

SYDNEY 2025

Graduand Handbook



The
Practical
Business
School.

aib.edu.au



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Welcome

Congratulations on successfully completing your studies with us and registering for the 2025 Australian Institute of Business (AIB) Graduation Ceremony in Sydney.

This handbook has been designed to assist graduands through the graduation process and to ensure that all graduands are prepared for the occasion. It is your comprehensive guide of the full programme of events including locations, timings and briefings for the day.

Graduation & Event Schedule

CEREMONY

EVENT	DATE	START TIME	LOCATION
Gown Fitting	14 March	11.30am	Pymont Theatre, Meeting Room C2.5 & C2.6, ICC Sydney
Professional Photography	14 March	11.30am	Pymont Theatre, Meeting Room C2.2 & C2.3, ICC Sydney
Optional Graduand Group Photo	14 March	2.00pm	ICC Foreground by Woodward Water Feature
Graduand Briefing	14 March	2.30pm	Pymont Theatre Ceremony Hall, ICC Sydney
Graduation Ceremony	14 March	3.00pm	Pymont Theatre Ceremony Hall, ICC Sydney

COCKTAIL PARTY

EVENT	DATE	START TIME	LOCATION
Graduation Cocktail Event*	14 March	6.00pm	Starship Sydney, Darling Harbour, Convention Jetty

* Relevant to those who have booked



Graduation ceremony

DATE

Friday, 14 March 2024

TIME

3.00pm - 5.00pm - Ceremony

PROGRAMME

11.30am - 2.20pm - Gown fittings and photography

2.00pm - 2.20pm - Optional graduand group photo

2.30pm - 2.40pm - Graduand briefing*

3.00pm - 5.00pm - Ceremony

5.00pm - 6.00pm - Additional photography

*Graduands must be seated in Pyrmont Theatre before 2.30pm.

VENUE

Ceremony

The Sydney Convention & Exhibition Centre

(ICC Sydney)

14 Darling Drive, Sydney NSW 2000

www.iccsydney.com.au

Cocktail Function

Starship Sydney

Darling Harbour, Convention Jetty,

Sydney NSW 2000

www.starshipsydney.com.au

GUEST SEATING

All guests will be seated after the Graduand Briefing. This will be approximately 2.50pm. There is no allocated guest seating, however, if you have a guest that needs special assistance with their seating please email the Graduations Team before Friday 7th March 2025.

PUBLIC TRANSPORT

Sydney Light Rail

The Light Rail travels right through a number of Darling Harbour stations including ICC Sydney's stops, Convention Centre and Exhibition Centre. The Light Rail starts at Central Station in the CBD and travels to Dulwich Hill in the inner west.

Train

A short walk from Central or Town Hall will take you directly to Darling Quarter, Tumbalong Park and Sydney Visitor Centre. Town Hall and Central Stations are a 10-minute walk from ICC Sydney.

Bus

ICC Sydney has its own bus stop. Bus routes 389 and 501 stop at Harris Street near Allen Street - a 10-minute walk from ICC Sydney.

Metro

A short walk from Central or Gadigal Station will take you directly to Darling Quarter Visitor Centre.

PARKING

ICC Sydney has two car park facilities located within the Exhibition Centre and ICC Sydney Theatre, comprising a total of 826 car spaces. Additionally, there are secure car parks located in and around Darling Harbour, including Wilson Harbourside Car Park and First Parking Darling Square Car Park.

Graduand group photo

If you'd like to be part of the official graduand group photo, please arrive at the ICC Forecourt by the Woodward Water Feature at 2:00pm sharp.

While participation is optional, this is a wonderful opportunity to capture a lasting memory with your fellow graduands, marking the culmination of your hard work and dedication.

The group photo session will conclude by 2:20pm sharp. After this, AIB staff will direct you to the Graduand Briefing, ensuring you're fully prepared for the ceremony ahead.

Refer to the map below:



Directions: Start at the Pyrmont Theatre Foyer. Walk through the Parkside Foyer to reach the South East Foyer. Take the escalators down to the Ground Floor. Exit the ICC Sydney through the southern doors (ushers will direct you). Once outside, head towards the Woodward Water Feature. Our meeting spot is on the left-hand side of the water feature when facing the ICC building.



Academic dress and briefing

ACADEMIC DRESS

Your graduation fee includes hiring of a gown, mortar board and hood.

GOWN FITTINGS

Gown Fittings for Ceremony - 11.30am - 2.20pm

In Rooms C2.5 & C2.6 at the ICC Sydney. (Please refer to page 17 for map). We ask that you return your items immediately after the ceremony (unless you are having professional photographs taken) to Rooms C2.5 & C2.6 at the ICC Sydney.

DOCTORATE GOWN FITTINGS

Gown Fittings for Ceremony - 11.30am - 2.20pm

All DBA and PhD Graduands are to be gowned with the Academic staff members in Room C2.4 at the ICC Sydney. (Please refer to page 17 for map). We ask that you return your items immediately after the ceremony (unless you are having professional photographs taken) to Room C2.4 at the ICC Sydney.

All Graduands are required to attend the fitting before the briefing, be dressed and in the Ceremony Hall Pyrmont Theatre by 2.30pm, for the ceremony, at the very latest.

Note: Graduates will be invoiced the full replacement cost of academic regalia if it is not returned. If you are unable to return the regalia yourself, please send a friend or relative to do so on your behalf.



Academic dress and briefing

BRIEFING

Graduands need to arrive at the venue early in order to receive the final briefing and attendance check.

It is important that you are fully gowned and in the Ceremony Hall no later than 2.30pm for the briefing prior to the ceremony.

In the briefing we will discuss the graduation procession to ensure the ceremony runs to perfection. If you arrive later than stated above, we may be unable to allow you to graduate.

Graduands will remain in the Ceremony Hall until the ceremony commences at 3.00pm.



**As a gift, the mortar board worn
by you on the day is yours to keep!**



Receiving your parchment

RECEIVING YOUR PARCHMENT ON STAGE

As your parchment and transcript have already been mailed to you in the months following the completion of your degree, official documentation will not be presented to you on the day of your graduation. You will also not be required to bring your parchment or transcript to the ceremony.

Upon walking across the graduation stage, you will be presented with a generic scroll for the purpose of your stage photo. The scroll is yours to keep as a memento and which you can use after your ceremony for personal photos.

DOCTORAL & VALEDICTORIAN GRADUATES

Doctoral Graduate

Once a Doctorate Graduate has been acknowledged on stage they will remain on stage and be seated with the Academics and Board Members already seated on stage. This recognition honours their hard work, dedication and significant contribution to the respective fields.

Valedictorian

Once a Valedictorian has been acknowledged on stage for the completion of their degree they will exit the stage and go straight to the VIP seating in the front row. This is where they will be seated for the remainder of the ceremony, including after they have been presented their Valedictorian Award.



Ceremony details & procedure

GRADUAND SEATING

All graduands will be seated in the Ceremony Hall as per the seating map. You will be seated in the order of awards as per the graduation programme and in alphabetical name order by last name. Please note that your guests are not able to be seated with you in the Ceremony Hall. You will be seated with your fellow graduands. (Please refer to page 12 for seating map)

AWARD PROCEDURE

When your award category is announced, graduands will be called up from their seat, and will be escorted to line up in the Hallway area to have your regalia checked and straightened before entering the stage. When your name is called, you will enter the stage from the left-hand side and exit from the right side stairs before returning to your seat.

If you require any accessibility support, please contact graduation@aib.edu.au.

GUEST SEATING

All guest seating is general admission. General admission refers to seating areas that are not assigned or reserved and are occupied on a first-come, first-served basis.

If any of your guests require accessibility support, please contact graduation@aib.edu.au.

GRADUATION CEREMONY EVENT PHOTOGRAPHY

A professional photographer and videographer will be operating during the Graduation Ceremony. Photos and videos will be posted and streamed on the Australian Institute of Business Facebook page, and the event will be live streamed on the AIB website.

Please note that unless you notify us otherwise, by attending the Graduation Ceremony, you consent to the Australian Institute of Business using the photos and videos taken at the event for marketing and PR purposes. For more information, please contact the Graduation Team.



Graduation ceremony photography

STAGE & STUDIO PHOTOGRAPHY

There will be an expert photography team at the graduation, capturing your moment on-stage along with studio shots with your family and friends.

All photography packages can be ordered in the Graduation Portal. Your prints are produced instantly on the day to ensure you can go home with your wonderful memories. We also offer instant high-resolution photo sharing with a link after the ceremony.

FRAMING AND PLAQUES

All our frames are Australian made and are of the highest quality. Since we print your photos instantly, we can mount your photos, Testamur (certificate) or both depending on the frame.

GRADUATION BEARS

We have four graduation toys dressed in your graduation colours. These make a perfect memento, to sit on your desk to remind you of your achievements.

GRADUATION CEREMONY PHOTOGRAPHY

A professional photographer and videographer will be operating during the ceremony. Stage presentation photos will be available for purchase immediately following your ceremony and videos will be posted on the Australian Institute of Business Facebook page and the event will be live streamed via the link in the email already sent.

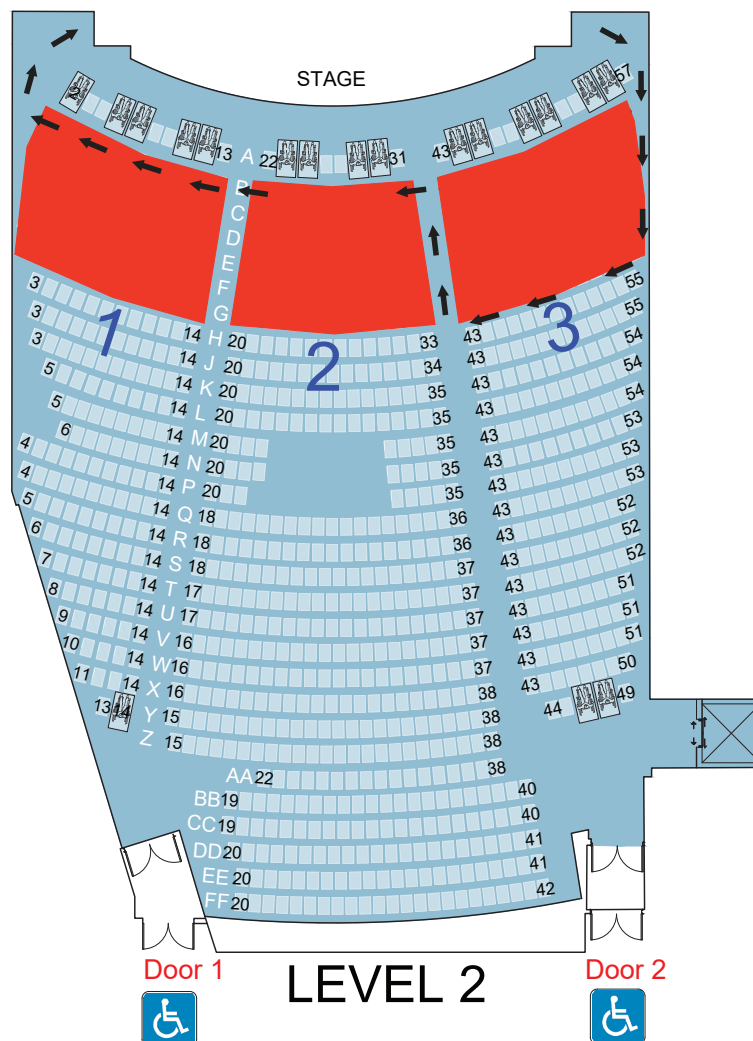
SCENE TO BELIEVE - GRADUATION PHOTOGRAPHY SERVICE

Graduation Photography

Celebrate your graduation with a professional studio photography session. See Scene to Believe staff before or after your ceremony and their photographers will offer a variety of poses of you and your family on your special day. All images are uploaded to a private web gallery for viewing and purchasing. Save time on the day and pre-order your photo session now along with all your graduation merchandise. (Please refer to page 17 for location map)



Graduand ceremony seating plan and procedure



Graduands will rise when each row is called and approach the stage via the staircase at the left side of the stage. After the graduate has been presented with their certificate, they will return to their seat via the perimeter of the Ceremony Hall and centre aisle.



Graduation cocktail event

RELEVANT TO THOSE WHO HAVE PURCHASED SEPARATE COCKTAIL EVENT TICKETS FOR ALL GRADUANDS AND GUESTS ATTENDING.

The graduation cocktail event has been arranged for the evening of the Graduation Ceremony. This is an opportunity for graduates to celebrate and network with their fellow peers, AIB academics and guests.

The cocktail event will feature canapes, beverages, live music and an atmosphere not to be missed.

You will need to have pre-registered and purchased a separate ticket for each person to attend the cocktail event.

If you have registered to attend the optional cocktail event, please refer to the following details.

Date

Friday, 14th March 2025

Time

6.00pm - 8.30pm

Venue

Starship Sydney, Darling Harbour, Convention Jetty

Attire

Cocktail/business attire



Frequently asked questions

DO I NEED TO BRING MY TICKETS?

Yes. You will need to either print your tickets or have the Scene to Believe tickets visible on your phone. Tickets will be received via email prior to Graduation Day. Graduand Tickets will be emailed at least 1 week prior to the event.

DOES EVERYONE NEED A SEPARATE TICKET FOR THE GRADUATION CEREMONY AND THEN THE COCKTAIL EVENT IF THEY WISH TO ATTEND?

Yes. Each Graduand and guest needs their own separate Graduation Ceremony ticket and Cocktail Event ticket if they wish to attend both.

CAN I ADD ADDITIONAL GUESTS?

Registrations are closed for any additional guests to attend the ceremony or cocktail event.

WHAT IF I NEED TO LEAVE STRAIGHT AFTER THE CEREMONY BUT WOULD LIKE TO HAVE PORTRAIT PHOTOS TAKEN?

Graduation Photography will be offered from 11.30am. If you would like to utilise this service prior to the graduand briefing, please arrive at 11.30am, to provide sufficient time for gowning and photography.

WHERE DO I RETURN MY GOWN AND HOOD?

Please return your gown and hood to Scene to Believe Graduations Gowning in Meeting Room C2.5 & C2.6 at ICC Sydney no later than 6.00pm. Reminder: As an additional gift, the mortar board worn on the day is yours to keep.

ARE PRAMS PERMITTED IN THE CEREMONY HALL FOR THE CEREMONY?

If you have a pram, ensure it does not block the aisles and escape routes, in the unlikely case of a fire. If prams cannot be placed safely, they will need to be left in the adjoining halls.

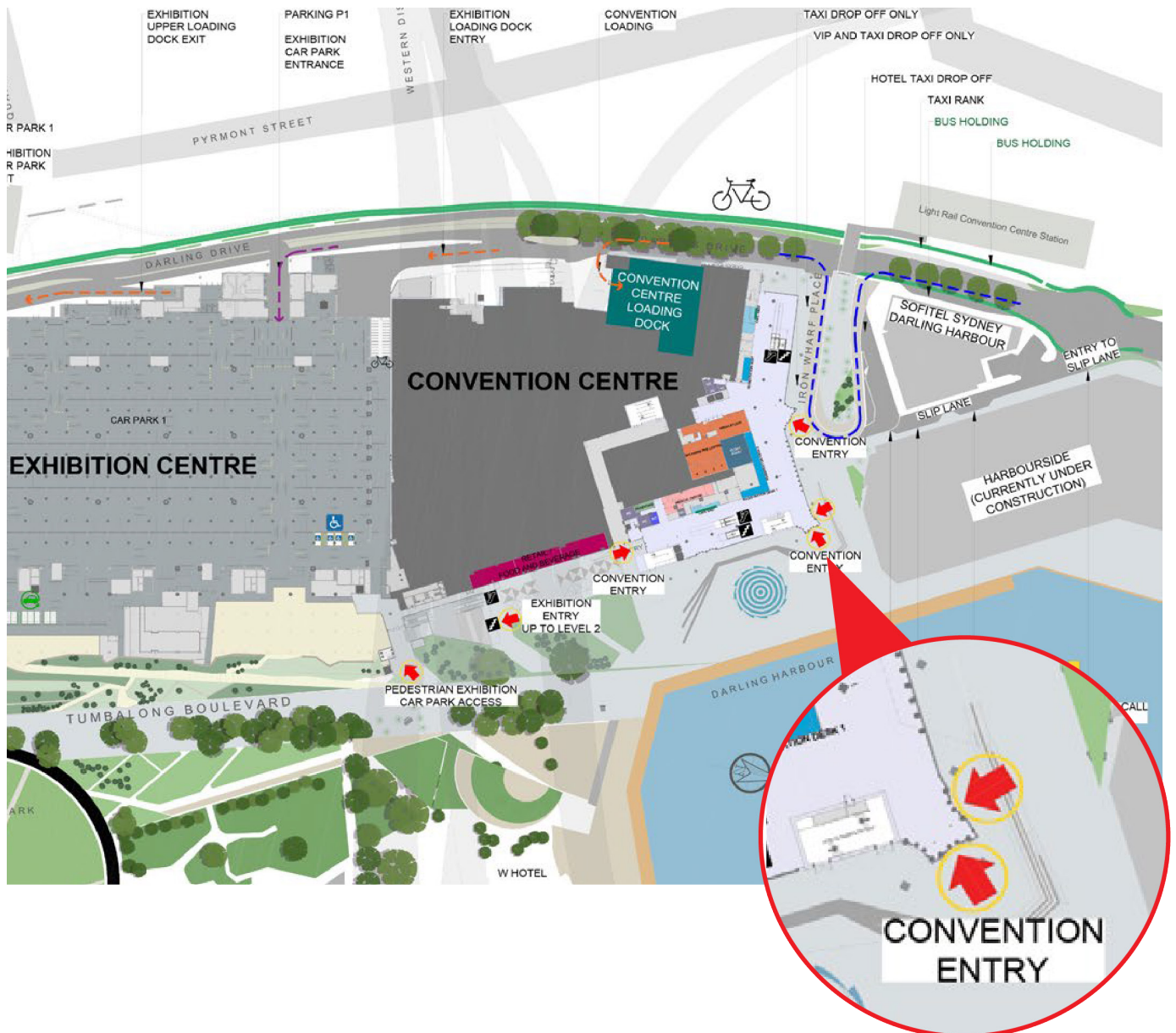
WHERE CAN I FIND OUT MORE INFORMATION ABOUT OUR GRADUATION?

Make sure you check out our graduation website, for more information about the big day!
www.aib.edu.au/alumni/graduation/ Here you'll also be able to access the live stream of the graduation ceremony.

Note: Graduands are responsible for their academic dress once collected from Scene to Believe Graduations Gowning. Graduates will be invoiced full replacement cost of Academic Regalia if it is not returned.

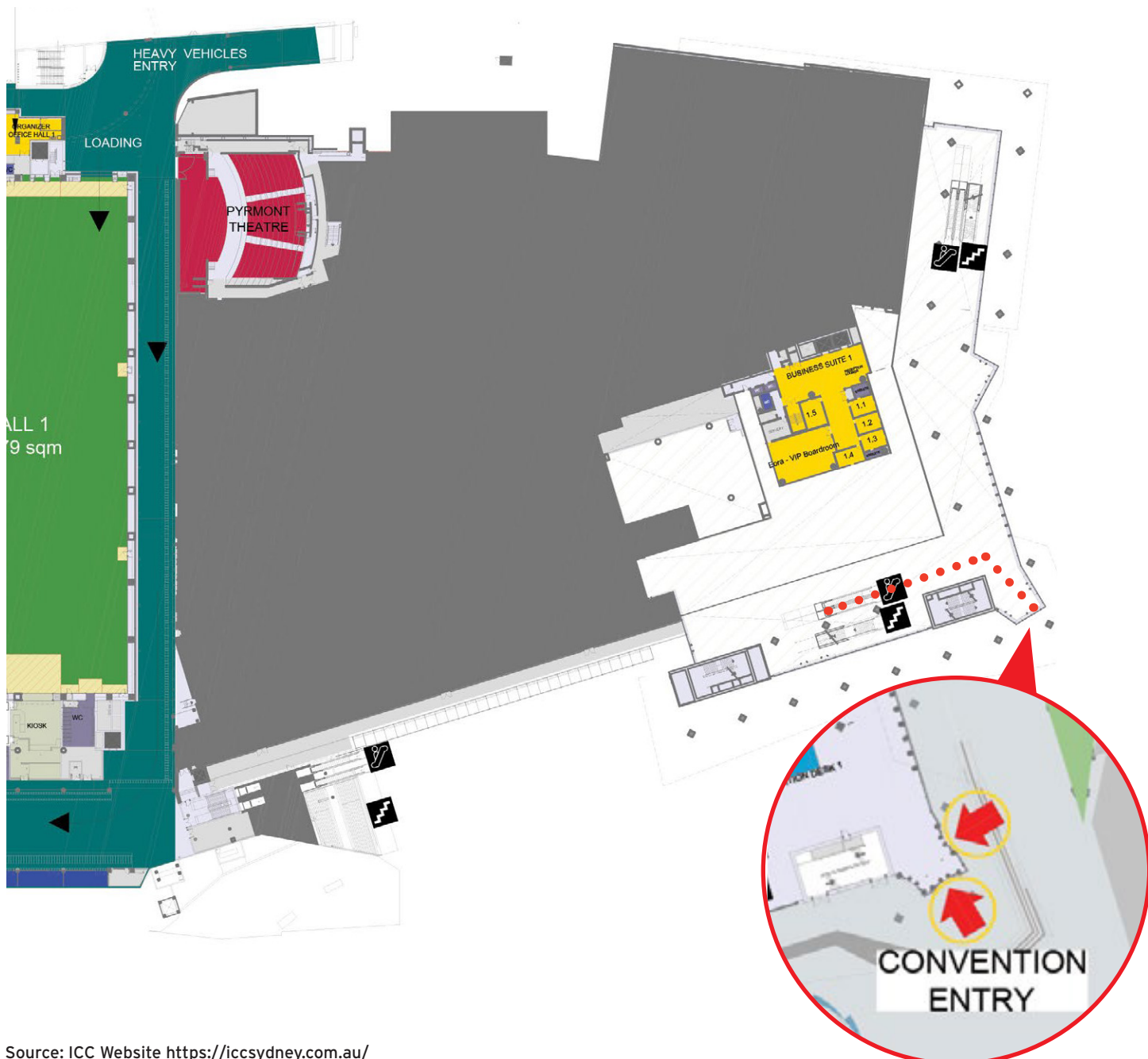


ICC site map





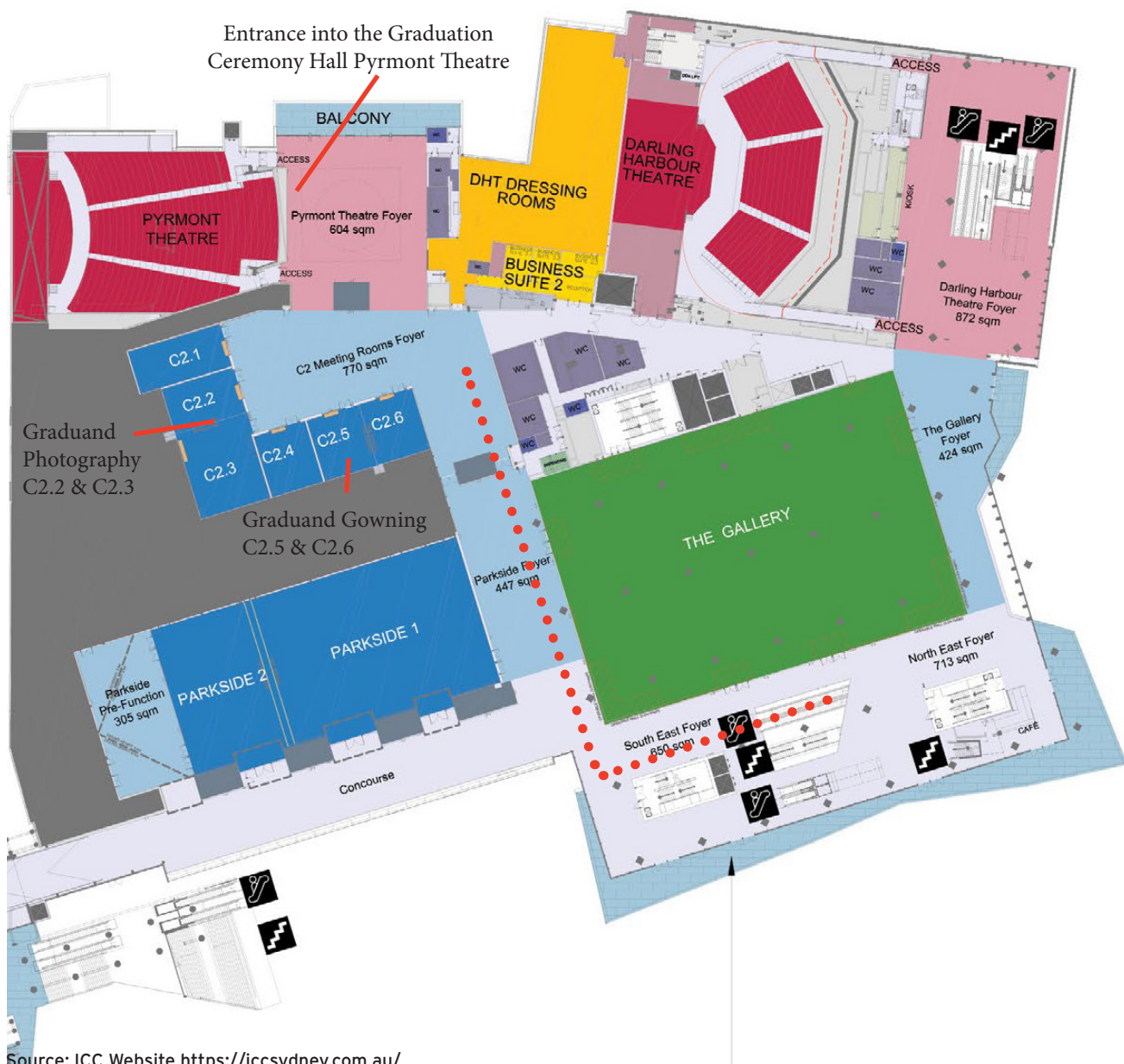
ICC site map - Level 1



Source: ICC Website <https://iccsydney.com.au/>



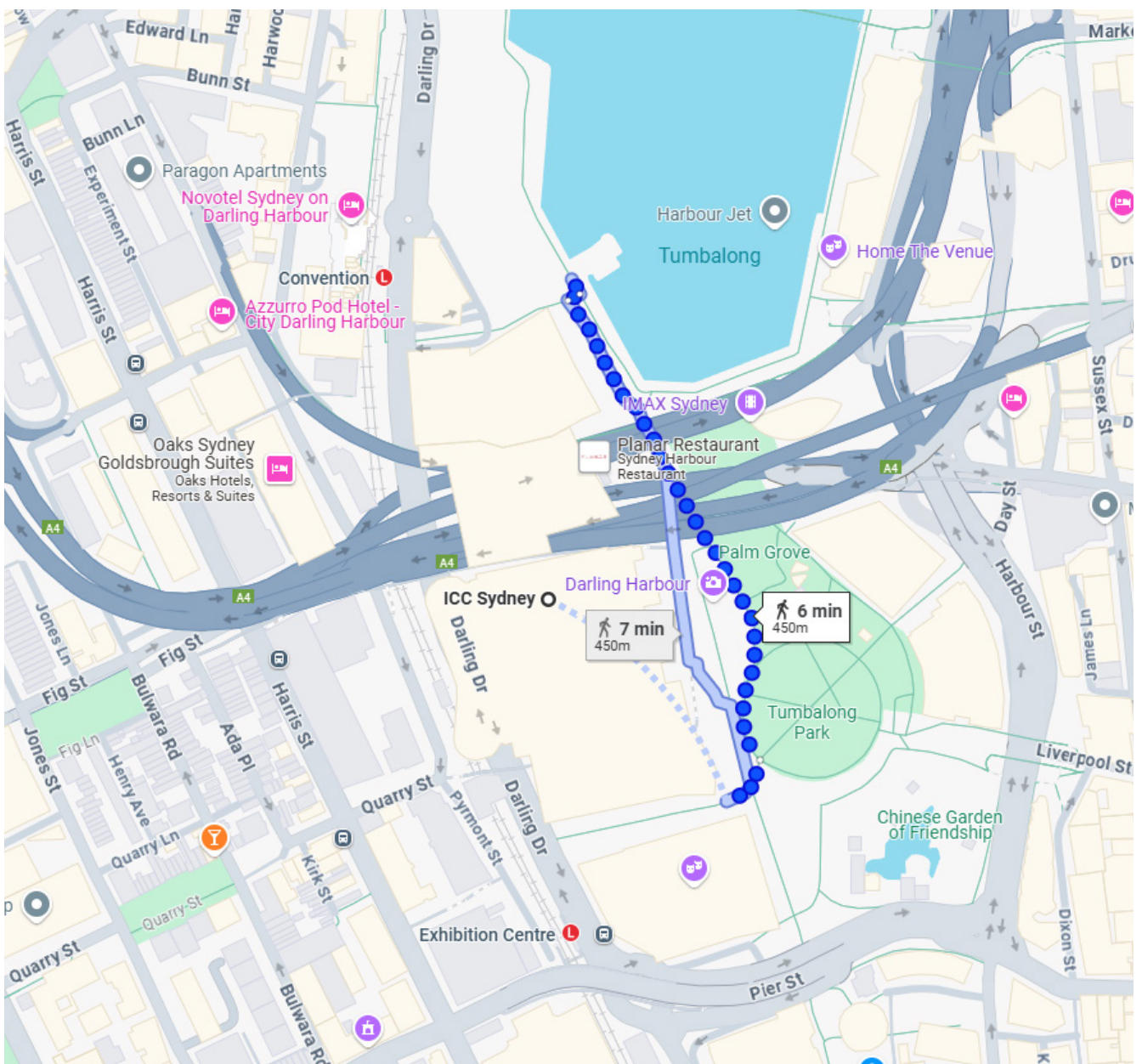
ICC site map - Level 2



Source: ICC Website <https://iccsydney.com.au/>



Directions from ICC to Darling Harbour, Convention Jetty



Contact us

If you have any queries in the lead up to the Graduation Ceremony or on the day of the event, please do not hesitate to contact the Graduation Team:

AIB Graduation Team

Phone: +61 8 8212 8111

Email: graduation@aib.edu.au

We look forward to celebrating this special milestone with you.



The
Practical
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