabetical order. Once you've found where you'll be sitting, feel free to mingle with your guests.

We'll enjoy some inspirational thoughts during the ceremony, and then after the ceremony have some delicious refreshments. Your guests are encouraged to join you for this celebration.

**8. What happens during the ceremony?**

The ceremony lasts a little over an hour. It starts with a few speeches, and then we award the graduates with their certificates. One by one each row of graduates gets up and stands to the side of the room. (Someone will be there to direct each row when it's their turn to stand.)

When your name is called, you'll walk over to shake hands and get your certificate while someone reads what agency you're from and if applicable, the short piece you wrote about your ELA experience. You'll stop to receive your certificate and stand for your official photograph (and do let your guests know that they are welcome to come up and take photos as well). In addition to your certificate, you'll be handed your challenge coin. You'll go back to your seat, wait for everyone else to get their certificate, and hear a word or two more of congratulations.

Don't worry about the actual movement – where to sit, line up, etc. – we'll practice that right after the group photo. Relax and have fun.

**9. Do I have to say anything at the ceremony?**

Nope. We'll read your short piece for you. All you have to do is walk across the front of the room and smile for the cameras as you bask in the glow of your accomplishments in the program.

**10. Is The Oread wheelchair-accessible?**

Yes.

**11. Can my family and friends take pictures during the ceremony?**

Yes! And we'd love to see the photos they take. Please contact Kristina Clark at [kristinaclark@ku.edu](mailto:kristinaclark@ku.edu) if you'd like to share them through [our Facebook page](#).

**12. Will our guests be introduced?**

No. We'll have the ELA graduates applaud the audience as a whole. There just isn't time to introduce guests during the ceremony, but the PMC staff would love to meet your guests during the reception.

**13. Where will my guests sit?**

Your guests are welcome to sit in any seats that do not have someone's name card on it.

**14. Are children welcome?**

Yes! We think it's important to model the idea that learning continues throughout one's life, and we find that children are excited about the accomplishments of their parents. If your guests include young children, we suggest that the adults with them position themselves near an exit just in case the kids get restless or noisy. We want the graduates and the guests to be able to hear and focus on the speakers.

**15. Any other questions?** Please contact Kristina Clark at [kristinaclark@ku.edu](mailto:kristinaclark@ku.edu) or 785-864-9090.