

MGH INSTITUTE OF HEALTH PROFESSIONS



**This booklet contains important information
For Trustees, Administration, Faculty and Staff about:**

Commencement 2019

Monday, May 13, 2019

The Boston Convention and Exhibition Center (BCEC)

415 Summer Street

Boston, MA 02115



Greetings!!

The 2019 Commencement Ceremony being held on Monday, May 13, 2019 at the Boston Convention and Exhibition Center (BCEC) in Boston is just around the corner! The Ceremony begins at 12:00 noon sharp with the procession starting at 11:45 a.m. **Working staff should plan on arriving at 8:30 a.m. on Commencement Day and VIPs/Trustees/Administration/Faculty should plan on arriving by 10:00 a.m.** This booklet will provide you with detailed information about this event. Please read all information carefully.

You will find the following information in this booklet:

- Event details
- Cap and Gown (Regalia) information
- Floor plans for the BCEC
- Directions and Parking information

Caps and gowns for faculty/administration that completed the online order form can be picked up from Maxine Myers on the 4th floor of Building 36 during regular business hours – 8:30 am – 5:00 pm starting on Monday, April 22nd. Caps and gowns not picked up by 5:00 pm on Thursday, May 9th will be transported to the BCEC with other Commencement supplies. **Faculty/Administration – If you ordered regalia, we suggest that you pick up your outfits from Maxine by the specified deadline so that you will have a chance to iron/press before the main ceremony.**

Board of Trustee, other Stage Party, and Special Guest caps and gowns will be available at the BCEC in the preparation room 251, Level 2, on the day of the event.

Important note: Rental Caps and Gowns must be returned immediately following the afternoon ceremony. A representative from University Cap and Gown will be outside of the faculty preparation room at the end of the ceremonies to collect any rented regalia.

Please review the remaining information/instructions carefully.

Schedule of events for Monday, May 13th:

- **VIP/Stage Party/Trustee/Awardee preparation room is room 251 – East Side.**
- **VIP/Stage Party/Trustee/Awardee photo room is room 252A – East Side.**
- **Faculty/Non-Stage Party Administration preparation room is room 253ABC – East Side.**
- **Staff Room is 204AB – West Side.**

Additional Information

Event	Time	Location
Report time for working Staff	8:30 a.m.	Room 204AB – Level 2 – West Side
Report time for all VIPs, Trustees, Awardees, Administration and Faculty:	10:00 a.m.	VIP/Stage Party/Trustees/Awardees Room 251 – Level 2 – East Side Faculty/Non-Stage Party Admin. Room 253ABC – Level 2 – East Side
Light Breakfast for Working Staff Snacks for Faculty/Administration Snacks for VIP/Stage Party/Trustees/Awardees	8:00 – 10:00 a.m. 10:00 – 11:00 a.m.. 10:00 – 11:10 a.m.	Room 204AB – Level 2 – East Side Room 253ABC – Level 2 – East Side Room 251 – Level 2 – East Side
Stage Party/Faculty Line-up for the Commencement Ceremony	11:00 – 11:40 a.m.	Hallway Outside of Rooms 251 and 253ABC Level 2 – East Side
Student Only Line-up for the Commencement Ceremony	11:00 a.m.	Room 210ABC – Level 2 – West Side
Procession Begins	11:45 a.m.	From West and East Hallways – 2 nd Floor
Commencement Ceremony	12:00 noon sharp	Ballroom East/West - 3 rd Floor
Cap and Gown drop off for Trustees, Administration and faculty that ordered.	Immediately following the ceremony	Outside of Room 251 – East Side

Parking: If driving, Valet parking will be available starting at 7:30 a.m. Those driving will report to the north entrance Valet and your name will be on their parking list. To access from Summer Street, turn onto East Side Drive and the valet area will be immediately on your right. (See parking map at the end of this booklet)

Some important notes about the day:

MOST IMPORTANTLY FOR EVERYONE – HAVE FUN AND ENJOY THE DAY!!!

Note: Stage Party refers to Trustees, VIP's and Administration who will have a speaking role during the Commencement Ceremony.

Stage Party

- Please report at the times noted on the enclosed schedule.
- Snacks will be served between 10:00 and 11:00 a.m. in room 251.
- Trustees and Stage Party will be seated in the front row on stage for the Commencement Ceremony. Your preparation room and line-up staff will assist you with the preparation for this.
- Water will only be provided for speakers on stage at the podium. If you need water, it will be available in the preparation rooms prior to the ceremony and you can bring it with you as you process.
- Remember to return any rented regalia to the drop off location outside of room 251 at the end of the ceremony/reception.

Faculty and Administration who are not part of the Stage Party

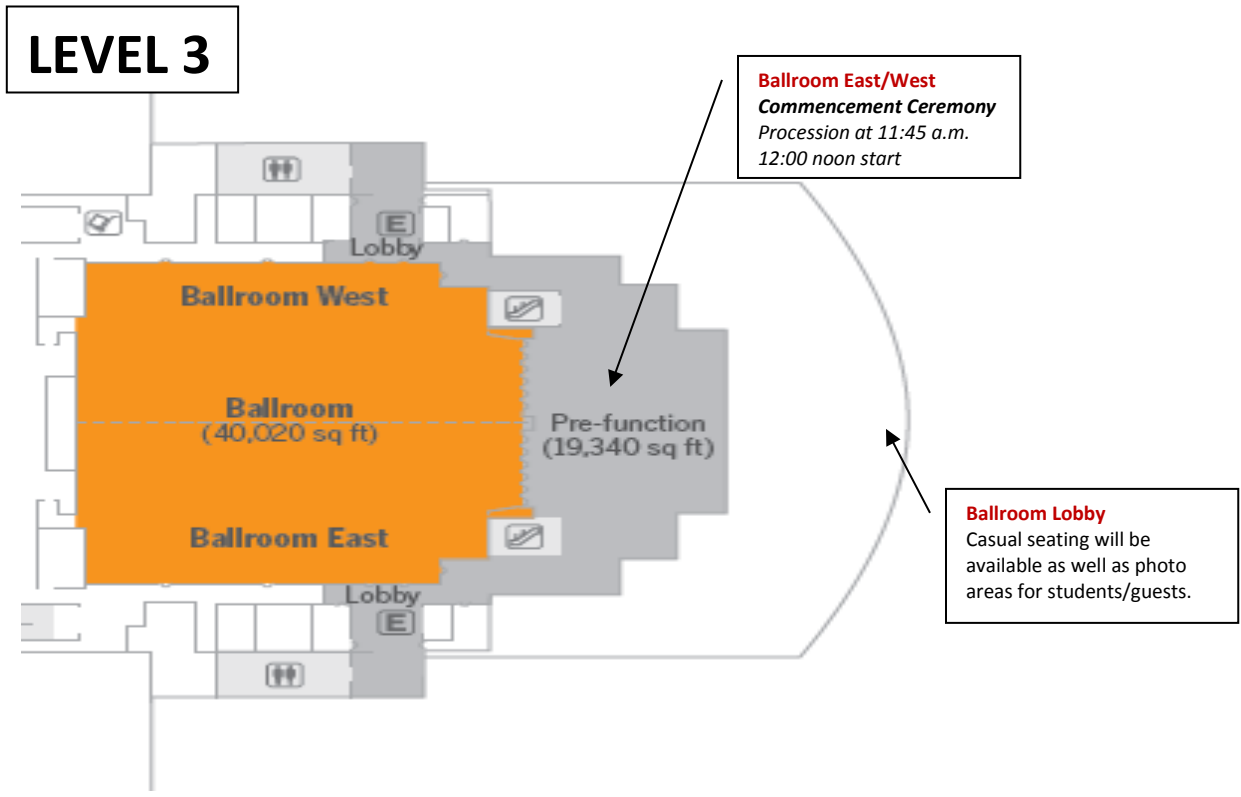
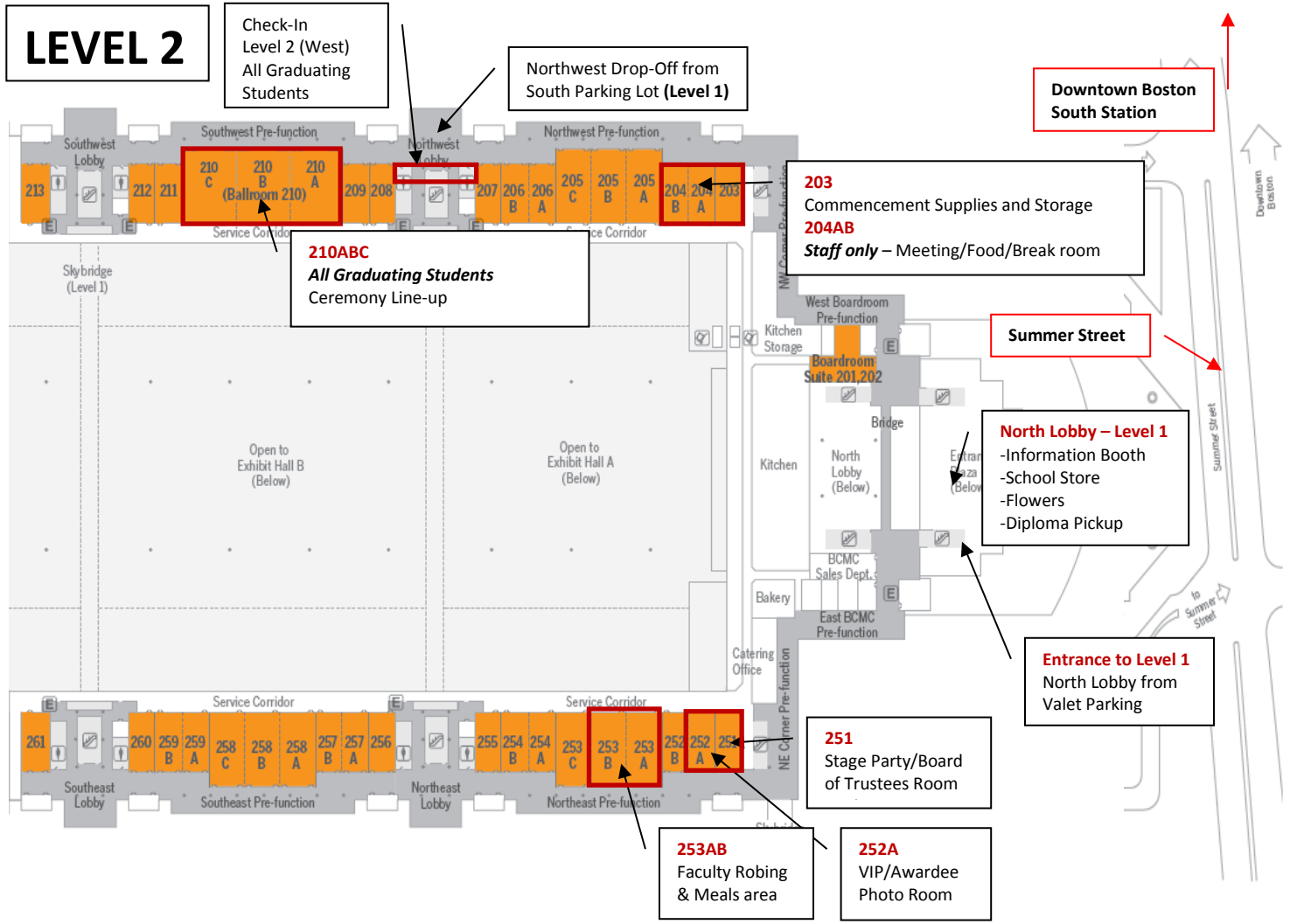
- Please report at the time noted on the enclosed schedule.
- Snacks will be served between 10:00 and 11:00 a.m. in room 253ABC.
- Faculty will be seated on stage for the Commencement Ceremony. Your preparation room and line-up staff will assist you with the preparation for this.
- Water will only be provided for speakers on stage. If you need water, it will be available in the preparation rooms prior to the ceremony and you can bring it with you as you process.
- Remember to return any rented regalia to the drop off location outside of room 251 at the end of the ceremony/reception.

Staff

- Please report by 8:30 a.m. on the morning of Commencement. We will meet in 204AB, Level 2 at 8:30 a.m. to go over the day's schedule and assignments. A light breakfast will be available for all **working staff** in room 204AB from 8:30 – 10:00 a.m. ***AGAIN - PLEASE REPORT TO ROOM 204AB by no later 8:30 a.m.***
- Staff are required to be dressed in business casual attire and must wear their event badge throughout the day.
- We will also have snacks available for working Staff in room 204AB starting at 11:00 a.m.

We look forward to seeing you on May 13th!

BOSTON CONVENTION AND EXHIBITION CENTER FLOOR PLANS



DIRECTIONS TO THE BOSTON CONVENTION AND EXHIBITION CENTER

415 Summer Street

Boston, MA 02115

[Visit the BCEC website for very detailed information about directions/transportation/parking](#)

Driving Directions

From Logan International Airport and Route 1A South

Take I-90 West/Ted Williams Tunnel to Exit 25 "South Boston". At the top of the ramp, turn right onto Congress Street and turn right onto D Street. Take the right after the highway ramp onto Summer Street, go one intersection, and turn left onto East Side Drive.

From Western Massachusetts

Take I-90 Eastbound to Exit 25 "South Boston". At the top of the ramp, turn right onto Congress Street and turn right onto D Street. After the highway ramp, turn right onto Summer Street. The BCEC will be on your left. Take the right after the highway ramp onto Summer Street, go one intersection, and turn left onto East Side Drive.

From Points North via I-93

Take I-93 Southbound to Exit 23 "Purchase Street". Continue straight on Purchase Street to Seaport Blvd and turn left. Continue on Seaport Blvd. to D Street and turn right. After the highway ramp, turn right onto Summer Street. The BCEC will be on your left. Take the right after the highway ramp onto Summer Street, go one intersection, and turn left onto East Side Drive.

From Points South via I-93

Take I-93 North to Exit 20 "South Boston". Follow the signs to "I-90 East". Take the first tunnel exit to "South Boston". At the first set of lights, take a right onto Congress Street and then turn right on D Street. After the highway ramp, turn right onto Summer Street. The BCEC will be on your left. Take the right after the highway ramp onto Summer Street, go one intersection, and turn left onto East Side Drive.

By Public Transportation

Via Logan Airport:

The BCEC is a 5-10 minute taxi ride from Logan Airport.

Via the MBTA:

1. MBTA Silver Line SL1 route to World Trade Center Station.
2. Exit at the World Trade Center Station, and take the elevator up to Level 2. Follow directions to BCEC/World Trade Center Avenue.
3. Take a left onto World Trade Center Ave, to the BCEC across Summer Street.

For more information visit: www.mbtta.com

From South Station:

1. BCEC can be approached from South Station via bus, rapid transit bus, taxi, or by foot.

For more information visit:

www.amtrak.com

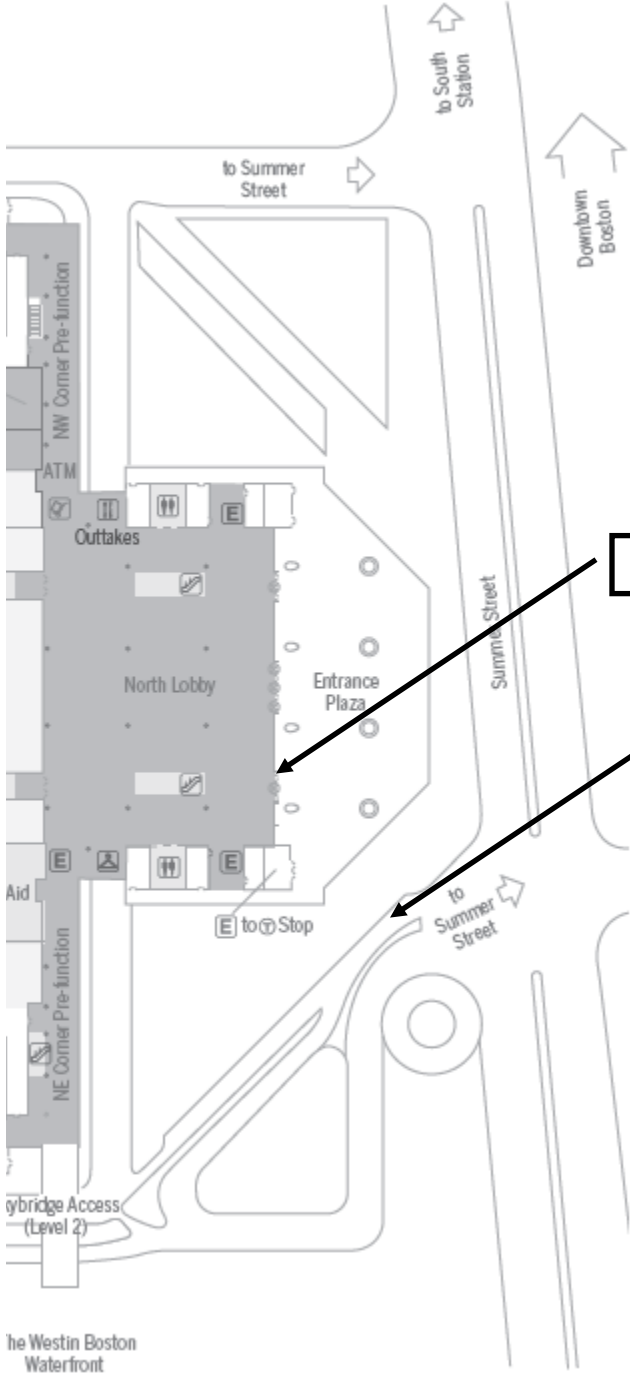
www.mbtta.com

From North Station:

Take the MBTA subway system to South Station and follow directions above. To plan your route, visit the [MBTA Trip Planner](#).

For more information including fares, visit: www.mbtta.com

Parking Map



Building Entrance.

Valet Parking Drop Off.
Entrance to the North Lobby, Level 1, is directly adjacent to the valet drop-off location.
Take the escalators to the left once you enter the lobby to the 2nd level and report to your assigned rooms.