**INFORMATION FOR HONORARY DEGREE RECIPIENTS – FALL 2016**

**HOST**: The University assigns a host to each honorand to ensure you have a person who can assist you in the preparations for your visit and also assist you while you are at the university. The host will assist with travel to and from the university (within Victoria) as required and will plan a lunch for you on the day of your convocation ceremony. Your host (usually a faculty member) will be available to you during your visit to escort you from one location to the next, make introductions and generally ensure that your needs are met.

**GUESTS:** We will send invitations to your guests (up to 20) for your convocation ceremony. Your host is responsible for the invitations to your luncheon or any special events they organize during your time on campus for convocation.

**ACADEMIC REGALIA:** We will provide the honorary degree gown, hood and Tudor-style hat for you to wear during the ceremony. The gown is made of red wool and is quite warm. The hood is our gift to you so you may take it with you following the ceremony. We will keep the gown and hat here at UVic, but will be pleased to make them available to you for future university convocation ceremonies should you request them.

**ARRIVAL:** All honorands are requested to arrive in the Green Room 30 minutes prior to the start of the ceremony (i.e., 9:30 am for morning ceremonies and 2:00 pm for afternoon ceremonies). The Green Room is located on the ground floor of the University Centre Auditorium. The stage door will be unlocked and the Green Room is the second room on the left upon entering through the stage door. All members of the platform party will convene in the Green Room. Underground parking can be arranged for you at the University Centre. If you have any mobility issues, please let us know so that we can provide you with the easiest access to the ceremony, photography and reception locations. A map showing the location of the stage door and parking will be sent to you.

**PREPARATION**: In the Green Room, we will assist you with your regalia and you will be set up with a lapel microphone. The University Secretary will line up the platform party procession and will lead the group onto the stage. You will follow in line with the others in the platform party. On stage, there will be a chair with your name on it indicating where you are to sit. The platform party will remain standing until the Chancellor makes opening remarks and asks all guests to be seated. A copy of the stage set up will be sent to you.

**CEREMONY:** Following speeches by the Chancellor, the Alumni Association representative and President, the President will announce the conferring of the honorary degree. The President will lead you to a spot on the stage. The President will remain standing beside you as the Orator delivers the citation. Following the citation the University Secretary will hood you (they will likely ask you to remove your hat in order to hood you). Following the hooding procedure, you will be led by the President to a lectern where you will sign the honorand book. The President will then invite you to address the audience. When the address is concluded, you will return to your seat on stage to observe the rest of the ceremony. An excerpt from the ceremony’s script will be sent to you.

**YOUR CONVOCATION ADDRESS AND REMARKS**: During the convocation ceremony and following the conferral of your honorary degree, you will be invited to address the audience. We ask that you keep your remarks to 5 minutes.

As some past recipients have asked for a little direction in regard to their address, I have listed a few topics here: your reflections on the world today/the past/your achievements; interesting personal stories/experiences that have had an impact on you; words of wisdom you would like to share with the new graduates.

For your reference, UVic’s motto is *Multitudo Sapientium Sanitas Orbis* – “A multitude of the wise is the health of the world.”

Podcasts of past honorands’ speeches are available online at <https://itunes.apple.com/ca/itunes-u/convocation-speeches/id451495621?mt=10>.

**PHOTOGRAPHS**: At the conclusion of the ceremony (following the singing of O Canada), the platform party will process off the stage. You will be led upstairs to the Warm-up Room for official photographs with the Chancellor, Board Chair, President, Orator, and family and friends. Your family and friends in the audience will be directed to this location to be included in the photographs.

**FOLLOWING THE CEREMONY**: Once the photographs are completed you and your guests can join the student reception in the University Centre. Please be sure to return your regalia (except your hood) to the Green Room.

**MEMORY BOOK:** After convocation, we will prepare a memory book of photos from your ceremony and we will send this to you along with a DVD of your ceremony.

**USAGE OF HONORARY DEGREE TITLE**: Previous honorary degree recipients (HDRs) have asked for guidance regarding usage of the honorary degree title. UVic HDRs are addressed as “doctor” in all correspondence from the university and while at UVic events or on campus. However, unless you have previously received a doctorate, it is not correct to refer to yourself as Dr., nor should you use the title on business cards or in correspondence. It is perfectly appropriate to use the degree title behind your name, for example: LL.D. (hon.).

**QUESTIONS**: If you have any questions, please feel free to contact Jeanie Gunn at 250-472-5668 or [jmgunn@uvic.ca](file:///%5C%5Cnetdrive.uvic.ca%5Ccere%5CShared%5CConvocation%5CHDR%20Templates%20and%20Procedures%5CNew%20HDR%20Templates%20%282016%29%5Cjmgunn%40uvic.ca).